



SIRIM QAS INTERNATIONAL SDN. BHD.
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File Ref. : EW01950002

**RSPQ AUDIT REPORT
GROUP CERTIFICATION**

CLIENT : Wild Asia Sdn Bhd (Wild Asia Group Scheme) WAGS – Sabah, Beluran

GROUP MANAGER: Sheila Senathirajah

MEMBERS IN THE GROUP CERTIFICATION : 282 smallholders and 1 medium grower

Location	Member			Latitude	Longitude
	Certified Medium Grower	Certified Independent Smallholder	New Independent Smallholder		
Sapi	Kiabau	0	42	0	5.76 N 117.25 E
	Toniting	0	42	3	5.75 N 117.36 E
	Ulu Sapi	1	16	0	5.73 N 117.39 E
Terusan	Gana Jati	0	8	4	5.88 N 117.37 E
	Lidong	0	5	4	5.88 N 117.37 E
	Penimbanan	0	16	12	5.88 N 117.37 E
	Sualok	0	44	6	5.88 N 117.37 E
Reka Halus	Reka Halus	0	27	53	5.77 N 117.46 E
Total by group		1	200	82	

AUDIT DATE: 25–27 October 2016 & 3-4 November 2016 **DURATION :** 13 auditor days on-site

TYPE OF AUDIT : Annual Surveillance Audit No. 03 Recertification Audit

STANDARD :

- (i) RSPQ Principles & Criteria (MY-NI) 2014
- (ii) RSPQ Management System Requirements and Guidance for Group Certification of FFB Production, March 2016

SCOPE OF CERTIFICATION : Production of sustainable fresh fruit bunches

The following attachments form part of this report:

Non-conformity Report(s) List of additional site(s)

Report by Audit Team Leader

Name : Mohd Razman Salim

Signature :

Date : 10 March 2017

Acknowledgement by Client's Representative

Name : Ms. Sheila Senathirajah

Signature :

Date : 17 March 2017

SUMMARY OF AUDITS

Stage 2 / Recertification audit				
On-site audit date :		No. of auditor days :		
Audit team :				
No. of major NCR :		Indicator:	Closing date :	
No. of minor NCR :		Indicator :		
Indicate the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers	Suppliers
	Contract workers	NGOs	Govt. agency	Independent growers
	Indigenous people	Contractor	Others (Please specify)	
Supply base sampled :				

Annual Surveillance Audit 1				
On-site audit date :		No. of auditor days :		
Audit team :				
No. of major NCR :		Indicator:	Closing date :	
No. of minor NCR :		Indicator :		
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers	Suppliers
	Contract workers	NGOs	Govt. agency	Independent growers
	Indigenous people	Contractor	Others (Please specify)	
Supply base sampled :				
Changes since the last audit :				

Annual Surveillance Audit 2				
On-site audit date :	17 August 2015 & 24-28 August 2015	No. of auditor days :	NA	
Audit team :	By Previous Certification Body - SGS			
No. of major NCR :	NA	Indicator: NA	Closing date: NA	
No. of minor NCR :	1	Indicator : 8.1		
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers	Suppliers
	NA	NA	NA	NA
	Contract workers	NGOs	Govt. agency	Independent growers
	NA	NA	NA	NA
	Indigenous people	Contractor	Others (Please specify)	
	NA	NA	NA	
Supply base sampled :	NA			
Changes since the last audit :	NA			

Annual Surveillance Audit 3			
On-site audit date :	25 – 27 October 2016 Office audit 3-4 November 2016	No. of auditor days :	13
Audit team :	Mohd Razman Salim, Mohd Zulfakar Kamaruzaman & Mahzan Munap		
No. of major NCR :	3	Indicator: 4.5.1, 6.5.1 & 6.5.2	Closing date: 27/12/16
No. of minor NCR :	13	Indicator: E3.1.1, 2.1.2, 3.1.2, 4.2.3, 4.3.3, 4.7.3, 4.7.5, 4.7.6, 4.7.7, 5.4.1, 5.6.1, 5.6.2 & 6.6.2	
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers
	√		√
	Contract workers	NGOs	Govt. agency
	√		√
	Indigenous people	Contractor	Others (Please specify)
			MPOB
Supply base sampled :	New smallholders: (12)	SUA-006-SML, GAN-003-SML, PEN-007-SML, LID-001-SML, TON-002-SML, TON-001-SML, RKH-004-SML, RKH-005-SML, RKH-001-SML, RKH-012-SML, RKH-013-SML & RKH-025-SML	
	Certified smallholders (15) :	TER-394-SML, TER-375-SML, TER-380-SML, TER-387-SML, TON-49-SML, KIA-435-SML, KIA-407-SML, TON-364-SML, TON-359-SML, REK-458-SML, REK-461-SML, REK-445-SML, REK-449-SML, SAP-260-SGR & SAP-261-SGR	
	Certified medium grower:	SAP-257-SGR	
Changes since the last audit :	An additional of 82 new smallholders have participated as new members in this Group Certification. The audit team has found that the hectareage for 2 growers which were Jera Hasil Sdn Bhd (25.92 ha) and Sumber Bahagia Lestari Sdn Bhd (35.10 ha) as defined by pervious CB-SGS were less than 50 ha. Therefore, both growers have been grouped as independent smallholders with farm less than 50 ha. This audit was consists of 1 certified medium growers – Jimoi Ambong (> 50 ha), 200 certified smallholders (< 50 ha) and 82 new smallholders (< 50 ha).		

Annual Surveillance Audit 4			
On-site audit date :		No. of auditor days :	
Audit team :			
No. of major NCR :		Indicator:	Closing date:
No. of minor NCR :		Indicator :	
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers
	Contract workers	NGOs	Govt. agency
	Indigenous people	Contractors	Others (Please specify)
Supply base sampled :			
Changes since the last audit :			

SUMMARY OF INFORMATION

TYPE OF AUDIT	STAGE 2 / RA	ASA 1	ASA 2	ASA 3	ASA 4
Projection Period				2017	
Certified Area (Ha)				1603.83	
Production Area(Ha)				1603.83	
HCV Area (Ha)				NA	
Certified FFB Processed (MT)				17171.48	
Production of Certified CPO (MT)				3664.394	
Certified PK Processed (MT)				813.928	
Production of Certified PKO (MT)				366.268	
REMARKS				OER = 21.34%* KER = 4.74%* PKO = 45% (*Source: MPOB BEPI-Sabah 2015 average)	

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1.0 AUDIT PROCESS

1.1 Certification Body

SIRIM QAS International Sdn. Bhd. is the leading certification, inspection and testing body in Malaysia. SIRIM QAS International provides a comprehensive range of certification, inspection and testing services which are carried out in accordance with internationally and nationally recognised standards. Attestation of this fact is the accreditation of the various certification and testing services by leading national and international accreditation and recognition bodies such as the Department of Standards Malaysia (STANDARDS MALAYSIA), the United Kingdom Accreditation Services (UKAS), the International Automotive Task Force (IATF), and the Executive Board of the United Nations Framework Convention on Climate Change (UNFCCC). SIRIM QAS International is a partner of IQNet, a network currently comprising of leading certification bodies in Europe, North and South America, East Asia and Australia.

SIRIM QAS International has vast experience in conducting audits related to RSPO certification. It has certified more than a hundred palm oil mills and several estates to ISO 14001 & OHSAS 18001. SIRIM QAS International has also conducted many audits for sustainable production of palm oil products against the requirements of the RSPO P&C. SIRIM QAS International was approved by the RSPO as a RSPO certification body on 21 March 2008 and accredited by ASI on 27 September 2014.

1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Mohd Razman Salim	Audit team leader Social and Conservation scopes	<ul style="list-style-type: none"> • Possessed B.Sc.Forestry (Hons) from University Putra Malaysia with more than 6 years of working experience in the Forest Management, forest, HCVF and ecology.
Mohd Zulfakar Kamaruzaman	Auditor Good Agricultural Practices (GAP)	<ul style="list-style-type: none"> • Holds a B.Sc. Forestry from University Putra Malaysia. He had more than 4 years of working experience in the oil palm operation. He has been trained as a RSPO Lead Auditor
Mahzan Munap	Auditor, Environmental & Occupational Health and Safety and related legal issues	<ul style="list-style-type: none"> • Possessed B.S (Petroleum Engineering) and M.B.A. Had more than 38 years of working experience spanning the Engineering Technical ladder as well as Operation and Management ladder. He is a Lead Auditor for OHSAS 18001 and RSPO P&C and Auditor for MSPO.
Ismail Adnan Abdul Malek	Observer	<ul style="list-style-type: none"> • Possessed Master of Forestry, he is currently an auditor for the forest management certification

1.3 Audit methodology

The RSPO Surveillance 3 Audit of WAGS – Sabah, Beluran was conducted from 25 to 27 October 2016 for onsite at Sandakan and 3-4 November 2016 at main office in Kuala Lumpur. The main objective of the audit was to verify the conformance of the group members against the requirements of certification standard i.e. the RSPO P&C MYNI: 2014 and RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016).

The audit was conducted based on sample defined in the RSPO Certification Requirement for Group Certification. Under this requirement, the size of sample was based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and z is the multiplier defined by the risk assessment. The sampling was established as follow:

Table 1: Medium grower and independent smallholders sampling formula

Category	Total	Risk factor	Minimum audit sample	Sampled
Medium grower	3	$0.8\sqrt{3} \times \text{RF } 1.0$	1	1*
Certified independent smallholders	200	$0.8\sqrt{200} \times \text{RF } 1.0$	12	15*
New independent smallholders	82	$0.8\sqrt{82} \times \text{RF } 1.4$	11	12
Total			24	28

Note: * It was noted during the audit that three outgrowers were sampled. However, two of the outgrowers which were already certified, had less than 50 ha of planted areas. Therefore, both growers have been grouped as independent smallholders with farm less than 50 ha.

<p>1.4 Stakeholder Consultation</p> <p>SIRIM QAS International had announced the audit and request for comments if any via the SIRIM QAS International's websites. The audit team had also conducted interviews with the following stakeholders during the on-site audit:</p> <ul style="list-style-type: none"> i) Pemaju Mukim (Mr Marcellus Japary), ii) Head village of Toniting & Manduring (Mr Ensim Mail), Head of village Kg Penimbanan (Mr. Maital), Head of village Kg Sualok (Mr. Jimi Pasikin) & Head of village Kg Bangau-Bangau (Mr Mansoon Bangkit) iii) MPOB officer iv) Project Group Chairman (PGC) - Mr Tungud Saudin
<p>1.5 Audit plan : Refer to Attachment 3</p>
<p>1.6 Date of next audit : The next surveillance audit will be conducted within 12 months but not sooner than 9 months from this audit.</p>
<p>2.0 SCOPE OF CERTIFICATION AUDIT : Production of sustainable oil palm fresh fruit bunches</p>
<p>2.1 Description of the Group certification unit</p> <p>In May 2012, Wild Asia has entered into a formal collaboration with MPOB to help support small farmers towards RSPO certification. Wild Asia's role was to provide technical support in developing a Group Scheme model that helps the smallholders reach the requirements of international standards in oil palm production (RSPO).</p> <p>The focus for MPOB's Smallholder Palm Oil Cluster (SPOC) has to date been focused on good agriculture practices. Wild Asia efforts was focused on driving a more comprehensive programme with small farmers encompassing environmental and social impacts.</p> <p>Within 1 year, Wild Asia had managed to formalize the 1st pilot group of farmers and prepare them for RSPO certification. The RSPO audit was conducted in June 2013 and subsequently received the certificate on 6th Sept 2013. This represented the 1st group of smallholders to receive RSPO certification status in Malaysia. Johnson & Johnson went on to purchase the 1st sale of certified produce for this group made via Green Palm. All proceeds were disbursed back to the farmers.</p> <p>In April 2014 , WA-Wilmar signed an MOU to foster closer cooperation to support small holders (and small producers) in Wilmar supply chains. Wilmar selected Sapi & Terusan POM as the first focus (with options to extend to Reka Halus POM).</p> <ul style="list-style-type: none"> • Sapi POM is currently RSPO Certified to MB and has some 70% of its crop from certified sources (its own estate). • Terusan POM is currently RSPO Certified to MB and has some 70% of its crop from certified sources (its own estate). • Reka Halus POM is currently RSPO Certified to MB and has some 70% of its crop from certified sources (its own estate). <p>The goal for this first phase project is to increase the RSPO certified material to these 3 mills to 100% over 3-5 years. This will require that all the materials coming to the Mill will be RSPO certified.</p> <p>In 2015, a formal collaboration termed "SPOTS" ("Sustainable Palm Oil and Traceability with Sabah Small Producers") was initiated between partners Wilmar-Loreal-Global Amines-Clariant and Wild Asia-IDH to further expand the support and certify small producers within the Wilmar supply base in the Beluran area.</p> <p>The new phase of work (supported by SPOTS) is aimed at developing methods and approaches to engage, support and nurture small producers and to enable them to meet the RSPO certification criteria/standards. The project also ensures that all suppliers will meet the L'OREAL, CLARIANT, WILMAR and GLOBALAMINES respective commitments to sustainability and "Zero Deforestation".</p>
<p>2.2 Description of the Supply Base</p> <p>The Wild Asia Group Scheme (WAGS), WAGS – Sabah, Beluran is located in Telupid Sub-District, Beluran, Sandakan, Sabah. The location of the members are very close to the RSPO certified Sapi POM, Terusan POM and Reka Halus POM.</p> <p>There are 282 smallholders and 1 medium grower under the WAGS – Sabah, Beluran Group Certification Unit. The group was consists of medium growers – Jimoi Ambong (> 50 ha), 200 certified smallholders (< 50 ha) and 82 new smallholders (< 50 ha). The farmers are located in Kiabau, Terusan, Toniting, Ulu Sapi, Gana Jati, Lidong, Penimbanan, Sualok and Reka Halus.</p>

Table 2: Location of WAGS – Sabah, Beluran Group’s Independent Smallholders

Village Area	Latitude	Longitude
Toniting	5.75 N	117.36 E
Terusan	5.88 N	117.37 E
Kiabau	5.76 N	117.25 E
Reka Halus	5.77 N	117.46 E
Sapi	5.73 N	117.39 E

Table 3: Total medium and independent smallholders

Location		Member			Total Planted Area (Ha)
		Certified Medium Grower	Certified Independent Smallholder	New Smallholder	
Sapi	Kiabau	0	42	0	189.89
	Toniting	0	42	3	293.24
	Ulu Sapi	0	16	0	57.21
	Medium grower	1	0	0	82.1
Terusan	Gana Jati	0	8	4	67.32
	Lidong	0	5	4	28.35
	Penimbanan	0	16	12	174.98
	Sualok	0	44	6	266.33
Reka Halus	Reka Halus	0	27	53	444.41
Total by group		1	200	82	1603.83
Total members		283			

Table 4: Actual FFB production for 2015 and projection FFB for 2016

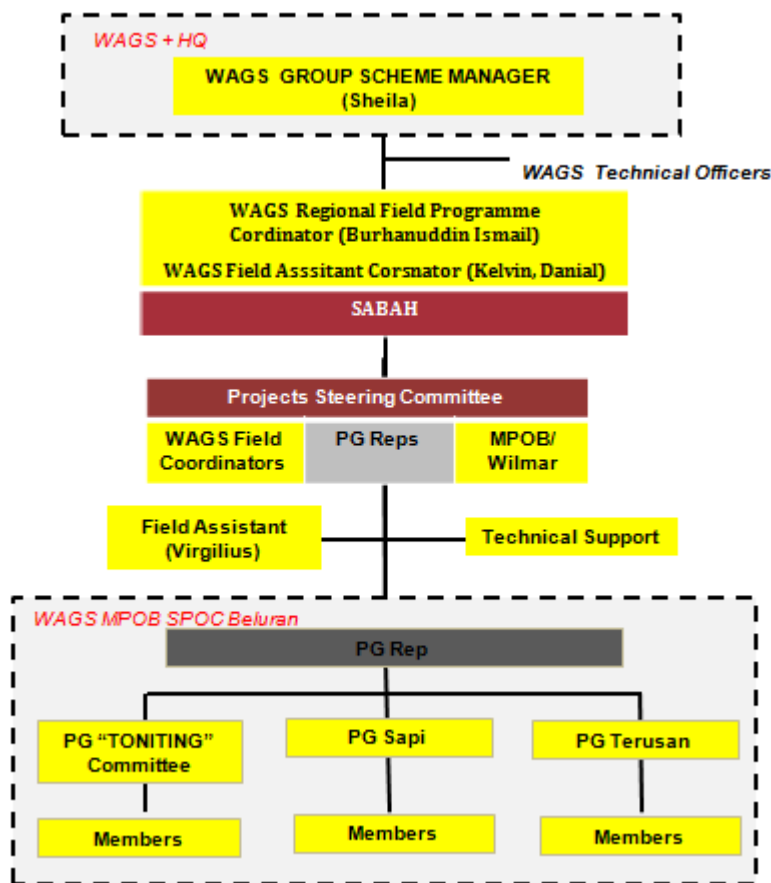
Location		Planting Year	Total Planted Area (Ha)	Actual FFB Production in 2015 (Tonne)	Estimated FFB Production in 2017 (Tonne)
Sapi	Kiabau	1991	189.89	1,110.27	1224.07
	Toniting	1975	293.24	3,005.16	3313.19
	Ulu Sapi	1987	57.21	626.41	690.62
	Medium grower	1995	82.1	2,523.11	2781.73
Terusan	Gana Jati	1989	67.32	623.86	687.80
	Lidong	1995	28.35	228.36	251.77
	Penimbanan	1986	174.98	1,487.20	1639.63
	Sualok	1984	266.33	1,663.90	1834.46
Reka Halus	Reka Halus	1984	444.41	4,306.77	4748.22
Total			1603.83	15,575.04	17171.48

Table 5: Planting profiles for WAGS – Sabah, Beluran

Location		Immature (0-3 Years)	Young Mature (4-7 Years)	Mature (>7 years)	Total planted area (Ha)
Sapi	Kiabau	25.56	55.24	109.09	189.89
	Toniting	-	7.34	285.9	293.24
	Ulu Sapi	-	2.02	55.19	57.21
	Medium grower	-	15	67.1	82.1
Terusan	Gana Jati	6.07	31.24	30.01	67.32
	Lidong	4.86	2.21	21.27	28.35
	Penimbanan	17.08	26.39	131.51	174.98
	Sualok	59.77	14.56	192	266.33
Reka Halus	Reka Halus	144.09	65.79	234.53	444.41
Planted Area (Ha)		257.43	219.79	1126.61	1603.83

2.3 Organizational Information/Contact Person(s)

GROUP CERTIFICATION DETAILS	
Name of Group	WAGS - Sabah, Beluran
Group Manager	Ms. Sheila Senathirajah
Address	Upper Penthouse, Wisma RKT, No. 2, Jalan Raja Abdullah, 50300 Kuala Lumpur, Malaysia.
Tel	03-6201 2150
Email	sheila@wildasia.org



3.0 AUDIT FINDINGS	
3.1	Changes to certified products in accordance to the production of the previous year There was no changes to the certified FFB from smallholders and medium growers since the previous year.
3.2	Changes to risk level No changes to the risk level
3.3	Any minor non-conformities will be raised to major if not addressed by the following surveillance assessment The Minor NCR raised during Surveillance 2 Audit by previous CB – SGS was satisfactorily closed during this Surveillance 3 Audit.
3.4	Changes to the Group Certification structure and members There are changes to the members of the Group Certification. A total of 82 new smallholders was included in this audit. Further, the audit team found that the total land area for 2 growers i.e. Jera Hasil Sdn Bhd (25.92 ha) and Sumber Bahagia Lestari Sdn Bhd (35.10 ha) which were initially classified as medium grower had less than 50 ha.
3.5	Evaluation of the performance of the internal assessor/Group Manager and internal assessment : Evaluation of the performance of the internal assessment could not be assessed where the Group Manager was not conducted internal audit programme since August 2015. Refer to Minor NCR MRS 01 2016.
3.6	Status of previous non conformity(ies) <input checked="" type="checkbox"/> Closed <input type="checkbox"/> Not closed* * If not closed, will be upgraded to major non conformity
3.7	Complaint received from stakeholder (if any) There were no complaints received from stakeholders. This was confirmed through interviews with the stakeholders during the on-site audit.

4.0 DETAILS OF NON-CONFORMITY REPORT : (refer to Attachment 6 for details)

Total no. of minor NCR(s) : 12
List : MRS 01 2016, MRS 02 2016, MZK 01 2016, MZK 02 2016, MZK 03 2016, MRS 03 2016, MRS 04 2016, MZK 05 2016, MRS 05 2016, MZK 06 2016, MZK 07 2016, MZK 08 2016, MRS 06 2016

Total no. of major NCR(s) : 3
List : MZK 04 2016, MZK 09 2016, MZK 10 2016

5.0 AUDIT CONCLUSION

Generally, WAGS – Sabah, Beluran continues to maintain the implementation of RSPO P&C (MYNI) & RSPO Management System Requirements and Guidance for Group Certification of FFB Production certification in accordance with the requirements of the standard as well as the organisation's documented procedures. Awareness on the RSPO requirement has been improved since the last audit. However further actions for improvement are required as highlighted in the NCRs report.

6.0 RECOMMENDATION

No NCR recorded. Recommended for certification.

Minor NCR(s) recorded. Recommended for certification conditional upon acceptance of corrective action plans within 1 month of the date of this audit.

Note: Minor NCRs raised in the audit which are not addressed in the subsequent audit shall be upgraded to major NCRs.

Major NCR(s) recorded. Proposed corrective action and evidence of implementation within 2 months of the date of this audit to be submitted to SIRIM QAS International within 2 months

Verification on major NCRs is required :

On-site audit of the following areas is recommended within 2 months (if applicable)

On-site audit not required. Records of implementation of corrective action to be submitted for verification

IT IS CONFIRMED THAT ALL CORRECTIVE ACTIONS TAKEN HAVE BEEN SATISFACTORILY VERIFIED. RECOMMENDED FOR CERTIFICATION.

Audit Team Leader : MOHD RAZMAN SALIM



10/1/2017

(Name)

(Signature)

(Date)

**NAME LIST OF MEDIUM GROWER AND INDEPENDENT SMALLHOLDERS FOR WAGS – SABAH,
BELURAN GROUP**

No	Producer Name	WAGS Status	WAGS ID No	Planted area	Audited
Sapi: Kiabau					
1	Pianus Bin Laniu	Certified Member	KIA-398-SML	4.250	
2	Zohainah Binti Otot	Certified Member	KIA-399-SML	4.860	
3	Johnius Bin Gunting	Certified Member	KIA-400-SML	7.628	
4	Tina Binti Kandayoh	Certified Member	KIA-401-SML	3.640	
5	Solubia Bin Tindi@ Kindi (D) - (Gerald Solubia)	Certified Member	KIA-402-SML	11.129	
6	Rainah Binti Junali	Certified Member	KIA-403-SML	3.724	
7	Frankie Bin Solubia	Certified Member	KIA-404-SML	1.619	
8	Solubia Bin Tindi @ Kinti (D) - (Frankie Solubia)	Certified Member	KIA-404-SML	2.428	
9	Peter Walter Anun (D) - (Moilin Jimbun)	Certified Member	KIA-405-SML	4.808	
10	Jasper Bin Anggalong	Certified Member	KIA-406-SML	4.706	
11	Jenner Jasper	Certified Member	KIA-407-SML	3.238	x
12	Juita @ Adriana Binti Indang	Certified Member	KIA-408-SML	4.718	
13	Donny Jhary	Certified Member	KIA-409-SML	2.830	
14	Erah Leimor	Certified Member	KIA-410-SML	1.618	
15	Anita Sangti Pain	Certified Member	KIA-411-SML	0.809	
16	Lurinah Binti Mediris	Certified Member	KIA-412-SML	3.919	
17	Denis Bin Undalis	Certified Member	KIA-413-SML	5.828	
18	George Guang Bin Dansol	Certified Member	KIA-414-SML	4.887	
19	Talis Bin Bulu	Certified Member	KIA-415-SML	15.440	
20	Bulu Bin Kudumpor (D) - (Talis Bin Bulu)	Certified Member	KIA-416-SML	3.234	
21	Sangti Pain Bin Puramau	Certified Member	KIA-417-SML	6.466	
22	Jaarah @ Margaret Binti Kupi	Certified Member	KIA-418-SML	3.011	
23	Kanit Bin Madiris	Certified Member	KIA-419-SML	2.020	
24	Wilson Jhary	Certified Member	KIA-420-SML	4.856	
25	Jauyah Puramau	Certified Member	KIA-421-SML	2.020	
26	Jeisee Mediris	Certified Member	KIA-422-SML	2.829	
27	Maini Bin Minsin	Certified Member	KIA-423-SML	1.214	
28	Leo Bin Onong	Certified Member	KIA-424-SML	2.428	
29	Dennis Musali Bin Angki	Certified Member	KIA-425-SML	4.856	
30	Taino Nora Binti Gusti	Certified Member	KIA-426-SML	4.856	
31	Minah Binti Sarikura @ Kurah	Certified Member	KIA-427-SML	2.833	
32	Laban Bin Idol	Certified Member	KIA-428-SML	2.833	
33	Lina Binti Gusti	Certified Member	KIA-429-SML	2.023	
34	Rita Binti Bulok	Certified Member	KIA-430-SML	4.571	
35	Emin Binti Dongkong	Certified Member	KIA-431-SML	4.040	
36	Hilary Bin Vencent Kolong	Certified Member	KIA-432-SML	12.019	
37	Felicity Undalis	Certified Member	KIA-433-SML	12.141	
38	Jalil @ Joseph Bin Worong	Certified Member	KIA-434-SML	4.047	

39	Rapidah Binti Albert Pain	Certified Member	KIA-435-SML	4.046	x
40	Bistinus Undalis	Certified Member	KIA-436-SML	5.949	
41	Roland Tony	Certified Member	KIA-437-SML	4.305	
42	Patrick Albert @ Patrick Sangti Pain	Certified Member	KIA-438-SML	1.214	
Sapi: Toniting					
1	Annith bt. Serigu @ Sarigoh	Certified Member	TON-04-SML	4.850	
2	Gustian Bin Kumbong	Certified Member	TON-12-SML	5.140	
3	Kerendi Bin Engok	Certified Member	TON-22-SML	7.670	
4	Linella Pallai	Certified Member	TON-25-SML	5.250	
5	Sarigoh Bin Rantau	Certified Member	TON-37-SML	6.060	
6	Welldext Lawrence	Certified Member	TON-40-SML	2.540	
7	Trisar Binti Saligo @ Sarigoh	Certified Member	TON-41-SML	5.660	
8	Umah Binti Sarigoh	Certified Member	TON-43-SML	5.660	
9	Elizabeth Japari	Certified Member	TON-08-SML	3.691	
10	Risma Asang	Certified Member	TON-33-SML	5.140	
11	Titi Bonsilon	Certified Member	TON-49-SML	4.920	x
12	Malai Bin Pallie	Certified Member	TON-27-SML	4.740	
13	Tungud Bin Saudin	Certified Member	TON-42-SML	5.250	
14	Madais Bin Dulumbai	Certified Member	TON-26-SML	4.440	
15	Golfred Bin Japari	Certified Member	TON-11-SML	4.700	
16	Mimah Binti Kilian	Certified Member	TON-29-SML	5.910	
17	Ajain Bin Samayong	Certified Member	TON-02-SML	4.630	
18	Sempineh Bin Ingok	Certified Member	TON-15-SML	7.340	
19	Rohani Binti Paulous	Certified Member	TON-34-SML	5.950	
20	Johdan Bin Pokah (Rinah Binti Pokah)	Certified Member	TON-32-SML	2.020	
21	Irok Bin Ingok	Certified Member	TON-16-SML	6.680	
22	Juwitah Saiti	Certified Member	TON-21-SML	7.670	
23	Adun Bin Sunsulak	Certified Member	TON-01-SML	5.250	
24	Elvis Saligoh @ Sarigoh	Certified Member	TON-09-SML	4.410	
25	Ridelly Japri @ Japari	Certified Member	TON-48-SML	5.000	
26	Welfred Bin Sarigoh	Certified Member	TON-44-SML	2.900	
27	Roniolo Rolando	Certified Member	TON-36-SML	3.300	
28	Verronica Saiti	Certified Member	TON-47-SML	3.230	
29	Connika Binti Tangkian	Certified Member	TON-07-SML	6.280	
30	Charless Jaikal	Certified Member	TON-06-SML	5.580	
31	Jaikal @ Gabok Bin Sunsulak	Certified Member	TON-18-SML	6.590	
32	Rickleas B Madais	Certified Member	TON-30-SML	5.880	
33	Rickline B Madais	Certified Member	TON-31-SML	5.712	
34	Jimmy Bin Kuting	Certified Member	TON-20-SML	4.824	
35	Asmah Nasir	Certified Member	TON-39-SML	13.916	
36	Jaafar Bin Nanau	Certified Member	TON-17-SML	5.566	
37	Asmah Nasir (Jerry Bin Terance)	Certified Member	TON-19-SML	5.730	
38	Lantina Binti Ganai	Certified Member	TON-23-SML	4.850	
39	Helen Binti Rantau	Certified Member	TON-13-SML	10.510	

40	Mathew Paping	Certified Member	TON-28-SML	3.570	
41	Fatimah Ab Jalal	Certified Member	TON-10-SML	1.170	
42	Lawrence Samuah	Certified Member	TON-24-SML	4.770	
43	Jera Hasil Sdn Bhd subleased from Wife (Evelyn Bt Sondungan)	Certified Member	SAP-260-SGR	25.920	x
44	Sumber Bahagia Lestari Sdn Bhd subleased from friendly party (Evelyn Bt Sondungan)	Certified Member	SAP-261-SGR	31.810	x
45	Esther Hana Lawrence	New Member	TON-001-SML	2.540	x
46	Virgilius Intang	New Member	TON-002-SML	2.430	x
47	Rhina Madais	New Member	TON-003-SML	5.589	
Sapi: Ulu Sapi					
1	Abta Bin Bakar	Certified Member	TON-356-SML	3.513	
2	Dahlan Bin Ali	Certified Member	TON-357-SML	2.500	
3	Jumat Bin Amirunsin	Certified Member	TON-358-SML	1.820	
4	Jumatia Binti Darmansah	Certified Member	TON-359-SML	1.750	x
5	Masnah Binti Moktar	Certified Member	TON-360-SML	3.359	
6	Samsudin Bin Otoh (Masnah Binti Moktar)	Certified Member	TON-361-SML	2.575	
7	Rahimah Grado Abdullah	Certified Member	TON-362-SML	4.295	
8	Asmaran Jiwa Bin Yusop (Rahimah Grado Bin Abdullah)	Certified Member	TON-363-SML	3.700	
9	Rajain Bin Osman	Certified Member	TON-364-SML	4.709	x
10	Sapan Bin Kanua	Certified Member	TON-365-SML	10.160	
11	Farah Sapan	Certified Member	TON-366-SML	4.117	
12	Anna Sapan	Certified Member	TON-367-SML	5.840	
13	Milton Sapan	Certified Member	TON-368-SML	5.820	
14	Abdul Ghani Bin Osman	Certified Member	TON-369-SML	3.052	
Sapi: Grower					
1	Jimoi Ambong (> 50ha)	Certified Member	SAP-257-SGR	82.100	x
Terusan: Gana Jati					
1	Thia Eng	Certified Member	TER-217-SML	4.651	
2	Qwek Tsy Yeong	Certified Member	TER-214-SML	4.050	
3	Aini Binti Tuloh	Certified Member	TER-391-SML	5.868	
4	Aminah Binti Ismail	Certified Member	TER-392-SML	6.070	
5	Noraisah Binti Gandawali	Certified Member	TER-393-SML	6.070	
6	Omar Bin Kasim	Certified Member	TER-394-SML	6.070	x
7	Sabdiah BT Ganduaali @ Gandawali	Certified Member	TER-395-SML	6.070	
8	Wahwa @ Azman Bin Gandawali (D)	Certified Member	TER-396-SML	4.306	
9	Abzar Bin Gandawali	New Member	GAN-001-SML	5.950	
10	Arimas Binti Sahi	New Member	GAN-002-SML	6.070	
11	Azmie @ Apat Bin Turanggoi	New Member	GAN-003-SML	6.070	x
12	Jaimah Binti Kiyon (Jeffry Bin Denis Palam)	New Member	GAN-004-SML	6.070	
Terusan: Lidong					
1	Jamadil Bin Bakar	Certified Member	TER-384-SML	2.024	

2	Roslan Bin Ahmad	Certified Member	TER-215-SML	2.833	
3	Rusman Bin Sulaiman	Certified Member	TER-385-SML	2.294	
4	Saidal Bin Nasir	Certified Member	TER-386-SML	3.619	
5	Uting Bin Bati	Certified Member	TER-387-SML	5.028	x
6	Ahlan Bin Ahmad	New Member	LID-001-SML	4.073	x
7	Durais Bin Taki	New Member	LID-002-SML	3.238	
8	Mohamad Bin Tanusi	New Member	TER-212-268	4.654	
9	Nordin Bin Petang	New Member	LID-003-SML	0.587	
Terusan: Penimbanan					
1	Binjal Bin Bangkit	Certified Member	TER-370-SML	5.635	
2	Gabriel Lionel Luis	Certified Member	TER-371-SML	9.827	
3	Laiman Bin Dasir	Certified Member	TER-374-SML	3.067	
4	Limsoon Bin Bangkih @ Bangkit	Certified Member	TER-375-SML	5.868	x
5	Lislie Bin Masuil	Certified Member	TER-376-SML	9.889	
6	Maital Bin Bangkit	Certified Member	TER-377-SML	7.669	
7	Mansoon Bangkit	Certified Member	TER-378-SML	5.940	
8	Patrick Bangkit	Certified Member	TER-379-SML	6.070	
9	Roland Bin Piriman	Certified Member	TER-380-SML	9.875	x
10	Wilfred Bin Louis @ Lionel Luis	Certified Member	TER-381-SML	4.047	
11	Abdul Rahman Bin Bajau @ Isah	Certified Member	TER-382-SML	4.978	
12	Anchi AK Tapal	Certified Member	TER-202-SML	6.070	
13	Jeffri Periman	Certified Member	TER-209-SML	4.450	
14	Jespan Bin Pariman	Certified Member	TER-373-SML	6.237	
15	Marimah Binti Kanua (Buani Binti Pariman @ Ella)	Certified Member	TER-211-SML	4.044	
16	Peter Kanua	Certified Member	TER-383-SML	5.868	
17	Wellie Pariman	New Member	PEN-001-SML	6.070	
18	Yampan Bin Kanua @ Mincas Kanua	New Member	PEN-002-SML	6.070	
19	Andrison A Nungka	New Member	PEN-003-SML	6.07	
20	Akong Bin Nawang	New Member	TER-203-SML	6.070	
21	Bangkit Bin Dambis (D) managed by Crisnah Bangkit	New Member	PEN-004-SML	6.070	
22	Crisnah Bangkit	New Member	PEN-005-SML	5.230	
23	Emin Binti Dambis	New Member	TER-207-263	5.480	
24	George Bin Luis	New Member	PEN-006-SML	5.260	
25	Raimah Binti Bangkit	New Member	PEN-007-SML	5.870	x
26	Rita Binti Ajan	New Member	PEN-008-SML	6.070	
27	Halin Binti Nuron	New Member	PEN-010-SML	4.700	
28	Stanley Bin Akong	New Member	TER-216-SML	12.404	
Terusan: Sualok					
1	Aveline Binti Randi	Certified Member	TER-149-SML	4.047	
2	Ekim Binti Pasikin	Certified Member	TER-152-SML	6.070	
3	Jami bin Sinai	Certified Member	TER-157-SML	5.662	
4	Jaulim Ajak (D)	Certified Member	TER-158-SML	1.618	
5	Jaunny Kandong	Certified Member	TER-145-SML	7.082	

6	Jiklin Binti Amos	Certified Member	TER-159-SML	3.838	
7	Jimah Binti Antak	Certified Member	TER-160-SML	2.400	
8	Jimi Pasilcin @ Pasikin	Certified Member	TER-161-SML	4.047	
9	Kamria @ Yongor Binti Tulayu	Certified Member	TER-164-SML	4.594	
10	Kandoh Bin Nor (D)	Certified Member	TER-165-SML	4.047	
11	Lawernce Bin Robin	Certified Member	TER-166-SML	1.619	
12	Luin Bin Damsik	Certified Member	TER-169-SML	5.460	
13	Malais Bin Juroh	Certified Member	TER-170-SML	6.070	
14	Marin Bin Matin	Certified Member	TER-172-SML	3.034	
15	Martin Bin Robin	Certified Member	TER-173-SML	4.037	
16	Masliah Binti Titi	Certified Member	TER-174-SML	2.833	
17	Maudi Jauri Umar	Certified Member	TER-176-SML	3.230	
18	Mekron Bintang	Certified Member	TER-177-SML	12.687	
19	Melson Bin Appla	Certified Member	TER-178-SML	7.284	
20	Michael Bin Onteh	Certified Member	TER-179-SML	10.920	
21	Mukail Bin Guang	Certified Member	TER-180-SML	2.020	
22	Nikrun Bintang	Certified Member	TER-181-SML	17.390	
23	Palimin Bin Aping @ Kulimin Aping	Certified Member	TER-183-SML	5.200	
24	Petrus Bin Tadon @ Petrus Bin Antadon	Certified Member	TER-187-SML	5.868	
25	Raji Bin Sinai	Certified Member	TER-190-SML	4.856	
26	Rasnah Binti Satu	Certified Member	TER-192-SML	2.020	
27	Rosma Binti Kanoong @ Rosmah Bt Kandong	Certified Member	TER-194-SML	1.620	
28	Sabinah Binti Bintang	Certified Member	TER-195-SML	4.856	
29	Veronica Ajim	Certified Member	TER-199-SML	6.070	
30	Janis Bin Harun (D) - (Veronica Ajim)	Certified Member	TER-397-SML	6.070	
31	Wveliah Mukail	Certified Member	TER-200-SML	1.780	
32	Indang Bin Salleh	Certified Member	TER-210-SML	4.411	
33	Maumah Binti Harun	Certified Member	TER-388-SML	5.868	
34	Norita Binti Ahim	Certified Member	TER-182-SML	2.290	
35	Romadia Angguh @ Angoh	Certified Member	TER-193-SML	5.868	
36	Pasikin Bin Tingkal (Ambran Pasikin)	Certified Member	TER-184-SML	6.070	
37	Philip Bin Awok	Certified Member	TER-188-SML	16.585	
38	Zaimah Binti Antak	Certified Member	TER-201-SML	2.365	
39	Clarence S Sigual	Certified Member	TER-150-SML	1.618	
40	Jaimin Bin Abah	Certified Member	TER-155-SML	10.139	
41	Jalumin Randi	Certified Member	TER-156-SML	3.238	
42	Jikor Marusid	Certified Member	TER-389-SML	18.413	
43	Kambiriah Binti Onteh	Certified Member	TER-163-SML	1.619	
44	Mairin @ Rose Binti Kanua	Certified Member	TER-390-SML	5.666	
45	Liana Incim	New Member	SUA-001-SML	4.0470	
46	Mislindah Binti Jami	New Member	SUA-002-SML	5.8400	
47	Colin Jikor	New Member	SUA-003-SML	4.2500	
48	Nusni Binti Marusid	New Member	SUA-004-SML	2.0230	
49	Jihun Bin Pasikin (D) -Jeffrin Jihun	New Member	SUA-005-SML	3.4380	

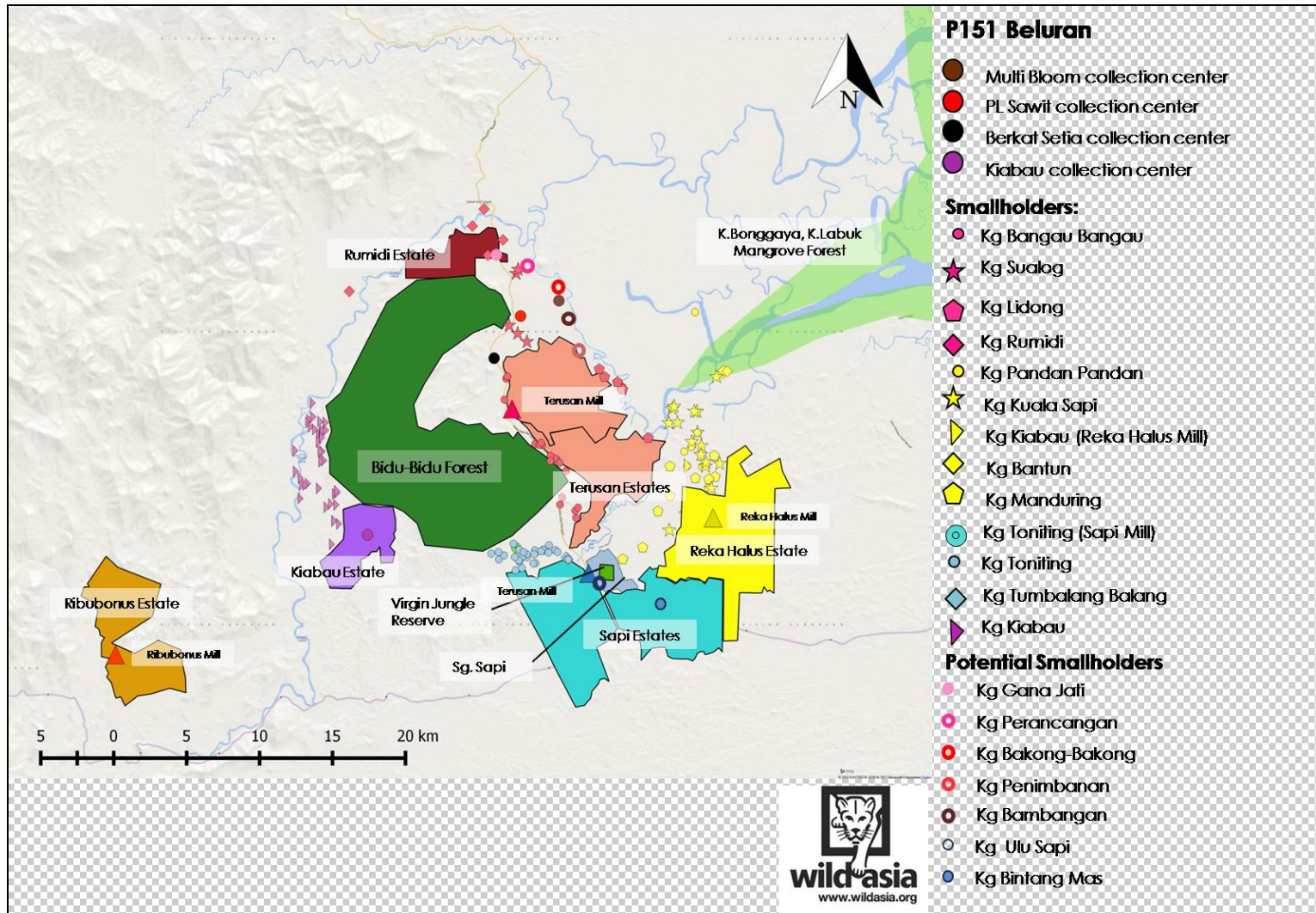
50	Pall Bin Aron	New Member	SUA-006-SML	4.2500	x
Reka Halus: Kg. Reka Halus					
1	Dickson Juin	Certified Member	REK-439-SML	2.711	
2	Noklin Binti Bulun	Certified Member	REK-440-SML	4.191	
3	Peter Thomas @ Peter Thomas Rining	Certified Member	REK-441-SML	1.619	
4	Eleong Nasir	Certified Member	REK-442-SML	8.264	
5	Saping Bin Majid	Certified Member	REK-443-SML	2.870	
6	Julius Antok	Certified Member	REK-444-SML	5.378	
7	Noriah Titing	Certified Member	REK-445-SML	3.720	x
8	Nasir Bin Minor	Certified Member	REK-446-SML	5.416	
9	Mustin Bin Apung	Certified Member	REK-447-SML	10.279	
10	Marjinah @ Celestina Kaling	Certified Member	REK-448-SML	7.985	
11	Talsing Binti Lambou	Certified Member	REK-449-SML	9.160	x
12	Baxter Bin Bian	Certified Member	REK-450-SML	5.590	
13	Istimawah Binti Kisong (D)	Certified Member	REK-451-SML	6.916	
14	Jackrow Bin Tamah	Certified Member	REK-452-SML	10.020	
15	Felix Ambari	Certified Member	REK-453-SML	12.776	
16	Roddy Timas	Certified Member	REK-454-SML	6.649	
17	Saidi Binti Taiu	Certified Member	REK-455-SML	5.698	
18	Juin Bin Kundasar	Certified Member	REK-456-SML	10.030	
19	Langsi Bin Miting	Certified Member	REK-457-SML	3.359	
20	Noriah Binti Alan	Certified Member	REK-458-SML	5.239	x
21	Anjumin Bin Kisong	Certified Member	REK-459-SML	4.493	
22	Tianah Binti Siol	Certified Member	REK-460-SML	5.261	
23	Eduin Bin Boon Liong	Certified Member	REK-461-SML	4.626	x
24	Zanariah Binti Titing	Certified Member	REK-462-SML	5.260	
25	Leslie Laintie @ Into Samsudin	Certified Member	REK-463-SML	8.602	
26	Mark Rammus	Certified Member	REK-464-SML	7.460	
27	Joliu Paping	Certified Member	REK-465-SML	4.576	
28	Robert Bin Wah'ak	New Member	RKH-001-SML	4.531	x
29	Tan Kah Luang	New Member	RKH-002-SML	4.669	
30	Tan Kah Boy	New Member	RKH-003-SML	4.451	
31	Frederick @ Francis Mail	New Member	RKH-004-SML	4.775	x
32	Clarice @ Binjina Binti Tuugah	New Member	RKH-005-SML	3.576	x
33	Lurah Binti Guang	New Member	RKH-006-SML	5.240	
34	Cecilia Lawrence	New Member	RKH-007-SML	3.847	
35	Rachel Binti Lawrence	New Member	RKH-008-SML	11.193	
36	Susanna Lawin	New Member	RKH-009-SML	2.430	
37	Richard Lawin	New Member	RKH-010-SML	5.079	
38	Terry Lawrence Lawin	New Member	RKH-011-SML	1.820	
39	Salistina Binti Ikus	New Member	RKH-012-SML	2.599	x
40	Joseph Bin Juling	New Member	RKH-013-SML	5.990	x
41	Tumas Bin Tagunus	New Member	RKH-014-SML	5.556	
42	Nustinah Binti Mail	New Member	RKH-015-SML	5.460	

43	Kamlin Binti Garuntang	New Member	RKH-016-SML	4.960	
44	Lapaik Binti Ungkut	New Member	RKH-017-SML	9.703	
45	Jaini Bin Balikong	New Member	RKH-018-SML	3.897	
46	Raini Binti Juling	New Member	RKH-019-SML	3.154	
47	James Bin Pisin @ John	New Member	RKH-020-SML	4.895	
48	Padiri Bin Andau	New Member	RKH-021-SML	4.427	
49	Jaing B Balai (D) (Petronella Binti Jaing)	New Member	RKH-022-SML	5.169	
50	Roland G Gelimin	New Member	RKH-023-SML	6.270	
51	Desmond G. Gelimin	New Member	RKH-024-SML	5.160	
52	Clevina Heny Koh	New Member	RKH-025-SML	2.914	x
53	Keffandi Bin Saping	New Member	RKH-026-SML	4.050	
54	Kennedy Saping	New Member	RKH-027-SML	2.850	
55	Udair @ Alice Binti Brunei	New Member	RKH-028-SML	5.210	
56	Arlin Ansil @ Insil	New Member	RKH-029-SML	1.767	
57	Rose Unag Binti Diman	New Member	RKH-030-SML	1.552	
58	Johnny @ Minsih Bin Sikuah	New Member	RKH-031-SML	2.225	
59	Torrey Dukim	New Member	RKH-032-SML	4.834	
60	Maliah Binti Saiti	New Member	RKH-033-SML	7.180	
61	Franklin Lim	New Member	RKH-034-SML	13.163	
62	Jurah Kurasang	New Member	RKH-035-SML	4.896	
63	Manjalip Apong	New Member	RKH-036-SML	5.250	
64	Nusli Bin Darasit @ Durasik	New Member	RKH-037-SML	5.589	
65	Lim Oi Lui	New Member	RKH-038-SML	9.763	
66	Airnandus Kindam	New Member	RKH-039-SML	2.430	
67	Andrias Kindom	New Member	RKH-040-SML	3.300	
68	Ahmad Bin Isop @ Isob	New Member	RKH-041-SML	2.832	
69	Harisin Bin Mani	New Member	RKH-042-SML	3.984	
70	Edwin Bakri Ingkau	New Member	RKH-043-SML	15.506	
71	Normah Binti Panjang	New Member	RKH-044-SML	6.306	
72	Felex Bakri	New Member	RKH-045-SML	6.025	
73	Dorah Edwin Bakrie	New Member	RKH-046-SML	4.348	
74	Junainah Binti John Pisin	New Member	RKH-047-SML	4.455	
75	Sulaw Tum	New Member	RKH-048-SML	15.529	
76	Gilbert Juingkin	New Member	RKH-049-SML	3.714	
77	Juingkin Bin Antong	New Member	RKH-050-SML	4.480	
78	Norella @ Noemi Binti Ambang	New Member	RKH-051-SML	4.388	
79	Katrinah Sarian	New Member	RKH-052-SML	4.316	
80	Sitimah Binti Santiri	New Member	RKH-053-SML	4.554	

Map 1: Location of WAGS – Sabah, Beluran in the district of Beluran, Sabah, East Malaysia.



Map 2: Location of independent smallholders villages and nearby Wilmar's palm oil mill



RSPO SURVEILLANCE AUDIT PLAN

Day 1: 25 October 2016 (Tuesday)				
Time	Activities / areas to be visited			
8.30 – 9.30 am	Opening meeting at WAGS Beluran Site Office Lead Auditor to introduce audit team member, brief on audit objectives, scope, methodology, criteria and programmes Organization Representative to brief on the following : <ol style="list-style-type: none"> 1) RSPO implementation at WAGS Beluran Certification Unit including changes 2) Profile of RSPO group members (certified medium growers, certified independent smallholders, new independent smallholders, etc.), location map & list of affected stakeholders 			Top mgmt & Committee Member
	Razman	Mahzan & Ismail	Zulfakar	
9:30 – 1:00 pm	<ul style="list-style-type: none"> • Site visit to independent smallholder oil palm farms to observe operation at <ol style="list-style-type: none"> i. Pall Bin Aron (New) ii. Omar Bin Kassim (Certified) iii. Azmie @ Apat Bin Turanggoi (New) <ul style="list-style-type: none"> • Stakeholders consultation – Mr Tungud Saudin (Project Group Chairman - PGC) <p>RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016</p> <ul style="list-style-type: none"> • Membership & boundary pegs • OSH / Environment • Interview with workers • HCV & forest area • Social issues • Good Agricultural Practice / IPM • New planting 	<ul style="list-style-type: none"> • Site visit to independent smallholder oil palm farms to observe operation <ol style="list-style-type: none"> i. Frederick @ Francis Mail (New) ii. Clarice @ Binjina Binti Tuugah (New) iii. Robert Bin Wa'hak (New) iv. Joseph Bin Juling (New) <p>RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016</p> <ul style="list-style-type: none"> • Membership & boundary pegs • OSH / Environment • Interview with workers • HCV & forest area • Social issues • Good Agricultural Practice / IPM • New planting 	<ul style="list-style-type: none"> • Site visit to independent smallholder oil palm farms to observe operation <ol style="list-style-type: none"> i. Rapidah Binti Albert Pain (Certified) ii. Jenner Jasper (Certified) iii. Rajain Bin Osman (Certified) iv. Jumatia Binti Darmansah (Certified) <p>RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016</p> <ul style="list-style-type: none"> • Membership & boundary pegs • OSH / Environment • Interview with workers • HCV & forest area • Social issues • Good Agricultural Practice / IPM • New planting 	Guide(s) for each assessor
1.00 – 2.00 pm	Break			
2.00 – 5.00 pm	Continue assessment			Guide(s) for each assessor

Day 2: 26 October 2016 (Wednesday)				
Activities /areas to be visited	Razman	Mahzan & Ismail	Zulfakar	
8.30 – 1.00 pm	<ul style="list-style-type: none"> Site visit to smallholder oil palm farms to observe operation i. Limsoon Bangkih@Bangkit (Cert.) ii. Roland Piriman (Cert.) iii. Raimah Bangkit (New) iv. Uting Bin Bati (Cert.) v. Ahlan Bi Ahmad (New) vi. Titi Bonsilon (Cert.) <ul style="list-style-type: none"> Stakeholder meeting with Wilmar Mill Representative - Terusan POM <p>RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016</p> <ul style="list-style-type: none"> Membership & boundary pegs OSH / Environment Interview with workers HCV & forest area Social issues Good Agricultural Practice / IPM New planting 	<ul style="list-style-type: none"> Site visit to smallholder oil palm farms to observe operation i. Salistina Binti Ikus (New) ii. Noriah Binti Alan (Cert.) iii. Eduin Bin Boon Liong (Cert.) iv. Clevina Heny Koh(New) and v. Noriah Titing(Cert) <p>RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016</p> <ul style="list-style-type: none"> Membership & boundary pegs OSH / Environment Interview with workers HCV & forest area Social issues Good Agricultural Practice / IPM New planting 	<ul style="list-style-type: none"> Site visit to smallholder oil palm farms to observe operation i. Virgilius Intang (New.) ii. Esther Hana Lawrence (New) <p>RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016</p> <ul style="list-style-type: none"> Membership & boundary pegs OSH / Environment Interview with workers and contractors HCV & forest area Social issues Good Agricultural Practice / IPM New planting 	Guide(s) for each assessor
1.00 – 2.00 pm	Break			
2.00 – 5.00 pm	Continue assessment		<p>Site visit to medium grower</p> <ul style="list-style-type: none"> i. Jera Hasil Sdn Bhd (Cert.) ii. Sumber Bahagia Lestari Sdn Bhd (Cert.) iii. Jimoi Ambong (Cert.) <p>RSPO P&C (MYNI) 2014</p> <ul style="list-style-type: none"> Membership & boundary pegs OSH / Environment Interview with workers and contractors HCV & forest area Social issues Good Agricultural Practice / IPM New planting 	Guide(s) for each assessor

Day 3: 27 October 2016 (Thursday)				
Activities /areas to be visited	Razman	Mahzan & Ismail	Zulfakar	
8.30 – 1.00 pm	<ul style="list-style-type: none"> • Stakeholders consultation such as i. Pemaju Mukim – Mr Marcellus ii. Head of village: <ul style="list-style-type: none"> • Mr Ensime (Toniting&Manduring) • Mr Maital (Penimbangan) • Mr Jimi Pasikin (Sualok) • Mr Mansoon (Bangau-Bangau) iii. Representative officer from Malaysian Palm Oil Board (MPOB) 	<ul style="list-style-type: none"> • Site visit to smallholder oil palm farms to observe operation i. Talsing Lambou (Cert.) <p>RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2016</p> <ul style="list-style-type: none"> • Membership & boundary pegs • OSH / Environment • Interview with workers • HCV & forest area • Social issues • Good Agricultural Practice / IPM • New planting 	<ul style="list-style-type: none"> • Stakeholders consultation such as i. Pemaju Mukim – Mr Marcellus ii. Head of village: <ul style="list-style-type: none"> • Mr Ensime (Toniting&Manduring) • Mr Maital (Penimbangan) • Mr Jimi Pasikin (Sualok) • Mr Mansoon (Bangau-Bangau) iii. Representative officer from Malaysian Palm Oil Board (MPOB) 	Guide(s) for each assessor
1.00 – 2.00 pm	Break			
2.00 - 4.00 pm	<ul style="list-style-type: none"> • Audit Team discussion, preparation on audit findings (if any) 			Guide(s) for each assessor
4.00 – 5.00 pm	<ul style="list-style-type: none"> • Presentation and acceptance of audit findings / Closing Meeting 			
5.00 pm	<ul style="list-style-type: none"> • End of audit • Travel to Sandakan Town 			

GROUP CERTIFICATION REQUIREMENT CHECKLIST

The following elements outline the requirements for the Group Certification System. There are three elements:

Element 1: Group Entity and Group Management requirements

Element 2: The Internal Control System – Policies and management

Element 3: The Internal Control System – Operations

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

Clause	Indicators	Comply Yes/No	Findings
E1.1 The Group Entity shall be legally formed	E1.1.1	Yes	<p>Wild Asia is a legal entity which is a registered Malaysian company (Reg. No.: 634446-W) as per law. It provides support and assistance to independent small oil palm producers which are consist of smallholders and grower.</p> <p>The Wild Asia Group Scheme is a member of the RSPO. The WAGS is managed independently by Wild Asia and had appointed a Group Manager, Ms Sheila Senathirajah. This was verified through WAGS Organization Chart – WMS 1.1.1 G WAGS Organisation Overview_v2_14092016 and WAGS GSM Appointment Letter.</p>
	E1.1.2	Yes	<p>WAGS has established a procedure entitled 'WMS 1.3.1 G WAGS Membership Management_v2_14092016' for membership requirements (i.e. participation of individual members in the Group which also cover new members).</p> <p>The members has signed an agreement with the Group Manager (titled as 'Perjanjian di antara Pengeluar dan WAGS') committing to achieving compliance with the RSPO standards and requirements.</p> <p>The audit team had verified copies of agreements for 14 certified smallholders (<50 ha), 11 new smallholders (<50 ha) and 1 medium grower (>50 ha and <500 ha). All of the agreements were signed by the members and WAGS, and each of the member kept a copy of the agreement.</p> <p>The Group Manager had also kept copies of the agreement at the office as per its procedure titled 'WMS 1.3.1 G WAGS Membership Management_v2_14092016'.</p> <p>Sighted WAGS Document Code ICS 009: "Surat Perjanjian Diantara (<u>pengeluar</u>) and WAGS".</p>
	E1.1.3	Yes	<p>The Group Manager had briefed the nature and structure of the group to all members. This was confirmed through interview with certified smallholders, new smallholders and medium grower. Information on the nature and structure of the</p>

		appropriate manner.		group are also displayed at the notice board at the village hall such as Dewan Pupakatan, Kg Ganah Jati.
E1.2 The Group shall be managed by a Group Manager	E1.2.1	<p>The appointed Group Manager shall be either an identified legal entity or an individual acting on behalf of the legal entity, i.e. the Group Entity (E1.1.1).</p> <p>The Group Manager shall ensure the Group's compliance with this standard and is responsible for the preparation and implementation of the Internal Control System (ICS).</p> <p>If the Group Manager is not an individual but an entity:</p> <ul style="list-style-type: none"> • Then, the entity shall appoint an individual as management representative • And, there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved. 	Yes	WAGS is a legal entity as verified through SSM license. WAGS had appointed a Group Manager as the management representative. Organisation structure detailing the positions and responsibilities of all personnel involved was made available 'WMS 1.1.1 G WAGS Organisation Overview_v2_14092016'.
	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.	Yes	The Group Manager is able to demonstrate sufficient resources and capacity for managing Group Certification and performance assessment against this Standard. Several field staffs were appointed to monitor the performance of the members through site visit, quarterly project site report, internal audit and risk assessment for members. There are also project plan, management plan and project budgets in order to manage the CU.
	E1.2.3	<p>The Group Manager and / or their personnel shall be able to demonstrate competence and knowledge of:</p> <ul style="list-style-type: none"> • Principles and Criteria for the Production of Sustainable Palm Oil 2013 • RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016. • RSPO Supply Chain Certification Standard – Nov 2014 • Internal group procedures and policies. 	Yes	<p>Based on interview and evidence of implementation collected during site visit, audit team has verified that the Group Manager and their field staffs are able demonstrate competence and knowledge of:</p> <ul style="list-style-type: none"> • Principles and Criteria for the Production of Sustainable Palm Oil 2013 and the MYNI 2014 • RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016. • RSPO Supply Chain Certification Standard – Nov 2014 • Internal group procedures and policies. <p>The audit team has also verified the WAGS team training records and TOR WAGS for Group Scheme Manager in order to confirm the competency of the team.</p>
	E1.2.4	<p>The Group Manager shall provide potential and existing Group members with the following:</p> <ul style="list-style-type: none"> • An explanation of the RSPO certification 	Yes	The Group Manager had brief the new members and certified members on RSPO certification process, criteria for group membership, rights of the certification body to access the group members' documentation and plantations for the purposes of

		<p>process.</p> <ul style="list-style-type: none"> • An explanation of the criteria for group membership. • An explanation as to the Group Manager's needs and the rights of the certification body to access the group members' documentation and plantations for the purposes of evaluation and monitoring. • An explanation of the certification bodies and RSPO requirements with respect to public information. • An explanation of any obligations with respect to group membership, such as: <ul style="list-style-type: none"> ▪ Maintenance of information for monitoring purposes; ▪ Requirement to conform to conditions or corrective actions issued by the certification body. ▪ Explanation of any costs associated with group membership. ▪ Other obligations of group membership. 		<p>evaluation and monitoring, certification bodies and RSPO requirements with respect to public information. The information also had been displayed at the notice board at the village hall such as Dewan Pupakatan, Kg Ganah Jati.</p> <p>Among the training provided to the members were:</p> <ol style="list-style-type: none"> 1)T01-introduction to Wild Asia & RSPO 2)T02-guidance on farm management of RSPO 3)T03-introduction to documentation training 4)T04-health and safety training 5)T05-environmental management training for small farms 6)T06-code of conduct & membership requirements 7)T07-social training 8)T08-New planting training 9)T09-FFB pricing & grading 10)T10-BMP (harvesting) 11)T11-common pest and disease 12)T12-Fertilizer management 13)T13-weed management
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2.2. Element 2 (E2): Internal Control System – Policies and Management

Clause	Indicators		Comply Yes/No	Findings
E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.	E2.1.1	<p>The Group Internal Control System shall contain Procedures for decision-making, and responsibilities within the group (including the authority of the Group Manager) shall be defined.</p> <p>The Group Manager shall manage the Group in a systematic and effective manner by:</p> <ul style="list-style-type: none"> • Identifying the geographical area to be covered by the Group. • Preparing, maintaining and documenting the Group management structure • Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group. • Prepare and maintain the rules of the Group including the criteria for membership. • Organise at least one group meeting 	Yes	<p>The WAGS had standard procedures to manage the group in a systematic and effective manner such as :</p> <ol style="list-style-type: none"> 1. WMS 2.8.1 G Scoping & Baseline Overview_v2_19092016 2. WMS 2.10.1 G Producer Risk Assessment_v2_19092016 <p>The audit team had also confirmed the monitoring system which was done effectively based on the risk assessment report, quarterly progress report, and quarterly meeting with farmers representatives (PGS meetings).</p>

		<p>annually (see also 8.1.1 on preparation of group management plan).</p> <ul style="list-style-type: none"> • Procedure for initial gap audit which can be a self-assessment. 		
	E2.1.2	<p>The Group Internal Control System shall contain Procedures for maintaining records for all Group members.</p> <p>The Group Manager shall implement a system to maintain the following central records and reports:</p> <ul style="list-style-type: none"> • List of names and full contact details of group members and applicable method of communication. • Location maps. Area of oil palm in hectares. • Land titles/right of use of the land. • A copy of the signed declaration of the grower becoming a member of the group including the date. • Unique member registration numbers are assigned to individual members. • The date that the member signed the declaration of intent as stated in the Group Membership Requirements. • Date of leaving the Group if applicable and the reasons why. • Projected and actual FFB production in metric tonnes per annum. • Monitoring and training records. • Any corrective actions raised and actions taken to meet the requirements for compliance. 	Yes	<p>The Group Manager had maintained records for all members as per its procedure titled 'WMS 3.1.3.1 G Producer Documentation & Production Records_v1_26072014' and 'WMS 1.3.1 G WAGS Membership Management_v2_14092016'. Besides that Group Manager also has other support procedures such as WMS 2.8 Baseline Farmer & Farm Profile & WMS 2.10 Risk Assessment.</p> <p>The records included the list of names, contact details, location maps, area of oil palm in hectares, land titles/right of use of the land, a copy of the signed declaration of the grower becoming a member of the group including the date, unique member registration numbers, projected and actual FFB production in metric tonnes per annum, monitoring and training records.</p>
	E2.1.3	<p>Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.</p>	Yes	<p>The records were kept for 5 years according to the WMS: 1.3.1 WAGS Membership Management Guidance. The records were kept electronically.</p>
	E2.1.4	<p>The Group Internal Control System shall include an initial gap audit procedure (i.e. baseline assessment and needs for compliance) for applicants wishing to join the Group.</p>	Yes	<p>WAGS has developed 'WMS 2.8 Baseline Farmer & Farm Profile' and 'WMS 2.10 Risk Assessment' for the initial gap audit procedure for applicants wishing to join the Group titled</p>

1.3 **Element 3 (E3): The Internal Control System – Operations**

Clause	Indicators	Comply Yes/No	Findings
<p>E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members.</p>	<p>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.</p> <p>As a minimum the following shall be included:</p> <ul style="list-style-type: none"> • Establish, implement and maintain a procedure(s) for internal audits which must include (but not be limited to) the methodology, competence of internal auditors, audit criteria, frequency of internal audits, and addressing non-conformity. • Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements. • Maintenance of all internal audit records. 	No	<p>There was no internal audit conducted for WAGS Beluran in year 2016. The last internal audit was in August 2015. Thus, a Minor NCR MRS 01 2016 for Indicator E3.1.1 was raised as per Group Certification System – RSPO-GUI-T06-008 V1.0 ENG.</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.</p> <p>The risk assessment shall take into account:</p> <ul style="list-style-type: none"> • The diversity of the Group members (i.e. range of size, management structure, scattered members with diverse plantation landscape such as terrain, etc.) • Any perceived risk relating to the activities being undertaken (e.g. how much replanting or expansion is occurring, how many members are new and, for subsequent assessments, whether there is a history of non-conformities). 	Yes	<p>The Group Manager had conducted risk assessment to all members in order to identify an appropriate sampling intensity of Group members for the certification assessment.</p>
	<p>E3.1.3 The Group Manager and the internal auditors shall jointly declare no conflict of interest for the internal audit process.</p>	Yes	<p>Auditor has verified the list of approved internal auditor.</p>
	<p>E3.1.4 The Group Manager shall conduct initial gap</p>	Yes	<p>The Group Manager had conducted risk assessment with any potential new</p>

		audits with any potential new member, to assess the following pre-requisites for membership: <ul style="list-style-type: none"> no plantings have replaced primary forest, or affected one or more HCVs (RSPO P&C 2013 criteria 5.2 & 7.3) In the case of scheme smallholders, the company (owning/managing the mill) holds the liability for compensation for any new plantings undertaken since Nov 2005 and before 14th May 2014. Following compliance with the compensation procedure, scheme smallholders may join the group. <ul style="list-style-type: none"> no existing land conflict. land title or right to use the land can be demonstrated. 		member, to assess the following pre-requisites for membership such as no plantings have replaced primary forest, or affected one or more HCVs, no existing land conflict, and land title or right to use the land can be demonstrated.
E3.2 The Group Internal Control System shall include a system in place to enable the trading of RSPO certified FFB produced from the Group.	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.	Yes	The Group Manager had implemented a system for tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO certified FFB titled 'WAGS Certified FFB Sales Tracking' for each site'
	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. If certified FFB is combined with non-certified FFB prior to the sale and delivery to a palm oil mill, a mass balance system shall be in place to ensure the quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.	Yes	There was a collective Group procedure for the sale of all certified FFB to ensure that non-certified FFB are not sold as RSPO certified FFB titled 'WMS 2.12.1 G Traceability of FFB_v1_13072015'. The Group Manager had sent the FFB monthly statements from all WAGS members sent to mill. Auditor has sampled a Terusan Palm Oil Mill which is a Mass Balance certified mill. The mill also has its own supply chain procedures. The procedure could trace back the FFB to the Group members.
	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). Information on transport (i.e. registration number/number plate). The relevant group members' group identification number. Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination. Information of FFB price. 	Yes	All sales of FFB originating from the plantations of Group members shall be documented and recorded as verified through: 1) Monitoring sheet # 5-shows details of FFB sales for each farmer, and 2) Farmer folder (receipts of sale/invoices) for each farmer on-site.

	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.	Yes	The Group Manager has maintained 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.
	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. 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 members.	Yes	There is no traders included in this certification.

RSPO P&C – SECTION 3 : REQUIREMENT RELATED TO GROUP MANAGERS & INDIVIDUAL GROWERS (up to 50ha of plantation size)

Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators	Requirements for Group Manager & Individual Growers	Comply Yes/No	Findings
C 1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1 There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. 1.1.2 (M) Records of requests for information and responses shall be maintained.	Group Manager: <ul style="list-style-type: none"> The Group Manager shall inform all Group members that all requests for information are referred to the Group Manager. The Group Manager shall provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making (1.1.1). The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses. (1.1.2) 	Yes	<p>WAGS Beluran continued to implement procedure for responding to any communication as outlined in WMS2.2.1 Managing Public Transparency (item no.5 & 6). Records of communication were identified and maintained in Logbook with details of requests for information and responses (including close off dates).</p> <p>Records of requests for information from stakeholders and responses by the WAGS Beluran were sighted documented and relevant information on Group and details of publicly available documents displayed on Public Notice Board.</p> <p>WAGS Beluran continued to maintain stakeholders for government agencies, schools, local communities, and display at the public noticeboard. The Stakeholders list was reviewed in January 2016.</p> <p>WAGS Beluran had identified personnel responsible for complaints and records of communication were maintained in Logbook. As of to date there was no request on social information from stakeholders.</p>
		Individual Grower: Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	Yes	The grower understood that all visitors or requests for information are referred to the Group Manager.
C 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social	1.2.1 Land titles/user rights (Criterion 2.2); Occupational health and safety plans (Criterion 4.7); Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) HCV documentation summary (Criteria 5.2 and	Group Manager: Group Managers shall list the following documents as publically available and keep copies centrally: Land titles/user rights (Criterion 2.2); Occupational health and safety plans (Criterion 4.7); Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); HCV documentation (Criteria 5.2 and 7.3); Pollution prevention and reduction plans (Criterion	Yes	<p>WAGS Beluran has made publicly available at the visited area such as village hall at Kg. Ganah Jati on these following documents: Occupational health and safety plans; Plans and impact assessments relating to environmental and social impacts; HCV documentation; Pollution prevention and reduction plans; Details of complaints and grievances; Negotiation procedures; Continuous improvement plans; and Human Rights Policy.</p> <p>However, confidential information such as land titles/user rights are kept at the WAGS Beluran Office and at each</p>

<p>outcomes.</p>	<p>7.3); Pollution prevention and reduction plans (Criterion 5.6); Details of complaints and grievances (Criterion 6.3); Negotiation procedures (Criterion 6.4); Continual improvement plans (Criterion 8.1); Public summary of certification assessment report; Human Rights Policy (Criterion 6.13).</p>	<p>5.6); Details of complaints and grievances (Criterion 6.3); Negotiation procedures (Criterion 6.4); Continuous improvement plans (Criterion 8.1); Public summary of certification assessment report; Human Rights Policy (Criterion 6.13).</p>	<p>farmer.</p> <p>The previous public summary of certification assessment report can be refer at below link: https://rspo.org/uploads/default/pnc/SGS_WAGS_Beluran_SV2_Approved.pdf</p> <p>OSH plan was available in the file name Group Management Plan WAGS GROUP 14092016.</p> <p>Management documents related to environmental plans and impact assessments were made available to auditors. Among the documents were:</p> <ul style="list-style-type: none"> • Environmental Impact Assessment (EIA) • Group Management Plan WAGS GROUP 14092016 (E-Impacts, Pollution & GHG & Fossil Fuel use, Slope Areas and Waste & Disposal). <p>HCV documentation was adequately maintained.</p> <p>Pollution prevention and reduction plans was available in Group Management Plan WAGS GROUP 14092016 (E-Impacts, Pollution & GHG & Fossil Fuel use, Slope Areas and Waste & Disposal)</p> <p>Records of complaints were maintained. There was no grievance recorded. Nevertheless, WAGS Beluran maintains its procedure for handling complaints and grievances.</p> <p>Relevant negotiation procedure was established and maintained.</p> <p>WAGS Beluran is committed to utilize the established system to regularly monitor the Farmers. Relevant action plans were initiated to continuously improve its key areas of operations, environmental, safety and health, welfare and social contribution to farmers and community. Details of the CU continual improvement plans has been reported in the indicator 8.1.</p> <p>A WAGS Group Policy which included the need to respect human rights has been established by the WAGS Beluran. Through interview with farmers, it was noted that the policy has been communicated to all farmers.</p>
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		Individual Grower: Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	Yes	Based on interview with smallholders, they have demonstrated an understanding that all visitors and all requests for information are referred to the Group Manager.
C 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.	Group Manager: The Group Manager shall develop a written policy committing the Group to a code of ethical conduct and integrity in all operations and transactions.	Yes	WAGS has established a written policy committing the Group to a code of ethical conduct and integrity in all operations and transactions titled 'WAGS Group Policy Statement (ethical conduct)'. The policy was displayed at public noticeboard such as village hall at Kg. Ganah Jati. WAGS Beluran also has briefed group members on the ethical conduct policy. Each of group members were given a copy of the policy attached to member contract.
		Individual Grower: Individual members shall show that they have accepted and agreed the group's policy on ethical conduct.	Yes	Based on interview with sampled members, they have demonstrated understanding that all visitors and all requests for information will be referred to the Group Manager.

Principle 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Clause	Indicators	Requirements for Group Manager (GM) & Individual Growers (IG)	Comply Yes/No	Findings
C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1 (M) Evidence of compliance with relevant legal requirements shall be available. 2.1.2. A documented system, which includes written information on legal requirements shall be maintained. 2.1.3 A mechanism for ensuring compliance shall be implemented. 2.1.4 A system for tracking any changes in the law shall be implemented.	Group Manager: Group Managers shall: <ul style="list-style-type: none"> Have a list/'legal register' of all applicable laws and regulations and state: <ul style="list-style-type: none"> Where the laws were obtained from. How they are circulated and how often and record this communication. Who and how ensures that the laws are being implemented. Who monitors and updates the list and how often. Who records when updates are communicated. Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members. Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements. 	No	WAGS Beluran had continued to comply with legal requirements as per indicator. Guided by the established SOP, the annual evaluation of compliance has been carried out concurrently with the review of legal register updated by WAGS HQ e/d : 18 September, 2016. The list of applicable legal and other requirements was made available during the assessment. WAGS had identified, documented and maintained their legal register with written information on legal requirements which related to their operation in legal register entitled Legal register 'WAGS v1 Rev 18092016'. WAGS headquarters, Ms. Sheila Senathirajah and Ms. Ying Ying are responsible to track changes and disseminate the information to all members. The applicable laws identified and recorded in the legal register included Pesticides Act 1974, Employment Act 1955, MPOB Regulations (Licencing) 2005. The latest legal register update by Scheme Manager is related to Minimum Wages Order

		<ul style="list-style-type: none"> Demonstrate evidence of training on legal requirements such as record or handouts/ printed materials/ softcopy. 	<p>2016. The acts and its regulations were evaluated for compliance annually.</p> <p>However, Beluran CU has yet to updated the applicable legal requirements in the legal register 'A 4.2.1 Legal Register_WAGS_v1_Rev_18092016' as listed below:</p> <ol style="list-style-type: none"> EQ (Scheduled Wastes) 2005 Regulation EQ (Clean Air) 2014 Regulation FMA (Safety, Health & Welfare) Regulation 1970 OSH (USECHH) Regulation 2000 <p>Thus, a Minor NCR MRS 02 2016 for Indicator 2.1.2 was raised as per Group Certification System – RSPO-GUI-T06-008 V1.0 ENG.</p> <p>There is evidence of compliance to legal requirements which has been evaluated on an annual basis. These compliances are ensured by Internal & External Audits, Agronomist visits and by RSPO Audits. WAGS Beluran has conducted internal audit in order to check status of compliance with legal requirements dated 9-12.08.2015.</p> <p>Auditors have verified MPOB license for selected smallholders and grower as below:</p> <ul style="list-style-type: none"> MPOB License no 490105 - 101000 Rapidah Binti Albert Pain (Valid till 31/5/17) MPOB License no 543958 - 501000 Jenner Jasper (Valid till 30/4/20) MPOB License no 284730101000 Rajain bin Osman (valid till 31/5/19) MPOB License no 278971 - 901000 Jumatia binti Darmansah (Valid till 30/11/19) MPOB License no 552192 – 301000 Virgilius Intang (Valid till 30/9/20) MPOB License no 502946802000 Jimoi Ambong (Valid till 30/9/17) MPOB License no 504761002000 Jerahasil Sdn. Bhd (Valid till 31/7/17) MPOB License no 504761002000 Sumber Bahagia Lestari Sdn. Bhd (Valid till 31/7/17) <p>WAGS Beluran has conducted training on legal requirements for group members for 2016. A copy of legal register was displayed at the public notice board.</p>
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		<p>Individual grower</p> <ul style="list-style-type: none"> • Fulfill the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. • Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses. 	Yes	<p>Group Manager has conducted a briefing on list of legal compliance to all members which need to be complied by annual basis.</p> <p>Rightful land ownership and MPOB licence were sighted available at every farmer visited.</p>
<p>C 2.2</p> <p>The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights</p>	<p>2.2.1 (M) Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised NCR land and the actual legal use of the land shall be available.</p> <p>2.2.2 There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves.</p> <p>2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with FPIC.</p> <p>2.2.4 (M) There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p>2.2.5 For any conflict or</p>	<p>Group Manager:</p> <ul style="list-style-type: none"> • The Group Manager shall demonstrate documentary evidence of legal ownership or lease, history of land tenure and the actual legal use of the land according to local laws. • Maps showing the legal boundaries shall be kept. • Check that boundaries are demarcated. • If there are conflicts: The Group Manager shall ensure that there is an ongoing process to resolve the conflict and ensure records of meetings are being kept by the group member. 	Yes	<p>Group Manager has provided the evidence of legal ownership, history of land tenure and the actual legal use of the land according to local laws for the group members. Maps showing the legal boundaries were kept at the office. The original land titles are kept by the members.</p> <p>Physical markers are located and visibly maintained along the land boundaries at the visited smallholders land between other smallholders and Bidu-Bidu Forest Reserve.</p> <p>WAGS Beluran has established a procedure for any conflicts related with land issues titled 'WMS 2.3.2.1 Managing Legal Land Matters' and 'WMS 2.3.2.2 Legal land Conflict Management'.</p> <p>Based on site visit and interview with group members and head of village, confirmed that there was no conflict or dispute over land.</p> <p>The land titles sighted were:</p> <ul style="list-style-type: none"> • Rapidah Binti Albert Pain (Native Title no: 083082875) • Jenner Jasper (Land Application no: 08200905000074, Lot PT 20.09080828) • Rajain bin Osman (Native Title no: 083049558) • Jumatia binti Darmansah (Felcra Lot no: 085310461, Plan no: 08123602) • Virgilius Intang (Native Title no: 083037503) • Esther Hana Lawrence (Native Title no: 083037414) • Jerahasil Sdn. Bhd (Native Title no: 083023778, 083037316, 083038135, 083037898, 083037781) • Sumber Bahagia Lestari Sdn. Bhd (Native Title no: 083037469, 083037441, 083037736, 083114194, 083082642)

	<p>dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities and relevant authorities where applicable).</p> <p>2.2.6 (M) To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations.</p>	<p>Individual Grower :</p> <ul style="list-style-type: none"> Individual members shall demarcate the boundaries of their land. If there are conflicts: Explain why and what is the current status. Update this status every quarter until finalised. Record all meetings and who attended. In each case, open a case file starting with a statement regarding the boundaries under dispute outlining the issues and the scope. Check that the titles or deeds allow the growing of oil palm where this is required by country legislation. 	Yes	<p>Auditor has verified boundary stone / trenching / marking at Jimoi Ambong. The boundary stone and trenching/markings have been monitored and visibly maintained..</p> <p>Evidence of legal ownership of the land including history of land tenure was verified during this audit. The medium grower has provided with legal use of the land through a Land Grant.</p> <p>There was no conflict or dispute concerning land observed and also WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management</p>
C 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	<p>2.3.1 (M) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p> <p>2.3.2 Copies of negotiated agreements detailing the process of FPIC (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the</p>	<p>Group Manager</p> <p>Group Manager has to:</p> <p>2.3.1. Carry out the participatory mapping with involved parties (including neighbouring communities where applicable, and relevant authorities).</p> <p>2.3.2 Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.</p> <p>2.3.3 & 2.3.4: For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.</p>	Yes	<p>Group Manager and field staff have carried out participatory mapping with smallholders on the boundaries for all farms. Reference made to communities involved in relevant assessments if dispute exists. However, there was no conflict or dispute over land.</p>
		<p>Individual Grower:</p> <p>Demonstrate that they have the right to use the land and or have customary rights over the land they farm.</p>	Yes	<p>Members of the group have provided evidence of legal ownership, history of land tenure and the actual legal use of the land according to local laws. Maps showing the legal boundaries were kept at the office including copy of land title. The original land titles are kept by the m.</p>

	<p>company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>2.3.4 (M) Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p>			
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Principle 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY

Clause	Indicators	Requirements for Group Manager & Individual Growers	Comply Yes/No	Findings
<p>C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>	<p>3.1.1 (M) A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>3.1.2 An annual replanting programme projected for a minimum of five years (but longer</p>	<p>Group Manager :</p> <p>This Criterion is not applicable to independent smallholders.</p> <p>It is recommended for groups of smallholders to have a business plan for long-term economic viability of their operation, considering among others, cost of annual</p>	<p>Yes</p>	<p>A business plan for the year 2016 is available which incorporating the planned activity such as filed operation, management resources & communication, smallholder technical support programme established and etc.</p>

	where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.	maintenance, replanting, potential expansion and long term sustainability of certification.		
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Principle 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS

Clause	Indicators	Requirements for Group Manager & Individual Growers	Comply Yes/No	Findings
C 4.1 Operating procedures are appropriately documented, consistently implemented and monitored	4.1.1 (M) SOPs for estates and mills shall be documented. 4.1.2 A mechanism to check consistent implementation of procedures shall be in place. 4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate. 4.1.4 (M) The mill shall record the origins of all third-party sourced FFB.	Group Manager 4.1.1 Group Manager develops appropriate SOPs for the group: • Ensure through a set procedure any pre-existing SOPs for BMP by current members, are compliant & consistent with the group SOPs • Keep a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs. 4.1.2 The Group Manager has regular checks using procedures set at group level for SOP implementation. 4.1.3 Group Manager oversees the individual record keeping by members. 4.1.4 Group Manager is responsible to identify where all individual member farms are located as a means to identify FFB origin.	Yes	<p>WAGS had kept a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs.</p> <p>During field visit it was evident that mechanism to check consistent implementation of procedures was made available, which was monitored by Field Assistant (proxy of Group Manager). Understanding on GAP and conditions of the farmer's plot for Field Assistant could be enhanced.</p> <p>WAGS Beluran has revised the training / SOP in March 2015. In the computer notebook of the field coordinator and the farmers' record file, the following training / operating procedure, management etc were sighted for the farmers' reference :</p> <ol style="list-style-type: none"> 1)T01-introduction to Wild Asia & RSPO 2)T02-guidance on farm management of RSPO 3)T03-introduction to documentation training 4)T04-health and safety training 5)T05-environmental management training for small farms 6)T06-code of conduct & membership requirements 7)T07-social training 8)T08-New planting training 9)T09-FFB pricing & grading 10)T10-BMP (harvesting) 11)T11-common pest and disease 12)T12-Fertilizer management 13)T13-weed management <p>WAGS group manager had in place the mechanism to check consistent implementation of procedures. Reports on internal audit made in WAGS Beluran on 24 August 2015 by Christopher Anel. The issued had been raised in the audit report such as:</p> <ol style="list-style-type: none"> 1)membership awareness regarding issues of code of

				<p>conduct, detail of membership sanctions, and grievance and appeal procedure. 2)chemical and fertilizer are rarely fill up 3)farm maintenance 4)domestic waste issues 5)labelling on empty containers 7)riparian zone.</p> <p>WAGS had continued to assist the farmers to record the information in the Monthly Activity Form provided in WAGS_BEL and subsequently transferred to the Producer Production Info Form (WAGS-004). The information will be recorded in the Excel document known as <i>WAGS-012 Data from Farmer's Logbook</i> for monitoring.</p> <p>Group Manager is not responsible to identify origin of FFB since smallholders send the FFB direct to the nearest palm oil mill.</p>
		<p>Individual Grower: 4.1.3 Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.</p>	<p>Yes</p>	<p>Group Manager had circulated the SOPs to all members and also displayed at the public notice board.</p> <p>Records of FFB harvested & despatched, invoices of receipts of payment for FFB, receipts of purchases of items like chemicals, fertiisers, spray pumps, etc, were kept in each member's Log Books.</p> <p>The Log Books included the date of harvesting and the weighted of the FFB, dates of maintenance work like slashing, spraying and application of fertilisers, etc.</p>
<p>C 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>	<p>4.2.1 There shall be evidence that good agriculture practices, as contained in SOPs, are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. 4.2.2 Records of fertiliser inputs shall be maintained. 4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. 4.2.4 A nutrient recycling strategy shall be in place, and may include use of EFB, POME, and palm</p>	<p>Group Manager: 4.2.1 Group Manager to maintain regular records of soil fertility practices by all members as per SOPs. 4.2.2 Group Manager to provide template to record fertilizer usage and mill by-products usage. 4.2.3 Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership. 4.2.4 Group Manager oversees and ensures implementation of nutrient recycling for the group.</p>	<p>No</p>	<p>WAGS have training material, <i>WAGS Penjagaan Tanah (Soil Management)</i> that is presented to the farmers or smallholders to explain best practices to maintain soil fertility and the importance to ensure optimal or sustained yield. To monitor and verify implementation, each farmer will fill a form known as 'Monthly Record of Farm Activity (Rekod aktiviti Kebun) in the Farmer Record file that has a section on Manuring Record (Rekod Penggunaan Baja).</p> <p>Group manager had developed template and provide to farmers (Logbook). Logbook monitoring sheet which is Monthly Record of Farm Activity (Rekod aktiviti Kebun) that includes</p> <ul style="list-style-type: none"> • Sales of FFB (Rekod Penjualan BTS)

	residues.			<ul style="list-style-type: none"> • Expenditure records (Rekod perbelanjaan) • Agrochemical Usage(Rekod penggunaan Racun) • Manuring Record (Rekod Penggunaan Baja) <p>A programme for soil and foliar sampling is being implemented in order to generate a fertilizer recommendation program. Group management plan has been included for conducted soil sampling and tissue sampling. However, during the assessment, there is no record/evidence of periodic tissue and soil sampling. Therefore, Minor NCR MZK 02 2016 was raised.</p> <p>WAGS Beluran had a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose and by EFB application (depends on which mill they send). There is no specific program for EFB mulching, POME application and compost application at the Farmers, it depends on them how to bring the EFB to their farm. Sighted the POME application on farm KIA-407-SML and TON-002-SML</p>
		Individual Grower: 4.2.2 Responsibility of individual members to maintain fertilizer records.	Yes	Records of buying and applied fertilizer has been kept by the farmers and keep in the farmers file for 2015-2016. The application fertilizer was applied as scheduled. Therefore, previous Observation 01 was satisfactorily closed.
C 4.3 Practices minimize and control erosion and degradation of soils.	4.3.1 (M) Maps of any fragile/marginal soils shall be available. 4.3.2 A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless specified otherwise by the company's SOP. 4.3.3 A road maintenance programme shall be in place. 4.3.4 (M) Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. 4.3.5 Drainability assessments where necessary will be conducted prior to replanting on	Group Manager : 4.3.1 Group Manager shall compile and maintain an overall soil map for the group. 4.3.2 Group Manager develops a policy and procedure for planting on slopes. 4.3.3 A road maintenance programme is maintained at Group level, this includes an approval process for any new roads being developed by individual members. 4.3.4 Group manage to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant 4.3.5 Group Manager develops regular drainability assessment schedule for the group and implements this 4.3.6 There is a group level policy and plan for managing fragile and problem soils occurring	Yes	<p>An overall soil map "WAGS Bel Soil Map dated 13.10.2016" was made available. There were no fragile soils: all were mineral soils.</p> <p>The policy and procedure for planting on slopes were in T02 & T08. It advocated that terracing was to done for slopes of between 10 and 20 degrees. Planting above 20 degrees was not advocated. For slopes of 5 to 10 degrees' platform planting was advocated.</p> <p>It was observed that this policy had been adhered to in the replants carried out by MPOB on the farms of Virgilius and Jumatia.</p> <p>During assessment at Farmer site there were road maintenance program available. However, the farmers will bear the cost.</p>

	<p>peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. podzols and acid sulphate soils).</p>	<p>in the group. The Group Manager shall ensure implementation by individual group members.</p>		<p>No peat soils observed during assessment and also see from map provided there is no trace of peat soils in WAGS Beluran. Therefore this indicator was not applicable.</p> <p>No peat soils observed during assessment and also see from map provided there is no trace of peat soils in WAGS Beluran. Therefore this indicator was not applicable</p> <p>No fragile and problem soils observed in WAGS Beluran. Therefore this indicator was not applicable.</p>
		<p>Individual Grower:</p> <p>4.3.1 Where available individual members shall provide soil maps of their own farm to the Group Manager.</p> <p>4.3.4 Individual members shall record water levels at regular basis as specified within group SOP.</p>	Yes	<p>An overall soil map "WAGS Bel Soil Map dated 13.10.2016" was available. There were no fragile soils, all were mineral soils.</p> <p>No peat soils observed during assessment and also see from map provided there is no trace of peat soils in WAGS Beluran. Therefore this indicator was not applicable.</p>
<p>C 4.4 Practices maintain the quality and availability of surface and ground water.</p>	<p>4.4.1 An implemented water management plan shall be in place.</p> <p>4.4.2 (M) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p> <p>4.4.4 Mill water use per tonne of FFB (see Criterion 5.6) shall be monitored.</p>	<p>Group Manager :</p> <p>4.4.1 & 4.4.2 are the responsibility of Group Manager (4.4.3 and 4.4.4 are not applicable).</p> <p>4.4.1 Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan.</p>	Yes	<p>WAGS Beluran has water management plan titled as 'Riparian & Water Source in file WMS 3.1.6.1a Group Management Plan_WAGS GROUP_14092016' this plan was available during the audit and implemented by all members of WAGS Beluran. The water management plans were more towards maintaining the buffer zone and establish the waterways. Buffer zones were maintained with no spraying and no fertilizer application allowed.</p> <p>WAGS Beluran continues to protect the water courses and wetlands including maintaining and restoring appropriate riparian buffer zones along all natural waterways within the farmer's farm.</p> <p>Therefore, previous Observation 03 was satisfactorily closed.</p>
		<p>Individual Grower:</p> <p>4.4.2 Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.</p>	Yes	<p>Audit at sites, such as at farmers KIA-435-SML, confirmed that the buffer zone maintained identified with sign 'X' marked with red paint. No spraying activities or fertilizing were observed.</p>

C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate IPM techniques.	4.5.1 (M) Implementation of IPM plans shall be monitored. 4.5.2 Training of those involved in IPM implementation shall be demonstrated.	Group Manager : 4.5.1 is the responsibility of the Group Manager. Have a written procedure on IPM. 4.5.2 Group Manager to provide IPM training.	Yes	Integrated pest management is already being used by WAGS to reduce the use of pesticides. Auditors have found that the following IPM measures to reduce pests had been written in SOP/ training T02 and T11: - to maintain farm hygiene such as remove potential breeding sites for pest. (LCC, proper frond stacking) -biological control using a natural insect pest predator - planting beneficial plants to attracted parasitoids and predator's species Farmers at WAGS Beluran had attend the training named T02 (guidance on farm management of RSPO) and T11 (common pest and disease). Records showed that the latest conducted were on 17.08.2016
		Individual Grower: 4.5.2 Individual members must attend training.	Yes	All members upon joining Group were required to attend training T02 <i>Pengurusan Kebun Kelapa Sawit Mampan</i> .
C 4.6 Pesticides are used in ways that do not endanger health or the environment	4.6.1 (M) Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. 4.6.2 (M) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. 4.6.3 (M) Any use of pesticides shall be minimised as part of a plan, and in accordance with IPM plans. There shall be no prophylactic use of pesticides, except in specific situations identified in industry's Best Practice. 4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or	Group Manager: 4.6.1 Group Manager to develop manual for pest & chemical use and relevant training. 4.6.11 Group Managers to monitor occurrence of illnesses and health conditions of members and their workers that are handling agrochemicals, to identify needs for medical check-up. 4.6.3; 4.6.4; 4.6.7; 4.6.8 & 4.6.9 are the responsibility of the Group Manager. For 4.6.2; 4.6.5; 4.6.6; 4.6.10 & 4.6.12 Group Manager has oversight responsibility.	Yes	The use of selective products that are specific to the targeted pest, weed or disease were justified in the Standard Operating Procedure (SOP) of all agrochemical was available in the T02 (guidance on farm management of RSPO) and T04 (WAGS Health & Safety _Training_v2_Malay). WAGS Beluran had documented record for spraying pesticides. Pesticide application was implemented as per farmers usage. Farmers had records to show the types of pesticides used with active ingredients and where these pesticides had been used, the total quantity and amount of applications. Records of pesticides when used were recorded in the Log Book "Rekod Aktiviti Kebun" which is stated: date of spraying, chemical name, chemical quantity, area cover (Ha), number of palms, and total cost. As part of the IPM plans, WAGS Beluran has plan Identify Model Farms where these practices can be put in place to promote these practices amongst all members and create awareness training on pest management. WAGS Beluran was committed to reduce using chemicals and now have implemented and will continue to only spray

	<p>that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in industry's Best Practice. The use of such pesticides shall be minimised and/or eliminated as part of a plan, and shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000).</p> <p>4.6.5 (M) Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers.</p> <p>4.6.6 (M) Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations.</p> <p>4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>4.6.8 (M) Pesticides shall be applied aerially only where there is documented justification.</p>		<p>Circles (Strip) and Selective Spray for noxious weeds. Soft weeds and <i>Nephrolepis bisserata</i> are maintained and encouraged in the inter rows. Spraying of noxious was only carried out as and when required and some were only slashed, some of the farmers also encourage to use the grass cutter to clean their farm due to low cost and efficient. Therefore, previous Observation 02 was satisfactorily closed.</p> <p>WAGS Beluran only used pesticides that are officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000). There was no evidence of pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, had been used. Visits to the chemical stores found none of the chemicals are available. The use of paraquat had been banned in all WAGS Beluran. Most pesticides used were class III & class IV.</p> <p>Records showed that pesticides were handled, used and applied by trained persons and as per the Safety Data Sheet (SDS) of the pesticide. WAGS Beluran had a SOP T02 (guidance on farm management of RSPO) and T04 (WAGS Health & Safety _Training_v2_Malay) for handling of chemical/pesticide. The SOP is following the SDS on handling and storage. The farmers have been trained and they had understood the hazards involved and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to the farmers through the training. It was also noted that the SDS are available at farmer's site during the audit. All farmers involved in pesticide application used appropriate PPE and replaced when damaged. The latest training was conducted for farmers on 17/08/16. In addition, onsite training also had been conducted by field assistant which is can be refer in logbook of farmers. Therefore, previous Observation 06 was satisfactorily closed.</p> <p>Farmers have storage of chemicals in an area with proper ventilation and locked. Other potentially hazardous items, such as sprayers, buckets, and PPE used for mixing pesticide also be stored as well. Therefore, previous Observation 05 was satisfactorily closed.</p>
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	<p>Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>4.6.9 Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide handling shall be demonstrated or made available.</p> <p>4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated.</p> <p>4.6.11 (M) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>4.6.12 (M) No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p>			<p>Pesticide applications were guided by SOP T02 Panduan Pengurusan Kebun Kelapa Sawit Mampan & T04 Kesihatan & Keselamatan ketika menggunakan racun (Health and Safety during chemical usage). And also, Field Conductor from WAGS always visit the Farm to guide the farmer how to minimise risk and impacts when using pesticide.</p> <p>Aerial spraying was not practiced in WAGS Beluran and there was no evidence to show that any had been carried out.</p> <p>The farmers were trained and they understood the hazards involved and how the chemicals should be used in a safe manner. Sighted records showed that training had been carried out like T02 Panduan Pengurusan Kebun Kelapa Sawit Mampan & T04 Kesihatan & Keselamatan ketika menggunakan racun (Health and Safety during chemical usage).</p> <p>Disposal of waste materials related to pesticide containers are being carried out as per established procedures. Triple rinsing activities was continually implemented for empty pesticide container. The rinsed containers were pierced and stored.</p> <p>WAGS management do encourage the farmers to do Medical surveillance by their own if they continue use of chemical annually.</p> <p>No pregnant or breastfeeding women should handle pesticides. There was no evidence of any and from interviews it was established that sprayers were all men.</p>
		<p>Individual Grower:</p> <p>4.6.1 Individual members shall be able to demonstrate knowledge of pest & applicable chemical use.</p> <p>4.6.2 Individual members keep records of pesticides use.</p> <p>4.6.5 Individual members ensure that anyone handling chemicals has attended relevant training.</p> <p>4.6.6 Individual members store pesticides consistent with Group SOPs.</p> <p>4.6.10 Individual members must dispose of waste materials according to group SOPs.</p>	Yes	<p>Individual members were able to demonstrate knowledge of pest & applicable chemical use.</p> <p>Farmers had records to show the types of pesticides used with active ingredients and where these pesticides had been used, the total quantity and amount of applications. Records of pesticides when used were recorded in the Log Book "Rekod Aktiviti Kebun" which is stated: date of spraying, chemical name, chemical quantity, area cover (Ha), number of palms, and total cost.</p> <p>The farmers were trained and they understood the hazards</p>

		<p>4.6.12 Individual members ensure no pregnant or breastfeeding women are handling pesticides.</p>		<p>involved and how the chemicals should be used in a safe manner. Sighted records showed that training had been carried out like T02 Panduan Pengurusan Kebun Kelapa Sawit Mampan & T04 Kesihatan & Keselamatan ketika menggunakan racun (Health and Safety during chemical usage).</p> <p>Farmers have storage of chemicals in an area with proper ventilation and locked. Other potentially hazardous items, such as sprayers, buckets, and PPE used for mixing pesticide also be stored as well.</p> <p>Disposal of waste materials related to pesticide containers are being carried out as per established procedures. Triple rinsing activities was continually implemented for empty pesticide container. The rinsed containers were pierced and stored as per SOPs.</p> <p>Individual members interviewed were aware that no pregnant or breastfeeding women should handle pesticides. There was no evidence of any and from interviews it was established that sprayers were all men.</p>
<p>C 4.7 An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p>The occupational health and safety plan shall cover the following:</p>	<p>4.7.1 (M) An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>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.</p> <p>4.7.3 (M) All workers involved in the operation shall be adequately trained in safe working practices. Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations,</p>	<p>Group Manager :</p> <ul style="list-style-type: none"> • Group Manager shall conduct a risk assessment in collaboration with members. • Based on the identified risks, an Occupational Health and Safety policy and/or plan shall be documented and implemented, including the need for medical insurance for workers appropriate to scale. • Group Managers shall develop OHS / First Aid manual and distribute to all individual members. • Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers. • Group Manager shall record members' accidents on the farm. • Group Manager reviews the manual periodically. • Appropriate to scale, consider forming an Occupational Health Committee. 	<p>No</p>	<p>WAGS Beluran continued to have in place and adopt WAGS Group Policy Statement (Healthy & Safe). The policy had been communicated to all Farmers through briefings, training and being displayed on the Farmers notice boards.</p> <p>A safety and health plan for WAGS Beluran was implemented and monitored every month by the Supervisor and Regional Program Coordinator for 2016 for each Farmer and the plan was presented to the auditors during the audit. The plan also covered activities for spraying, harvesting, pruning etc. The implementation was also monitored by internal audits conducted by WAGS Headquarters.</p> <p>WAGS Beluran had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records were verified during the assessment. Among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance. Full review for the HIRARC was conducted</p>

	<p>such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>4.7.4 (M) The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance.</p> <p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident metrics.</p>		<p>by the WAGS HQ and Regional Program Coordinator and not much changes observed in term of hierarchy of to determine appropriate control measures.</p> <p>Training and briefing on the operations were provided for farmers to educate them on safe working practices to ensure applicable precautions are adhered. Training for farmers are conducted from time to time based on needs through various method such as on the job training, briefings, meetings, etc. The farmers were trained and they had understood the hazards involve and how the chemicals should be used in a safe manner.</p> <p>Appropriate PPEs have been identified through the HIRARC exercise and training module name Attend T04 Health & Safety training. Observed spraying at Farmers Rapidah Albert Pain, Rajain Osman, Jumatia Darmansah and Esther Hana Lawrence were with the appropriate PPE. Farmers Rapidah Albert Pain, Rajain Osman, Jumatia Darmansah and Esther Hana Lawrence were using the appropriate PPEs and when interviewed were aware of all precautions and safety requirements.</p> <p>During audit at SAP-260-SGR and SAP-261-SGR, auditor had found that there were no training record for harvester, also sighted during assessment that face mask for pesticide application was not appropriate. While, Occupational Health Committee activities was not evident. Thus, a Minor NCR MRS 03 2016 for Indicator 4.7.3 was raised as per Group Certification System – RSPO-GUI-T06-008 V1.0 ENG.</p> <p>During the audit, WAGS Beluran had identified Jenner Jasper as to be the responsible person for all health and safety aspects and displayed on notice board. Meeting and training has been conducted on Aug 2016, but only talk about general safety and health.</p> <p>For Indicator 4.7.5, WAGS Beluran had adhered to the documented SOP named 'D 4.1.5.1 G Accident SOP v1 Rev 18062014. Telephone numbers and names of the Staff and Responsible person of ESH were exhibited on notice boards. Telephone numbers of the Police Station, Fire Brigade, and Hospital were also included</p> <p>The audit team had raised a Minor NCR MRS 04 2016 for</p>
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				Indicator 4.7.5 as the first aid equipment was not available at smallholder's operation area (TER-380-SML and TER-387-SML). Further, record of accident was not available during audit although accident was sighted at SAP-257-SGR and the emergency procedures was not followed.
		Individual Grower: <ul style="list-style-type: none"> Member shall collaborate with Group Manager to ensure dangers on farm are identified. Members shall provide input to the development of the OHS policy and management plan. 	Yes	Smallholders have collaborated with Group Manager to ensure dangers on farm are identified. Smallholders also had provided input to the development of the OHS policy and management plan. The policy was understood by interviewed farmers as briefed by Group Manager through briefings, training and being displayed on the farmer's notice boards.
C 4.8 All staff, workers, smallholders and contract workers are appropriately trained.	4.8.1 (M) A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. 4.8.2 Records of training for each employee shall be maintained.	Group Manager: <ul style="list-style-type: none"> Group Manager shall ensure that all members are trained on the RSPO P&C and records of such training shall be kept. Appropriate to scale, Group Manager shall prepare a training plan. Appropriate to scale, training records shall be kept. 	Yes	Group Manager had ensured that all members are trained on the RSPO P&C and records of such training were kept as verified through attendance sheet in the farmer's folder. Group Manager has prepared a training plan for the whole year 2016. Given upon acceptance as a newly joined member through induction. Compulsory training is T02 <i>Pengurusan Kebun Kelapa Sawit Mampan</i> . Awareness training include: 1)T01-introduction to Wild Asia & RSPO 2)T02-guidance on farm management of RSPO 3)T03-introduction to documentation training 4)T04-health and safety training 5)T05-environmental management training for small farms 6)T06-code of conduct & membership requirements 7)T07-social training 8)T08-New planting training 9)T09-FFB pricing & grading 10)T10-BMP (harvesting)

				11)T11-common pest and disease 12)T12-Fertilizer management 13)T13-weed management
		Individual Grower : <ul style="list-style-type: none"> Anyone working on the farm shall be briefed on best practices relevant to the job they are doing. Members and workers shall participate in the trainings where appropriate. Members inform the Group Manager on participation of workers in training. 	Yes	Awareness training had been conducted for smallholders by WAGS Beluran representatives include: 1)T01-introduction to Wild Asia & RSPO 2)T02-guidance on farm management of RSPO 3)T03-introduction to documentation training 4)T04-health and safety training 5)T05-environmental management training for small farms 6)T06-code of conduct & membership requirements 7)T07-social training 8)T08-New planting training 9)T09-FFB pricing & grading 10)T10-BMP (harvesting) 11)T11-common pest and disease 12)T12-Fertilizer management 13)T13-weed management

Principle 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY

Clause	Indicators	Requirements for Group Manager (GM) & Individual Growers (IG)	Comply Yes/No	Findings
C 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	5.1.1 (M) An EIA shall be documented. 5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/persons. 5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of	Group Manager : <ul style="list-style-type: none"> Group Managers shall identify all activities that have an impact on the environment. Group Managers shall develop a mitigation plan to reduce environmental risks and review the plan every two years. Group Managers shall organise training for members on environmental risks and mitigation measures. Group Managers shall monitor implementation of mitigation plan. 	Yes	Identification of the environmental aspect and impact at WAGS Beluran was carried out through a Social and Environmental Impact Assessment (SEIA). The EIA was carried out by Wild Asia in 2015. The assessment report contained the identified adverse environmental impacts caused by the estate activities. Among the identified environmental impacts are soil erosion, water pollution, ecological impact, traffic & transportation, waste generation, and open burning. WAGS Beluran had established action plan namely "Group Management Plan for managing the Environment impacts". The action plan was reviewed on 14/9/2016. Relevant person-in-charge had been identified and appointed by the WAGS management. Regular reports to the management was carried out accordingly. Mitigation measures are translated into Training and Work Instruction. These among others included work instruction for Soil erosion, management of waste, etc.

	<p>monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>	<p>Individual Grower:</p> <ul style="list-style-type: none"> Individual members shall demonstrate an understanding of the environmental risks of their operations. Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts. Individual members shall contribute to the reduction of environmental impacts. 	<p>Yes</p>	<p>Based on interview with smallholders, they understood the environmental risks of their operations. At all 8 plots visited, there was no riparian zone. No application of agrochemicals into waterways, non-littering of plastic containers and no open burning were sighted at the field. Plastic containers were brought back home, washed and punctured at bottom and disposed to recycle dealer.</p>
<p>C 5.2 The status of RTE species other HCV habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>	<p>5.2.1 (M) Information shall be collated in a HCV assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). 5.2.2 (M) Where RTE species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan. 5.2.3 There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. 5.2.4 Where an action plan has</p>	<p>Group Manager:</p> <ul style="list-style-type: none"> HCV assessments shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available; see guidance). Group Managers shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan. Group Managers shall implement a mechanism for individual members to report on threats to HCVs. In cases where there is an overlap of local community rights and HCV areas, the Group Manager shall initiate the negotiation of an agreement that optimally safeguards both the HCVs and these rights. Group Manager conducts training for their individual members and their workers about the status of HCV and RTE species and the applicable disciplinary measures. <p>Individual Grower:</p>	<p>Yes</p>	<p>The report of "HCV Assessment at Beluran" was made available to the audit team. The Assessment was prepared by the Wild Asia in August 2015. No RTE species and HCV area was identify at WAGS Beluran area.</p> <p>Based on assessment report, site visit and interview with smallholders, there were no RTE species and riparian areas within the smallholder's farm. Therefore, action plans and SOPs for RTE species and riparian area was not required.</p> <p>WAGS Beluran had conducted training on RTE, HCV and wildlife named for the farmers named T05 Environmental in August 2016. WAGS also has established a disciplinary measure according to the Malaysian Law.</p>

	<p>been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; Outcomes of monitoring shall be fed back into the action plan. <p>5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p>	<ul style="list-style-type: none"> Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them. Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report. Individual members shall participate in the HCV assessment. Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs). Individual members shall make their workers aware of the status of RTE species and the applicable disciplinary measures. Individual members shall be aware of the rights of other local communities that are related to identified HCVs and RTEs. 	Yes	<p>At all the 8 plots visited, there was no HCV 1- HCV 6 of interest present except for one left over quarry (small) whose activity had been discontinued.</p> <p>It was observed that understanding was good for each of farmers interviewed. The farmer was also consulted on this and they were aware of the responsibility to protect endangered, rare and threatened species of forest flora and fauna in their areas. There were also posters put up at all farmer's noticeboards.</p>
<p>C 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>	<p>5.3.1 (M) All waste products and sources of pollution shall be identified and documented. 5.3.2 (M) All chemicals and their containers shall be disposed of responsibly. 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p>	<p>Group Manager :</p> <ul style="list-style-type: none"> Appropriate to the scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place. Group Manager shall communicate to all members on the waste management and disposal plan. The Group Manager shall ensure that all chemical containers are properly handled and disposed The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept. 	Yes	<p>WAGS Beluran had documented identification of all waste product and sources of pollution. The environmental management plan was then established to mitigate applicable identified waste product and source of pollution.</p> <p>The most significant environmental receptors for the farmer's farm were:</p> <ol style="list-style-type: none"> Air – Open Burning, Water – Manuring and weeding operation, Domestic waste and land clearing, Land – Scheduled waste, domestic waste and Land Clearing. <p>WAGS Beluran has implemented the triple rinse for chemical containers and punch with holes and stored in the farmer's store. WAGS management had given training to farmer regarding disposal chemical containers titled as WAGS Guidance for Farm Management of Sustainable Palm Oil _Training_v2_Malay, T05 Environmental management and T04 Health and Safety.</p> <p>WAGS Beluran had managed the identified waste and pollutants. SOP titled as WAGS Guidance for Farm Management of Sustainable Palm Oil _Training_v2_Malay was established as to guide the waste disposal activities</p>

				and to reduce pollution on the routine operation. Domestic waste was managed by the farmers, either dispose through landfill or dump into big bin at town. On the scheduled waste management, currently in the plan, WAGS management will review with receiving mill/project partners on ways to establish a better way of managing waste from group members.
		Individual Grower: <ul style="list-style-type: none"> • Appropriate to the scale, members shall have a documented waste management and disposal plan. • Members shall communicate to all workers the waste management and disposal plan. • Members shall ensure that all chemical containers are properly handled and disposed. • Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept. 	Yes	Smallholders has a documented waste management and disposal plan as per established by WAGS. The members had implemented the triple rinse for chemical containers and punch with holes and stored in the farmer's store. WAGS management also has given training to farmers regarding Management and Disposal chemical container named WAGS Guidance for Farm Management of Sustainable Palm Oil _Training_v2_Malay, T05 Environmental management and T04 Health and Safety.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.	Group Manager: Appropriate to scale, Group Manager shall have a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.	No	WAGS Beluran had plan for environment name E- Impact in the Group management plan WAGS GROUP 14092016. However, a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy was not complete. Thus, Minor NCR MZK 06 2016 was raised.
		Individual Grower: Appropriate to the scale, members shall implement the actions as outlined in the Group's plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.	No	During audit, a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy was not complete. Therefore, smallholders cannot implement any action for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy. Refer to Minor NCR MZK 06 2016.
C 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the	5.5.1 (M) There shall be no land preparation by burning, other than in specific situations as identified in the <i>'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003</i> . 5.5.2 Where fire has been used	Group Manager 5.5.1 The Group Manager shall: <ul style="list-style-type: none"> • Provide evidence of a no use of fire policy in group SOPs. • Demonstrate that individual farms have been visited for this requirement. • Explain how all the above is socialised to 	Yes	There was no open burning sighted at the visited sites. The farmers had adhered to the SOP WAGS New Planting Training English and T05 Environmental Management Training for Small Farms v1 also, the WAGS management has handout the new circular title "Penggunaan Api di Dalam Ladang untuk Penanaman Semula atau

ASEAN guidelines or other regional best practice	for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in <i>'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003.</i>	individual members of the Group. 5.5.2 The Group Manager shall: <ul style="list-style-type: none"> • Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning' 2003. • Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 		Penanaman Baru (Pembakaran Terbuka)" the circular stated on the banning of the use of fire in replanting or new planting. WAGS management has come out with the circular "Penggunaan Api di Dalam Ladang untuk Penanaman Semula atau Penanaman Baru (Pembakaran Terbuka)" which stated that no use of fire in replanting or new planting. If farmers are caught, the management will terminate the members from WAGS scheme.
		Individual Grower: 5.5.1 Individual members shall provide evidence that they understand the No Burning Policy of the group. 5.5.2 Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	Yes	There was no open burning sighted in WAGS Beluran. During interview, farmers were understand the no burning policy by WAGS. And they also have been informed that If the farmers get caught, the management will terminate their membership from WAGS scheme.
C 5.6 Preamble Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognized that it is not always feasible or practical	5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/ soot emissions and effluent. 5.6.2 (M) Significant pollutants and GHG emissions shall be identified, and plans to reduce or minimise them implemented. 5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.	Group Manager: The Group Manager shall: <ul style="list-style-type: none"> • List significant pollutants and identify sources of emissions. • Identify options to reduce pollutants and emissions and consider whether the group can implement any of these. • Based on the above, where possible, mitigation measures shall be developed and implemented. • Socialise the information to the group members. 	No	WAGS Beluran had conducted the Social and Environmental Impact Assessment (SEIA). The EIA was carried out by Wild Asia in 2015. However, in the EIA the polluting activities that have an impact on the environment including GHG, and emissions was not addressed. Therefore, Minor NCR MZK 07 2016 was raised. WAGS Beluran have a plan for environmental name E-Impact in the Group management plan WAGS GROUP 14092016. Greenhouse Gas emissions are being identified through Land Conversation, Crop Sequestration, Fertilizer, N2O from fertilizer, Fuel Consumption, Peat Oxidation (if any). However, plans to reduce or minimize GHG was not available during the audit. Therefore, Minor NCR MZK 08 2016 was raised.

<p>to reduce or minimise these emissions. Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO. Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		<p>Individual Grower: Note on smallholder context: The RSPO Emissions Reduction Working Group (ERWG) and the RSPO SHWG agree that there should be a simplified mechanism for smallholders for compliance on the GHG matters and that smallholders should not be overburdened due to their limited capacity. Further details will be developed.</p>	<p>Yes</p>	<p>There is no specified GHG calculator for smallholders, but WAGS Beluran still working on to collect the data from the smallholder for GHG, plan has been developed and verified by the Assessor and the calculation will be done in 2017.</p>
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Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS

Clause	Indicators	Requirements for Group Manager (GM) & Individual Growers (IG)	Comply Yes/No	Findings
<p>C 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate</p>	<p>6.1.1 (M) A social impact assessment (SIA) including records of meetings shall be documented. 6.1.2 (M) There shall be evidence that the assessment has been done with the participation of affected parties. 6.1.3 (M) Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and</p>	<p>Group Manager:</p> <ul style="list-style-type: none"> Group Managers shall identify all activities that have social impacts with the participation of affected parties. Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties. Group Managers shall organise training for members on social risks and mitigation measures. Group Managers shall monitor implementation of mitigation plan. 	<p>Yes</p>	<p>Group Manager had identified all activities that have social impacts as verified it's the assessment report titled 'SEIA-HCV – WAGS Beluran' dated 28/08/2015. The 2015 report has covered 201 members.</p> <p>For new members (84) still in progress for baseline assessment and risk assessment. Baseline assessment was carried out in August 2015 using 'Profil Pengeluar & Pengurusan Kebun (Master)', 'Profil Kebun Pengeluar (Master)' and 'Producer Farm Audit Form'. While, risk assessment was been carried out in 14 September 2016.</p> <p>Group Manager has developed a mitigation plan titled 'Group Management Plan WAGS Group – Social Impacts'.</p>

continual improvement.	<p>timetabled, including responsibilities for implementation.</p> <p>6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p> <p>6.1.5 Particular attention shall be paid to the impacts of smallholder schemes.</p>			<p>The plan has been reviewed in June 2016.</p> <p>Group Manager had organised training for members on social risks and mitigation measures in July and August 2016 – Panduan Amalan Pengurusan Kebun Kelapa Sawit Mampan. And August 2016 – Latihan Sosial (T07) related women, gender, children and human right issues.</p> <p>Group Manager has monitored implementation of mitigation plan through PGC meeting.</p>
		<p>Individual Grower:</p> <ul style="list-style-type: none"> Individual members shall demonstrate an understanding of the social risks of their operations. Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts. Where applicable, individual members shall help to address negative social impacts in a consultative manner. 	Yes	<p>Smallholders have demonstrated understanding of the social risks, mitigation plan to reduce social impacts.</p>
<p>C 6.2</p> <p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties</p>	<p>6.2.1 (M) Consultation and communication procedures shall be documented.</p> <p>6.2.3 A management official responsible for these issues shall be nominated.</p> <p>6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p>	<p>Group Manager</p> <ul style="list-style-type: none"> The Group Manager shall develop a documented procedure for consultation and communication with local communities and other affected or interested parties. (6.2.1) The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure. The Group Manager shall nominate an official responsible for these issues (6.2.2) The Group Manager shall make a list of stakeholders or construct a “stakeholder register” and keep records of all communication and actions taken. (6.2.3) 	Yes	<p>The Group Manager has developed a documented procedure for consultation and communication with local communities and other affected or interested parties titled ‘D1.2.1 G Stakeholder & Consultation SOP_v1_02122014’.</p> <p>The Group Manager has informed all individual group members of the consultation and communication procedure by displaying the procedure at public notice board at Dewan Pupakatan, Kg Ganah Jati.</p> <p>The Group Manager had nominated an official responsible for social issues as displayed at public notice board. The Group Manager had established a stakeholder register and keep records of all communication and actions taken in the logbook for records.</p>

		Individual Grower: The individual members shall demonstrate understanding of the group's consultation and communication procedures.	Yes	Based on interview with smallholders, they were understand the WAGS consultation and communication procedures.
C 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties	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. 6.3.2 (M) Documentation of both the process by which a dispute was resolved and the outcome shall be available.	Group Manager <ul style="list-style-type: none"> The Group Manager shall have a documented grievance mechanism in place. The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome. The Group Manager shall ensure members are familiar with the grievance procedure. Where necessary, the Group Manager shall support members to put in place documented grievance mechanism. 	Yes	The Group Manager had a documented grievance mechanism in place titled 'WMS 2.5.1 G Grievance Overview_v1_27012015 OR D 1.5.1 G GP & Dispute Resolution SOP_v1_Rev_02062014'. The procedure has stated the process of dispute resolved and the outcome. The Group Manager had conducted a training TO2 focussing on grievance mechanism to members.
		Individual Grower: <ul style="list-style-type: none"> Appropriate to the scale, member shall have a documented grievance mechanism in place. The workers shall understand the process. Appropriate to scale, the procedure shall provide documentation of both how the process of the dispute was resolved and the outcome. 	Yes	Smallholders has been briefed and understand on the grievance procedure. However, there was no dispute case or complaint made by smallholders.
C 6.4 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own	6.4.1 (M) A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. 6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership	Group Manager : 6.4.1 & 6.4.2: The Group Manager develops a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation. 6.4.3: The Group Manager documents the process and outcome of any negotiated agreements and compensation claims with evidence of the participation of affected parties, and makes this publicly available. The Group Manager assists individual group members in these situations upon request by the member.	Yes	The Group Manager had developed a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation titled '2.3.2.2 G Legal Land Conflict Management (see 3.5 on fair compensation)' and 'D 2.1.1 G Customary Rights SOP_v1_Rev_18032014'. However, there was no any claim or compensation requested by stakeholders during the audit.

representative institutions.	and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. 6.4.3 (M) The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.	Individual Grower: Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures.	Yes	There was no any claim or compensation requested by stakeholders during the audit.
C 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages	6.5.1 (M) Documentation of pay and conditions shall be available. 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. 6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible (not applicable to smallholders). 6.5.4 Growers and millers shall make demonstrable efforts to monitor and where able, improve workers' access to adequate, sufficient and affordable food.	Group Manager : Appropriate to the scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4). • The Group Manager shall be aware of the legal or industry standards minimum wage.	Yes	The Group Manager was aware of the legal or industry standards minimum wage Order 2016. The Group Manager has conducted a training titled 'TR 2.7 (T07) Social Training v1' for smallholders which related with labour aspect.
		Individual Grower: • Appropriate to the scale, the members shall keep their documentation of pay and conditions. • The pay shall meet at least the legal or industry standards minimum wage. • If individual members employ workers or sub-contractors: • employment contracts and conditions (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be explained in the language they understand (6.5.2), • appropriate to scale, members shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible (6.5.3), • appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food.	Yes	Most of the farmers managed their land independently (family) or hired casual worker i.e. based on availability of works and agreed payment. Where there were works outsourced, noted that pay was recorded by members.

C 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6.1 (M) A published statement in local languages recognising freedom of association shall be available.	Group Manager The Group Manager shall be aware of the statement, if applicable.	Yes	The Group Manager noted aware of the requirements concerning recognising freedom of association.
	6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.	Individual Grower: If individual members employ workers: • A published statement shall be available in local languages recognising freedom of association (to form and join trade unions) (6.6.1) • Minutes of the meeting with main trade unions or workers' representatives shall be documented and kept (6.6.2)	Yes	A published statement in local languages recognising freedom of association (to form and join trade unions) titled 'WAGS Group Policy Statement (FOA)' was displayed at public notice board such as Dewan Pupakatan, Kg Ganah Jati. Members observed aware concerning recognising freedom of association. Workers employed by members generally on casual basis. There were no union been formed. Payment and conditions normally discussed and agreed between them.
C 6.7 Children are not employed or exploited.	6.7.1 (M) There shall be documentary evidence that minimum age requirements are met.	Group Manager • Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour. • The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work.	Yes	A policy on Child Labour WAGS Group Policy Statement (Minimum Age) was made available at site office. Smallholders managed their crop and oil pam by themselves. The policy has stated that smallholder's children can only work under supervision by family members and not doing hazardous work.
		Individual Grower: • Member shall be aware of the child labour policy and implement it. • Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport.	Yes	Members noted aware of the policy, and no non-compliance was observed.
C 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union	6.8.1 (M) A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. 6.8.2 (M) Evidence shall be provided that employees and	Group Manager: Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it.	Yes	Policy concerning equal opportunities observed documented and noted communicated to members.

<p>membership, political affiliation, or age, is prohibited.</p>	<p>groups including local communities, women, and migrant workers have not been discriminated against. 6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p>	<p>Individual Grower: Members shall be aware of the equal opportunities policies and implement it.</p>	<p>Yes</p>	<p>Members noted aware of the policy, and no issue concerning this policy was observed.</p>
<p>C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.</p>	<p>6.9.1 (M) A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. 6.9.2 (M) A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. 6.9.3 A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p>	<p>Group Manager</p> <ul style="list-style-type: none"> Group Manager shall develop the Policy/Polices and procedure to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights. The Group Manager shall make sure that all members are aware of the policies and procedures to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights. The Group Manager shall ensure members are aware of the policy/polices and procedure for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand (linked to 6.3). 	<p>Yes</p>	<p>The Group Manager had developed a policy to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights titled 'WAGS Group Policy Statement (Equal Opportunity)' and 'WAGS Group Policy Statement (Women Reproductive Rights)'. The Group Manager had displayed the policy at the notice board at Dewan Pupakatan, Kg Ganah Jati as awareness to all members.</p>
		<p>Individual Grower:</p> <ul style="list-style-type: none"> Appropriate to the scale, members shall develop the policy/polices and procedure to prevent sexual, all other forms of harassment, violence and protection of reproductive rights. Members shall make sure that all staff/workers are aware of the policies and procedures to prevent sexual, and all other forms of harassment and violence as well as of the policy of the protection of reproductive rights. Members shall be aware of the policy/policies and procedures for handling sexual and all other forms of harassment, violence and the protection of 	<p>Yes</p>	<p>Based on interview, farmers were aware of the policy and procedures to prevent sexual, and all other forms of harassment and violence as well as of the policy of the protection of reproductive rights. Smallholders did not employ any workers.</p>

		reproductive rights, in the language which the workers can understand (linked to 6.3).		
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1 Current and past prices paid for FFB shall be publicly available. 6.10.2 (M) Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). 6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. 6.10.4 Agreed payments shall be made in a timely manner.	Group Manager 6.10.1: Where Group Managers sell the FFB on behalf of the group members, the Group Manager shall inform group members of the price of FFB obtained. 6.10.2: The Group Manager shall record the general pricing mechanisms used by the purchaser/s of the FFB. The Group Manager shall record the corresponding information provided to the group members. 6.10.3: Where Group Managers have the mandate to enter into contractual agreements on behalf of the group, the Group Manager shall inform group members about their content and make them available. These contracts shall also be fair, legal and transparent for the contractors. Where no such mandate exists, the Group Manager has to seek agreement from group members prior to entering contractual agreements with third parties. These contracts shall also be fair, legal and transparent for the contractors. 6.10.4 Agreed payments to local businesses shall be made in a timely manner. If the Group Manager receives payment for the FFB produced by group members, the Group Manager shall make payments to the individual group members in a timely manner.	NA	Group Managers did not sell FFB on behalf of the group members. Smallholders sell their FFB directly to the nearest palm oil mill such as Terusan Palm Oil Mill as verified by auditor. Therefore, this indicator was not applicable.
		Individual Grower: 6.10.2 The individual member understands the pricing mechanism of the purchaser. 6.10.4 Agreed payments to local businesses shall be made in a timely manner.	Yes	Smallholders sell their FFB directly to the nearest palm oil mill such as Terusan Palm Oil Mill. The smallholders understood the pricing mechanism of the purchaser. The payment was made either by cash if sell to private FFB collective center or by cheque if sell to the certified palm oil mill such as Terusan POM.

C 6.11 Growers and millers contribute to local Sustainable development where appropriate.	6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. 6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.	Group manager 6.11.1: <ul style="list-style-type: none"> Evidence of consultation with local communities and stakeholders. Where contributions have been identified as necessary based on the consultation carried out, the Group Manager shall ensure that these are implemented. 	Yes	The Group Manager had conducted a meeting with local communities and stakeholders to join the group in order to improve the management of FFB crop and good agriculture practices. There was no scheme smallholder in the group.
		Individual Grower: The responsibility for meeting this requirement lies with the Group Manager.	Yes	The Group Manager has conducted a meeting with local communities and stakeholders to join the group in order to improve the management of FFB crop and good agriculture practices. There was no scheme smallholder in the group.
C 6.12 No forms of forced or trafficked labour are used.	6.12.1 (M) There shall be evidence that no forms of forced or trafficked labour are used. 6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred. 6.12.3 (M) Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented.	Group Manager <ul style="list-style-type: none"> The Group Manager shall write a policy on no forms of forced or trafficked labour. The Group Manager shall ensure that members/workers are aware of the policy and that no forms of forced or trafficked labour are used. 	Yes	The Group Manager had established a policy on no forms of forced or trafficked labour titled 'WAGS Group Policy Statement (Voluntary Employment)'. The Group Manager had ensured that members are aware of the policy by displaying the policy at public notice board such as Dewan Pupakatan, Kg Ganah Jati and site office.
		Individual Grower: <ul style="list-style-type: none"> Appropriate to scale, members shall have a policy on no forms of forced or trafficked labour. Members/workers shall be aware of the policy and ensure that no forms of forced or trafficked labour are used. Members shall keep relevant records of employment contracts. Where applicable, copies of post-arrival orientation programme and records of participation shall be kept. 	Yes	Based on interview with smallholders, they were aware of the policy on no forms of forced or trafficked labour titled 'WAGS Group Policy Statement (Voluntary Employment)'. There was no employment of workers by smallholders.
C 6.13 Growers and millers respect human rights	6.13.1 (M) A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). 6.13.2 As long as children of foreign workers in Sabah and	Group Manager: 6.13.1 Group Manager to develop policy to respect human rights i.e. that workers are treated with respect and dignity, and ensure that this is communicated through group members.	Yes	The Group Manager had established a policy on no forms of forced or trafficked labour titled 'WAGS Group Policy Statement (Human Rights respected)'. The Group Manager has communicated to all members by displaying the policy at public notice board such as Dewan Pupakatan, Kg Ganah Jati and site office.

	Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Individual Grower: 6.13.1 Individual members to show evidence that they understand the policy.	Yes	Based on interview, smallholders were understand the policy on no forms of forced or trafficked labour titled 'WAGS Group Policy Statement (Human Rights respected)'.
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Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

Clause	Indicators	Requirements for Group Manager (GM) & Individual Growers (IG)	Comply Yes/No	Findings
C 7.1 A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.	7.1.1 (M) An independent SEIA, undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented. 7.1.2 Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts. 7.1.3 Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.	Group Manager : <ul style="list-style-type: none"> A comprehensive SEIA shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available). Group Managers shall confirm land ownership and user rights within the new planting area. Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties. Group Managers shall develop a plan to avoid or mitigate environmental and social risks in consultation with the affected parties. Group Managers shall organise training for members on environmental and social risks and mitigation measures. Group Managers shall monitor implementation of SEIA management plan. 	Yes	The HCV-SEIA assessment carried out by Wild Asia in August 2015 for WAGS Beluran is available. WAGS has also compiled the development history for each sites highlighting farmers with new development post 2005 titled as the Land Use Change Analysis (LUCA). WAGS has developed procedure for SEIA identification potential negative impact and implemented and also Group Management Plan - Plan to mitigate negative impacts derived from SEIA (if exists)
		Individual Grower: <ul style="list-style-type: none"> Individual members shall demonstrate an understanding of the environmental and social risks of their operations. Individual members shall demonstrate an understanding of the management plan to avoid or mitigate the social and environmental impacts. 	Yes	Group members have land use history and evidence of the previous use. Previously this land was from secondary forest or other forms of agriculture crops such as fruit trees and rubber. A baseline assessment incorporating the SEIA was conducted by Wild Asia, in August 2015 through a participatory approach of group members and surrounding community.

		<ul style="list-style-type: none"> Where applicable, individual members shall help to address negative social and environmental impacts in a consultative manner. 		The significant positive impact identified is increase in family and worker's income. Since oil palm is less labour intensive, the group members have more time to spend with family and better quality of life. Through SEIA study, the group members are also made aware of the possible negative impacts such as contamination of agrochemical if not used appropriately. To reduce the impact to environmental, the farmers are choosing to do grass cutting rather using herbicides.
C 7.2 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations	7.2.1 (M) Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. 7.2.2 Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.	Group Manager : 7.2.1 The Group Manager shall: <ul style="list-style-type: none"> compile and maintain an overall soil map for the group. provide required information and or training for individual members. 7.2.2 Overall soil map to include topographic information.	Yes	WAGS Beluran has established maps which included the information related to soil type and topographic condition of all farmers. Based on identified soil type, all farmers site are located on mineral soil, no tracing of peat soil and steep slope (>25). It is WAGS policy not to plant on 25 ^o , Based on field visit and document review, the current management for area with slope up to 25 ^o is to apply terrace contour and platform. Based on field visit, there is no opening up area with slope more than 25 ^o .
		Individual Grower: 7.2.1 and 7.2.2 individuals' members can show appropriate understanding of soil type and suitability.	Yes	Good agriculture practices had been implement by all farmers which follows the group Agriculture Manual to ensure soil fertility is managed to a level that ensures optimal and sustained yield.
C 7.3 New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values	7.3.1 (M) There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more HCVs, since Nov 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced. 7.3.2 (M) A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since Nov 2005. This analysis shall be used, with proxies, to indicate	Group Manager: <ul style="list-style-type: none"> The Group Manager shall demonstrate basic understanding of primary forest and HCV and inform individual members of the need to avoid clearing of such areas. Prior to new plantings, a comprehensive HCV assessment shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available). The Group Manager shall develop SOPs for recording land preparation and commencement of farms by individual members. The Group Manager shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV 	Yes	HCV Identification was conducted by 'Wild Asia' in August 2015. The farms developed after 2005 were converted either from other forms of agriculture or secondary forest. No conversions from primary forest or protected areas had occurred. This was also confirmed during the field visit to the sampled farms. WAGS Beluran has record of land clearing and planting areas in the Land Use Change Analysis (LUCA).

	<p>changes to HCV status.</p> <p>7.3.3 Dates of land preparation and commencement shall be recorded.</p> <p>7.3.4 (M) An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures.</p> <p>7.3.5 Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans.</p>	<p>management and monitoring plan.</p> <ul style="list-style-type: none"> The Group Manager shall implement a mechanism for individual members to report on threats to HCVs. The Group Manager shall collate dates of land preparation and commencement of individual farms. The Group Manager conducts training for their individual members and their workers about the status of HCV. 		
		<p>Individual Grower:</p> <ul style="list-style-type: none"> Individual members shall demonstrate basic understanding of primary forest and HCV and the need to avoid clearing of such areas. Individual members shall check with the Group Manager the primary forest and HCV status of their farm within the landscape (see guidance) based on the HCV assessment report. Individual members shall participate in the HCV assessment. Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs). Individual members shall record dates of land preparation and commencement of their own farm. 	Yes	The farms developed after 2005 were converted either from other forms of agriculture or secondary forest. No conversions from primary forest or protected areas had occurred. This was also confirmed during the field visit to the sampled farms.
C 7.4 Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.	<p>7.4.1 Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided. All new plantings should not be cultivated on land more than 300m above sea level unless specified by local legislation.</p> <p>7.4.2 (M) Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p>	<p>Group Manager :</p> <p>7.4.1 Group Manager shall:</p> <ul style="list-style-type: none"> compile and maintain an overall soil map for the group, including marginal and fragile soils - this can be part of the HCV map and assessment. provide required information and or training for individual members. <p>7.4.2 The Group Manager maintains and oversees plans for new development based on overall soil map.</p>	Yes	An overall soil map "WAGS Bel Soil Map dated 13.10.2016" was made available. There were no fragile soils available at WAGS Beluran all were mineral soils.
		<p>Individual Grower:</p> <p>7.4.1 and 7.4.2 individuals' members can show appropriate understanding of marginal and</p>	Yes	Reviewed of the overall soil map provided in "WAGS Bel Soil Map dated 13.10.2016" there were no marginal or fragile soils observed. Despite of that the farmers were able

		fragile soil, to be consistent with group SOP .		to demonstrate sufficient understanding of marginal and fragile soil.
C 7.5 No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.	7.5.1 (M) Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed by these local peoples.	Group Manager: The Group Manager shall develop a documented system detailing how FPIC is implemented and shall ensure that new group members are included in this. The Group Manager shall retain documentary evidence of participation by affected local peoples and their understanding of the right to say 'no'.	Yes	WAGS has a procedure for Code of conduct regarding land dispute named (D 2.3.1 G FPIC SOP_29052014) and for Customary right named (D 2.1.1 G Customary Rights SOP_v1_Rev_18032014) – as a guideline to identify legal, customary or user rights for land. As well as act as a guideline for land dispute. No any land dispute was noted during the audit. WAGS Beluran has implemented the FPIC prior to select the members to join the Group.
		Individual Grower: -	-	-
C 7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	7.6.1 (M) Documented identification and assessment of demonstrable legal, customary and user rights shall be available. 7.6.2 (M) A system for identifying people entitled to compensation shall be in place. 7.6.3 (M) A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. 7.6.4 Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. 7.6.5 The process and outcome of any compensation claims shall be documented and made publicly available. 7.6.6 Evidence shall be available	Group Manager : The Group Manager shall: <ul style="list-style-type: none"> • Document identification and assessment of demonstrable legal, customary and user rights (7.6.1). • Establish a procedure for identifying people entitled to compensation. (7.6.2) • Establish a procedure for calculating and distributing fair compensation. (7.6.3) • Document the process and outcome of any compensation claims and make publicly available (7.6.5) • Have documentary evidence that the affected communities and right holders have been informed that they have the right to access information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. (7.6.6) 	Yes	WAGS has established a procedure for the Code of Conduct regarding land dispute titled as D 2.3.1 G FPIC SOP_29052014 and for Customary right titled as D 2.1.1 G Customary Rights SOP_v1_Rev_18032014 – as guidelines to identify legal, customary or user rights for land and for compensation, as well for land dispute. No land dispute was noted during the audit. WAGS Beluran has implemented the FPIC process prior to select the members to join the Group.

	that the company has made adequate efforts to enable affected communities and rights holders to have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	Individual Grower: Individual members shall retain copies of the documentary evidence of the process and outcome of compensation claims. (7.6.5)	Yes	There was no compensation claims observed.
C 7.7 No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	7.7.1 (M) There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. 7.7.2 In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.	Group Manager: 7.7.1 The Group Manager shall: <ul style="list-style-type: none"> • Provide evidence of a no use of fire policy in group SOPs. • Demonstrate that individual farms have been visited for this requirement. • Explain how all the above is socialised to individual members of the group. 7.7.2 The Group Manager shall: <ul style="list-style-type: none"> • Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning' 2003. • Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 	Yes	WAGS management had established and circulated to all members a policy titled as "Penggunaan Api di Dalam Ladang untuk Penanaman Semula atau Penanaman Baru (Pembakaran Terbuka)". The policy clearly stated the banning of using fire in replanting or new planting. If members are caught, the management will terminate the members from WAGS scheme. During the field visits, noted that there was no land prepared by burning in WAGS Beluran.
		Individual Grower: 7.7.1 Individual members shall provide evidence that they understand the No Burning Policy of the group. 7.7.2 Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.	Yes	Members acknowledge that they understand the No Burning Policy. There was no proposal for use of fire observed.
C 7.8 <i>Preamble</i> New plantation developments are designed to minimise net greenhouse gas emissions.	7.8.1 (M) The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. 7.8.2 There shall be a plan to minimise net GHG emissions which takes into account	Group Manager: <u>Maps:</u> The use of maps shall be expected which highlight the avoidance of peat areas and primary forests and where possible mineral soils have been selected for planting. <u>Reporting:</u> Demonstrate to a third party that new plantings which occurred after April 2013 have where	Yes	WAGS Beluran has identified the Carbon stock and major potential sources of emissions in the document titled as WAGS Carbon stock and major potential sources of emissions Register (and estimated and included in SEIA assessment). Currently WAGS is in progress for data collection, expected on 2017 completed. There is no planting in high carbon stock area in WAGS Beluran. Besides that, WAGS had also a Group

	avoidance of land areas with high carbon stocks and/or sequestration options.	possible been designed to minimise GHG emissions. Groups will need to report confidentially to the RSPO on actions taken to mitigate GHG emissions. After 31. December 2016 these documents will need to be publically available and linked to 1.2. <u>Training:</u> The Group Manager shall provide training in relation to this indicator and its relevance for individual members (e.g. peat, high carbon stocks) and record this training.		Management Plan> Plan for managing GHG emissions for the Beluran Group.
		Individual Grower: Individual members shall be able to explain how you know where not to plant.	Yes	During site visit individual members know that new planting and replanting in areas such as 25 degrees and peat soil is prohibited for this scheme.

Principle 8: COMMITMENT TO CONTINUOUS IMPROVEMENT IN KEY AREAS OF ACTIVITY

Clause	Indicators	Requirements for Group Manager (GM) & Individual Growers (IG)	Comply Yes/No	Findings
C 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.	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. As a minimum, these shall include, but are not necessarily be limited to:	Group Manager : <ul style="list-style-type: none"> Group Managers shall record information on environmental impacts, waste reduction, pollution and GHG and social impacts. Group Managers shall periodically (e.g. quarterly) collate the records of individual members. Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting. Group Managers shall be responsible for the continuous improvement in key operations. 	Yes	<p>a) WAGS Beluran committed to reduce the use of chemicals and now have implemented grass cutting for farmers below 3 acres. The farmers interviewed were satisfied using grass cutting due to low cost of maintenance for weeds.</p> <p>b) Identification of the environmental aspect and impact at WAGS Beluran was carried out by through a Social and Environmental Impact Assessment (SEIA). The EIA was carried out by Wild Asia in 2015. They also have established the action plan namely “Group Management Plan for managing E impacts”. The action plan was reviewed in 14/9/2016 and is being monitored. It consists of a general time-table with the identification of the necessary function responsible.</p> <p>c) Waste products and source of pollution has been identified. ‘Group Management Plan>Plan for managing E impacts and Waste & Disposal Plan – is used to identify the waste products and sources of pollution, Plan is in place and review it accordingly. ‘Group Management Plan>Plan for managing E</p>

				<p>impacts, Pollution & GHG & Fossil Fuel use and Waste & Disposal Plan – is used to identify the waste products and sources of pollution, Plan is in place and review it accordingly. 'Group Management Plan>Plan for managing Pollution & GHG & Fossil Fuel use– Potential sources are being identified using data collection and now waiting for data calculation, plan to complete in 2017.</p> <p>d) There was no potential social impact identified since the farmers were managed their farm by family members. Therefore, the list of temporary, permanent or casual workers for the farmers and monitoring purposes on wages paid, safety and job competency were not required as no workers work for farmers. The previous Minor 01 for Indicator 8.1 was satisfactorily closed.</p> <p>e) As explain in the report, smallholders and medium grower have put an effort to encourage optimising the yield of the supply base where palm fronds were stacked in the fields to decompose and by EFB application.</p>
	<p>a) Reduction in use of pesticides(Criterion 4.6); b) Environmental impacts (Criteria 4.3, 5.1 and 5.2); c) Waste reduction (Criterion 5.3); d) Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); e) Social impacts (Criterion 6.1); f) Encourage optimising the yield of the supply base.</p>	<p>Individual Grower:</p> <ul style="list-style-type: none"> • Members shall provide inputs to the Group Action Plan for continual improvement. • Members shall keep individual records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager. • Discuss with the Group Manager the timing of the replanting programme. 	<p>Yes</p>	<p>The group members have provided inputs to the Group Action Plan for continual improvement during training and briefing on management of oil palm. They have recorded the applied fertilizer, pesticide use, FFB production etc. using logbook.</p> <p>For the time being, there is no plan for replanting programme from smallholders and medium grower.</p>

RSPO P&C AUDIT CHECKLIST AND FINDINGS (For grower with more than 50ha)

Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators		Comply Yes/No	Findings
C 1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1	There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	Yes	WAGS Beluran continued to implement the procedure for responding to any communication as outlined in WMS2.2.1 Managing Public Transparency (item no.5 & 6). Record of communication was identified and maintained in Logbook. WAGS Beluran also post the relevant information on Group and details of contact persons displayed on Public Notice Board. The Stakeholders list was reviewed in January 2016. Among the stakeholders identified were the Government agencies, schools and the local communities. WAGS Beluran had identified personnel responsible for handling of complaints. As of the date of the audit, there was no request on social information from stakeholders. The member was aware that all request for information will be referred to the Group Manager.
	1.1.2	Records of requests for information and responses shall be maintained. Major Compliance	Yes	Records of requests for information from stakeholders and responses by the WAGS Beluran were sighted documented and relevant information on Group and details of publicly available documents displayed on Public Notice Board at Jimoi Ambong. The medium grower continued to maintain stakeholders for contractors, vendors/suppliers, government agencies, schools, local communities, and display at the public noticeboard at Jimoi Ambong. The Stakeholders list was reviewed in January 2016. WAGS Beluran had identified personnel responsible for complaints. Records of communication were maintained in Logbook. As of to date there was no request on social information from stakeholders.
C 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	1.2.1	Land titles/user rights (Criterion 2.2);	Yes	Land titles/user rights was available at WAGS Beluran Office and at Jimoi Ambong. (cross refer to criterion 2.2).
		Occupational health and safety plans (Criterion 4.7);	Yes	OSH plan was available in the file name Group Management Plan WAGS GROUP 14092016. (cross refer to criterion 4.7)
		Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)	Yes	Management documents related to environmental plans and impact assessments were made available to auditors, (Cross refer to 5.1) Among the documents were: <ul style="list-style-type: none"> • Environmental Impact Assessment (EIA) • Group Management Plan WAGS GROUP 14092016 (E-Impacts, Pollution & GHG & Fossil Fuel use, Slope Areas and Waste & Disposal).
		HCV documentation summary (Criteria 5.2 and 7.3);	Yes	HCV documentation was adequately maintained. (See 5.2 and 7.3).
		Pollution prevention and reduction plans (Criterion 5.6);	Yes	Pollution prevention and reduction plans was available in Group Management Plan WAGS GROUP 14092016 (E-Impacts, Pollution & GHG & Fossil Fuel use, Slope Areas and Waste &

				Disposal) (Cross refer to Criterion 5.6);
		Details of complaints and grievances (Criterion 6.3);	Yes	There was no grievance recorded. Nevertheless, WAGS Beluran maintains its procedure for handling complaints and grievances. Cross refer to 6.3
		Negotiation procedures (Criterion 6.4);	Yes	Relevant negotiation procedure was established and maintained. (See 6.4).
		Continual improvement plans (Criterion 8.1);	Yes	WAGS Beluran is committed to utilize the established system to regularly monitor the medium grower. Relevant action plans were initiated to continuously improve its key areas of operations, environmental, safety and health, welfare and social contribution to farmers and community. Details of the CU continual improvement plans has been reported in the indicator 8.1.
		Public summary of certification assessment report;	Yes	The previous public summary of certification assessment report can be refer at below link: https://rspo.org/uploads/default/pnc/SGS_WAGS_Beluran_SV2_Approved.pdf
		Human Rights Policy (Criterion 6.13).	Yes	A WAGS Group Policy which included the need to respect human rights has been established by WAGS.
C 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. Minor Compliance	Yes	A written policy committing to a code of ethical conduct and integrity in all operations and transactions had been established in the WAGS Group Policy Statement (ethical conduct) and implemented by Jimoi Ambong. The policy has been briefed to the grower and recorded in training files.

Principle 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Clause	Indicators		Comply Yes/No	Findings
C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1	Evidence of compliance with relevant legal requirements shall be available. Major Compliance	Yes	Jimoi Ambong continued to comply with legal requirements as per indicator. Guided by the established SOP, the annual evaluation of compliance has been carried out concurrently with the review of legal register updated by WAGS HQ e/d : 18 September, 2016. The list of applicable legal and other requirements was made available during the audit. The following was review : <ul style="list-style-type: none"> MPOB License no 502946802000 Jimoi Ambong (valid till 30/9/17)
	2.1.2	A documented system, which includes written information on legal requirements shall be maintained Minor Compliance	No	WAGS Beluran have identified, documented and maintained their legal register with written information on legal requirements which related to their operation in the legal register 'WAGS v1 Rev 18092016'. The WAGS headquarters, Ms.Sheila Senathirajah and Ms.Ying Ying are responsible to track changes and disseminate the information to all WAGS Members. The applicable laws identified included the Pesticides Act 1974, Employment Act 1955, and MPOB Regulations (Licencing) 2005 and the Minimum Wages Order 2016. The acts and its regulations were evaluated for compliance annually.

				<p>However, the following legal requirements were found not in the legal register:</p> <ol style="list-style-type: none"> 1. EQ (Scheduled Wastes) 2005 Regulation 2. EQ (Clean Air) 2014 Regulation 3. FMA (Safety, Health & Welfare) Regulation 1970 4. OSH (USECHH) Regulation 2000 <p>Thus, a minor NCR MRS 02 2016 was raised on this indicator.</p>
	2.1.3	A mechanism for ensuring compliance shall be implemented. Minor Compliance	Yes	<p>WAGS Beluran has a documented system for identifying and updating the changes of legal requirements and to monitor the status of legal compliance. The mechanism was documented in G06 WAGS Guidelines on Legal Compliance (OR WMS2.3.1 Managing Group Legal Compliance). WAGS HQ and the WAGS Beluran representative have undertaken the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance [ref.: G06 WAGS Guidelines on Legal Compliance (OR WMS2.3.1 Managing Group Legal Compliance)].</p> <p>There was evidence of compliance to legal requirements which has been evaluated on an annual basis. These compliances are ensured by Internal & External Audits, and by RSPO Audits. WAGS Beluran has conducted internal audit in order to check status of compliance with legal requirements dated 9-12.08.2015.</p>
	2.1.4	A system for tracking any changes in the law shall be implemented. Minor Compliance	Yes	<p>WAGS HQ, which is based in Kuala Lumpur is responsible in tracking any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its SOP. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective Unit. During this audit noted that new act such as the Minimum Wages Order 2016 was updated in the legal register.</p>
C 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal,customary or user rights	2.2.1	Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised Native Customary Right (NCR) land) and the actual legal use of the land shall be available. Major Compliance	Yes	<p>Evidence of legal ownership of the land including history of land tenure was verified during this audit. The medium grower has provided the Land Grant which stated the legal use of the land.</p>
	2.2.2	There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves.	Yes	<p>Auditor has verified boundary stone / trenching / marking at Jimoi Ambong. The boundary stone and trenching/markings have been monitored and visibly maintained.</p>

		Minor Compliance		
	2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). Minor Compliance	Yes	There is no conflict or dispute concerning land observed at Jimoi Ambong. WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management.
	2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. Major Compliance	Yes	There is no conflict or dispute concerning land observed at Jimoi Ambong. WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management.
	2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities and relevant authorities where applicable). Minor Compliance	Yes	There is no conflict or dispute concerning land observed at Jimoi Ambong. WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management.
	2.2.6	To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations. Major Compliance	Yes	Site visit at Jimoi Ambong found no any evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations.

<p>C 2.3 Use of the land for oil palm does not diminish the legal,customary or user rights of other users without their free,prior and informed consent.</p>	2.3.1	<p>Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). Major Compliance</p>	Yes	<p>There is no conflict or dispute concerning land observed at Jimoi Ambong. WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management.</p>
	2.3.2	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. Minor Compliance</p>	Yes	<p>There is no conflict or dispute concerning land observed at Jimoi Ambong. WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management.</p>

	2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. Minor Compliance	Yes	There is no conflict or dispute concerning land observed at Jimoi Ambong. WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management.
	2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. Major Compliance	Yes	There is no conflict or dispute concerning land observed at Jimoi Ambong. WAGS Beluran has developed an SOP on Land matters title WMS 2.3.2.1 Managing Legal Land Matters and WMS 2.3.2.2 Legal land Conflict Management.

Principle 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY

Clause	Indicators		Comply Yes/No	Findings
C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. Major Compliance	Yes	Jimoi Ambong has followed the WAGS Beluran budget. WAGS Beluran continued to persevere to make commitment to long-term economic and financial viability. The annual budgets for 2013 to 2017 were sighted. The budget provisions covered activities for training, baseline interview for farmer, farm audit, etc. The budget included projections on FFB/mt, and total cost per certified group members.
	3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. Minor Compliance	No	The replanting programme for the next five years was not available during the audit. Therefore Minor NCR MZK 01 2016 was raised.

Principle 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS

Clause	Indicators		Comply Yes/No	Findings
C 4.1 Operating procedures are appropriately documented, consistently	4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented. Major Compliance	Yes	Jimoi Ambong has adopted the WAGS SOP. WAGS Beluran has revised the training / SOP in March 2015. Reveiw of training records (at the field coordinator and the farmers' record file), the following training were sighted for the farmers' reference. 1)T01-introduction to Wild Asia & RSPO 2)T02-guidance on farm management of RSPO

implemented and monitored				<p>3)T03-introduction to documentation training</p> <p>4)T04-health and safety training</p> <p>5)T05-environmental management training for small farms</p> <p>6)T06-code of conduct & membership requirements</p> <p>7)T07-social training</p> <p>8)T08-New planting training</p> <p>9)T09-FFB pricing & grading</p> <p>10)T10-BMP (harvesting)</p> <p>11)T11-common pest and disease</p> <p>12)T12-Fertilizer management</p> <p>13)T13-weed management</p>
	4.1.2	A mechanism to check consistent implementation of procedures shall be in place. Minor Compliance	Yes	<p>WAGS group manager had in place the mechanism to check consistent implementation of procedures. Reports on internal audit made in WAGS Beluran on 24 August 2015 by Christopher Anandel was available. Among the issues raised included:</p> <p>1)membership awareness regarding issues of code of conduct, detail of membership sanctions, and grievance and appeal procedure.</p> <p>2)chemical and fertilizer are rarely fill up</p> <p>3)farm maintenance</p> <p>4)domestic waste issues</p> <p>5)labelling on empty containers</p> <p>7)riparian zone.</p>
	4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	Yes	WAGS had continued to assist the farmers to record the information in the Monthly Activity Form provided by WAGS_BEL and subsequently transferred to the Producer Production Info Form (WAGS-004). The information will be recorded in the Excel document known as <i>WAGS-012 Data from Farmer's Logbook</i> for monitoring.
	4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). Major Compliance	NA	Not Applicable since the RSPO certification is only for the independent smallholders and medium grower
C 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. Minor Compliance	Yes	WAGS had established training material, <i>WAGS Penjagaan Tanah (Soil Management)</i> that is presented to the farmers or smallholders to explain best practices to maintain soil fertility and the importance to ensure optimal or sustained yield. To monitor and verify implementation, each farmer will fill a form known as 'Monthly Record of Farm Activity (Rekod aktiviti Kebun) in the Farmer Record file that has a section on Manuring Record (Rekod Penggunaan Baja).
	4.2.2	Records of fertiliser inputs shall be maintained. Minor Compliance	Yes	<p>Group manager has provided a logbook to the medium grower. Logbook monitoring sheet which isa Monthly Record of Farm Activity (Rekod aktiviti Kebun) that includes</p> <ul style="list-style-type: none"> • Sales of FFB (Rekod Penjualan BTS) • Expenditure records (Rekod perbelanjaan)

				<ul style="list-style-type: none"> • Agrochemical Usage(Rekod penggunaan Racun) • Manuring Record (Rekod Penggunaan Baja)
	4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Minor Compliance	No	A programme for soil and foliar sampling is being implemented in order to generate a fertilizer recommendation program. Group management plan has been included for conducted soil sampling and tissue sampling. However, during this audit, there is no record/evidence of periodic tissue and soil sampling Therefore, Minor NCR MZK 02 2016 was raised.
	4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues. Minor Compliance	Yes	WAGS Beluran had a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose and by EFB application. There is no specific program for EFB mulching, POME application and compost application, it depends on them how to bring the EFB to their farm. Sighted the EFB application on farm SAP-257-SGR.
C 4.3 Practices minimize and control erosion and degradation of soils.	4.3.1	Maps of any fragile/marginal soils shall be available. Major Compliance	Yes	An overall soil map "WAGS Bel Soil Map dated 13.10.2016" was made available. There were no fragile soils available at WAGS Beluran all were mineral soils.
	4.3.2	A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless specified otherwise by the company's SOP. Minor Compliance	Yes	The policy and procedure for planting on slopes were in T02 & T08. It advocated that terracing was to done for slopes of between 10 and 20 degrees. Planting above 20 degrees was not advocated. For slopes of 5 to 10 degrees' platform planting was advocated. No replanting was observed in WAGS Beluran medium growers.
	4.3.3	A road maintenance programme shall be in place. Minor Compliance	No	During assessment at medium grower farm, SAP-257-SGR, there was no road maintenance program available. The road conditions was poor. Road are blocks by landslide and soil erosion while others were full of port holes making it difficult to vehicle manoeuvre. Therefore, a Minor NCR MZK 03 2016 was raised.
	4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. Major Compliance	Yes	No peat soils observed during this audit. This was also confirmed from the map provided. There is no trace of peat soils in WAGS Beluran. Therefore this indicator was not applicable.
	4.3.5	Drainability assessments where necessary will be conducted prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. Minor Compliance	Yes	No peat soils observed during this audit. This was also confirmed from the map provided. There is no trace of peat soils in WAGS Beluran. Therefore this indicator was not applicable.
	4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. podzols and acid sulphate soils).	Yes	No fragile and problem soils observed in WAGS Beluran. Therefore this indicator was not applicable.

		Minor Compliance		
C 4.4 Practices maintain the quality and availability of surface and ground water.	4.4.1	An implemented water management plan shall be in place. Minor Compliance	Yes	Jimoi Ambong has adopted water management plan from WAGS Beluran titled as 'Riparian & Water Source in file WMS 3.1.6.1a Group Management Plan_WAGS GROUP_14092016' this plan was available during the audit and implemented by all members of WAGS Beluran. The water management plans were more towards maintain buffer zone and Establish the waterways. Buffer zones were maintained with no spraying and no fertilizer application allowed.
	4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated Major Compliance	Yes	There is no river or stream in the medium grower's land.
	4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations (Criteria 2.1 and 5.6). Minor Compliance	NA	Not applicable since there is no mill included in this certification
	4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. Minor Compliance	NA	Not applicable since there is no mill included in this certification
C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.	4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. Major Compliance	No	Integrated pest management is already being used by WAGS to reduce the use of pesticides. Auditors have found that the following IPM measures to reduce pests had been written in SOP/ training T02 and T11: -to maintain farm hygiene such as remove potential breeding sites for pest. (LCC, proper frond stacking) -biological control using a natural insect pest predator - planting beneficial plants to attracted parasitoids and predator's species During field visit to farms SAP-257-SGR, it was noted that there was no any beneficial plant or any other IPM being implemented and planted. During the previous audit, an Observation 04 was raised on the same issue. Hence, the finding was upgraded to a Major NCR MZK 04 2016 .
	4.5.2	Training of those involved in IPM implementation shall be demonstrated. Minor Compliance	Yes	Medium grower at WAGS Beluran had attended training named T02-Guidance on farm management of RSPO and T11-Common pest and disease. The latest training attended was on 17.08.2016
C 4.6 Pesticides are used in	4.6.1	Justification of all pesticides used shall be demonstrated.	Yes	A written justification in Standard Operating Procedure (SOP) of all the agrochemical used was available in the T02-Guidance on farm management of RSPO and T04-WAGS Health & Safety

ways that do not endanger health or the environment		The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. Major Compliance		_Training_v2_Malay. The use of selective products that are specific to the targeted pest, weed or disease were demonstrated. The procedures also covered the use of PPE when handling the chemicals. The medium grower used pesticides as per the SOPs.
	4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. Major Compliance	Yes	Jimoi Ambong has documented record for spraying pesticides. Pesticide application was implemented as per medium grower usage. Medium grower had records to show the types of pesticides used with active ingredients and where these pesticides had been used, the total quantity and amount of applications. Records of pesticides when used were recorded in the Log Book "Rekod Aktiviti Kebun" which is stated: <ul style="list-style-type: none"> • date of spraying • chemical name • chemical quantity • area cover (Ha) • number of palms • total cost
	4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in industry's Best Practice. Major Compliance	Yes	Medium grower was committed to reduce using chemicals. Only circles spray (Strip) and selective spray for noxious weeds were implemented. Soft weeds and Nephrolepis bisserata are maintained and encouraged in the inter rows. Spraying of noxious was only carried out as and when required and some were only slashed.
	4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in industry's Best Practice. The use of such pesticides shall be minimised and/or eliminated as part of a plan, and shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH	Yes	Jimoi Ambong only used pesticides that are officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000). There was no evidence of pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, had been used. The chemical store had none of the chemicals. Most pesticides used were class III & class IV.

	Regulations (2000). Minor Compliance		
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). Major Compliance	Yes	<p>Records showed that pesticides were handled, used and applied by trained persons and as per the SDS of the pesticide. As mentioned under Indicator 4.6.1 above, WAGS Beluran had in place SOPs for safe-handing of pesticides titled T02-Guidance on farm management of RSPO and T04-WAGS Health & Safety _Training_v2_Malay for handling of chemical/pesticide.</p> <p>The medium grower and their workers have been trained and understood the hazards involved and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to the workers through the Safety Data Sheet (SDS) training. It was also noted that the SDS are available at medium grower site during the audit.</p> <p>The medium grower had adopted the WAGS SOP T02-Guidance on farm management of RSPO and T04-WAGS Health & Safety _Training_v2_Malay for use of PPE during working. Workers in medium grower involved in pesticide application had used appropriate PPE and replaced when damaged.</p> <p>The latest training was conducted for farmers on 17/08/16. In addition, onsite training also had been conducted by field assistant which is can be refer in logbook of farmers.</p>
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations. Major Compliance	Yes	Jimoi Ambong has a chemical store with proper ventilation and locked. Other potentially hazardous items, such as sprayers, buckets, and PPE used for mixing pesticide also be stored as well. The site for storage was located downhill from sensitive areas such as flood prone area, houses, ponds, and play areas. There should be no chance that runoff or drainage from the site could contaminate surface or groundwater.
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. Minor Compliance	Yes	Pesticide applications in Jimoi Ambong was guided by WAGS Beluran SOP T02-Guidance on farm management of RSPO and T04-WAGS Health & Safety _Training_v2_Malay. And also, Field Conductor from WAGS always visit the farm to guide the medium grower to minimise risk and impacts when using pesticide.
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant	Yes	Aerial spraying was not practiced by the medium grower and there was no evidence to show that any had been carried out.

		information within reasonable time prior to application. Major Compliance		
	4.6.9	Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide handling shall be demonstrated or made available. (see Criterion 4.8). Minor Compliance	Yes	The medium grower's workers were trained and they understood the hazards involved and how the chemicals should be used in a safe manner. Sighted records showed that training had been carried out for SOP T02-Guidance on farm management of RSPO and T04-WAGS Health & Safety _Training_v2_Malay.
	4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). Minor Compliance	Yes	Disposal of waste materials related to pesticide containers are being carried out as per established procedures. Triple rinsing activities was continually implemented for empty pesticide container. The rinsed containers were pierced and stored.
	4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. Major Compliance	Yes	WAGS management do encourage the medium grower to do Medical surveillance by their own if them continue use of chemical annually.
	4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women Major Compliance	Yes	Individual members interviewed were aware that no pregnant or breastfeeding women should handle pesticides. There was no evidence of any and from interviews it was established that sprayers were all men.
C 4.7 An occupational health and safety plan is documented, effectively communicated and implemented. The occupational health and safety plan shall cover the following:	4.7.1	An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. Major Compliance	Yes	Jimoi Ambong adopt WAGS Group Policy Statement on Health & Safety. The policy had been communicated to medium grower through briefings, training and being displayed on the medium grower notice board. A safety and health plan for WAGS Beluran was implemented and monitored every month by the Supervisor and Regional Program Coordinator for 2016 and the plan was presented to the auditors during the audit. The plan also covered activities for spraying, harvesting, pruning etc. The implementation was also monitored by internal audits conducted by WAGS Headquarters.
	4.7.2	All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions	Yes	WAGS Beluran and Jimoi Ambong had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records were verified during the assessment. Among the HIRARC carried out covered activities like chemical mixing and spraying, chemical storage, harvesting and FFB collection and vehicle maintenance. Full review for the HIRARC was conducted by the WAGS HQ and Regional Program Coordinator and not much changes observed in term of hierarchy of to

	attached to products shall be properly observed and applied to the workers. Major Compliance		determine appropriate control measures
4.7.3	All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. Major Compliance	Yes	Training and briefing on the operations were provided to medium grower to educate them on safe working practices to ensure applicable precautions are adhered. Training for medium grower is conducted from time to time based on needs through various method such as on the job training, briefings, meetings, etc. The medium grower's workers such as the harvesters, sprayers and fertilizer workers were trained and they had understood the hazards involve and how the chemicals should be used in a safe manner. Appropriate PPEs have been identified through the HIRARC exercise and training module name Attend T04 Health & Safety training.
4.7.4	The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. Major Compliance	Yes	At WAGS Beluran, Jenner Jasper has been identified as the responsible person for all the health and safety aspects. Meeting and training has been conducted in Aug 2016.
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. Minor Compliance	Yes	WAGS Beluran and Jimoi Ambong have adhered to the documented WAGS SOP named 'D 4.1.5.1 G Accident SOP v1 Rev 18062014. Telephone numbers and names of the Staff and Responsible person of ESH were exhibited on notice boards. Telephone numbers of the Police Station, Fire Brigade, and Hospital were also exhibited. First aid box was available at the operation area. Record of accident was made available during audit and the emergency procedures was followed.
4.7.6	All workers shall be provided with medical care, and covered	No	During audit at Jimoi Ambong (SAP-257-SGR), there was no evidence that workers were covered by accident insurance/SOCSO. This was also confirmed through interviews with the workers.

		by accident insurance. Minor Compliance		Hence, a Minor NCR MZK 05 2016 was raised.
	4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. Minor Compliance	No	WAGS Beluran and Jimoi Ambong have identified responsible person for all health and safety aspects and displayed on notice board with details. Meeting and training have been conducted on 30 Sept 2016 and 15 Aug 2016. However, record of Lost Time Accident metrics (LTA) at SAP-257-SG was not available during the audit. Thus, Minor NCR MRS 05 2016 was raised.
C 4.8 All staff, workers, smallholders and contract workers are appropriately trained.	4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. Major Compliance	Yes	Group Manager had ensured that all members are trained on the RSPO P&C and records of such training were kept as verified through attendance sheet in the farmer's folder. Group Manager has prepared a training plan for year 2016. Compulsory training is T02 <i>Pengurusan Kebun Kelapa Sawit Mampan</i> . Awareness training includes: 1)T01-introduction to Wild Asia & RSPO 2)T02-guidance on farm management of RSPO 3)T03-introduction to documentation training 4)T04-health and safety training 5)T05-environmental management training for small farms 6)T06-code of conduct & membership requirements 7)T07-social training 8)T08-New planting training 9)T09-FFB pricing & grading 10)T10-BMP (harvesting) 11)T11-common pest and disease 12)T12-Fertilizer management 13)T13-weed management
	4.8.2	Records of training for each employee shall be maintained. Minor Compliance	Yes	Records of training were kept at the WAGS Beluran site office as verified by auditors.

Principle 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY

Clause	Indicators	Comply Yes/No	Findings
C 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts	5.1.1 An environmental impact assessment (EIA) shall be documented. Major Compliance	Yes	Identification of the environmental aspect and impact at WAGS Beluran (including Jimoi Ambong) were carried out through a Social and Environmental Impact Assessment (SEIA). The SEIA was carried out by Wild Asia in 2015. The assessment report contained the identified adverse environmental impacts caused by the estate activities. Among the identified environmental impacts are <ul style="list-style-type: none"> • soil erosion • water pollution • ecological impact • traffic & transportation • waste generation

and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/persons. Minor Compliance	Yes	<ul style="list-style-type: none"> open burning <p>WAGS had established the action plan namely "Group Management Plan>Plan for managing E impacts". The action plan was reviewed on 14/9/2016. Relevant person-in-charge had been identified and appointed by the WAGS management. Regular reports to the management was carried out accordingly.</p>
	5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. Minor Compliance	Yes	The action plan was reviewed in 14/9/2016. The management had monitored the progress of the action plan by appointed person in-charge for each action plan. Mitigation measures are translated into training and work instruction. These among others included work instruction for soil erosion, management of waste, etc.
C 5.2 The status of rare, threatened or endangered species other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.	5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). Major Compliance	Yes	The report of "HCV Assessment at Beluran" was made available to the auditor. The assessment was carried out in August 2015 by Wild Asia. No RTE species and HCV area were identified at WAGS Beluran area.
	5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan. Major Compliance	NA	There was no RTE species identified in the WAGS Beluran and Jimoi Ambong. Therefore, this indicator is not applicable.
	5.2.3	There shall be a programme to regularly educate the workforce	Yes	WAGS Beluran has conducted training on RTE and HCV for the medium grower titled T05 Environmental training focusing on RTE and HCV's on August 2016. It was observed that

		about the status of these RTE species, and appropriate disciplinary measures shall be instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. Minor Compliance		understanding was good for each of farmers interviewed. The farmers were also consulted on this and they were aware of the responsibility to protect endangered, rare and threatened species of forest flora and fauna in their areas. There were also posters put up at all farmer's noticeboards. WAGS also has established a disciplinary measure according to the Malaysian Law.
	5.2.4	Where an action plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; Outcomes of monitoring shall be fed back into the action plan. Minor Compliance	NA	There was no RTE species identified in the WAGS Beluran and Jimoi Ambong. Therefore, this indicator is not applicable.
	5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. Minor Compliance	NA	There is no HCV identified at WAGS Beluran and Jimoi Ambong. Therefore, this indicator was not applicable.
C 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.	5.3.1	All waste products and sources of pollution shall be identified and documented. Major Compliance	Yes	WAGS Beluran and Jimoi Ambong have documented identification of all waste product and sources of pollution. The environmental management plan was then established to mitigate applicable identified waste product and source of pollution. The most significant environmental receptors were: Air – Open Burning, Water – Manuring and weeding operation, Domestic waste and land clearing Land – Scheduled waste, domestic waste and Land Clearing.
	5.3.2	All chemicals and their	Yes	Jimoi Ambong have implemented triple rinse for chemical containers and punch with holes and

		containers shall be disposed of responsibly. Major Compliance		stored in the medium grower's store. WAGS management also has given training to farmer regarding Disposal chemical container named WAGS Guidance for Farm Management of Sustainable Palm Oil _Training_v2_Malay, T05 Environmental management and T04 Health and Safety.
	5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented Minor Compliance	Yes	Jimoi Ambong had managed the identified wastes and pollutants following the SOP titled 'WAGS Guidance for Farm Management of Sustainable Palm Oil' to guide the waste disposal activities and to reduce pollution on the routine operation. Domestic waste was either dispose through landfill or dump into big bin at the town. On the scheduled waste management, currently in the plan, WAGS management will review with receiving mill/project partners on ways to establish a better way of managing waste from group.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Minor Compliance	No	WAGS had a plan for environmental name E- Impact in the Group management plan WAGS GROUP 14092016. However, a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy was not complete. Refer to Minor NCR MZK 06 2016 was raised.
C 5.5 Use of fire for preparing land or replanting is avoided,except in specific situations as identified in the ASEAN guidelines or other regional best practice	5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003.</i> Major Compliance	Yes	There was no land prepared via open burning in WAGS Beluran and Jimoi Ambong. The medium grower had adhered to the SOP WAGS New Planting Training English and T05 Environmental Management Training. The WAGS has given a handout on new circular titled "Penggunaan Api di Dalam Ladang untuk Penanaman Semula atau Penanaman Baru (Pembakaran Terbuka)" the circular stated to ban the use of fire in replanting or new planting.
	5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in ' <i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003.</i> Minor Compliance	Yes	WAGS management had come out with a circular named "Penggunaan Api di Dalam Ladang untuk Penanaman Semula atau Penanaman Baru (Pembakaran Terbuka)" - no use of fire in replanting or new planting.
C 5.6 Preamble Growers and millers commit to reporting on operational greenhouse gas emissions.	5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).	No	WAGS Beluran has conducted an assessment titled 'Social and Environmental Impact Assessment (SEIA)'. The SEIA was carried out by Wild Asia in 2015. However, in the SEIA the polluting activities that have an impact on the environment including GHG, and emissions was not address. Refer to Minor NCR MZK 07 2016 was raised.

<p>However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognized that it is not always feasible or practical to reduce or minimise these emissions.</p> <p>Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO. Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>				
	5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. Major Compliance	No	WAGS Beluran has a plan for environmental name E- Impact in the Group management plan WAGS GROUP 14092016. Greenhouse Gas emissions are being identified through Land Conversation, Crop Sequestration, Fertilizer, N2O from fertilizer, Fuel Consumption, Peat Oxidation (if any). However, plans to reduce or minimize GHG was not available during the audit. Refer to Minor NCR MZK 08 2016 was raised.
	5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant	Yes	There is no specific GHG calculator for medium grower, but WAGS Beluran still working on to collect the data from the medium grower for GHG. The plan has been developed and verified by the assessor and the calculation will be done in 2017.

		pollutants and emissions from estate and mill operations, using appropriate tools. Minor Compliance		
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Principle 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS

Clause	Indicators	Comply Yes/No	Findings
C 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. Major Compliance	Yes Group Manager had identified all activities that have social impacts as verified its assessment report titled 'SEIA-HCV – WAGS Beluran' dated 28/08/2015. The 2015 report has covered 201 members including Jimoi Ambong.
	6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. Major Compliance	Yes Based on the assessment report, all affected parties had been assessed.
	6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Major Compliance	Yes Group Manager has developed a mitigation plan titled 'Group Management Plan WAGS Group – Social Impacts'.
	6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties Minor Compliance	Yes The plan has been reviewed in June 2016. Group Manager has organised training for members on social risks and mitigation measures in July and August 2016 – Panduan Amalan Pengurusan Kebun Kelapa Sawit Mampan. And August 2016 – Latihan Sosial (T07) related women, gender, children, workers and human right issues. Group Manager has monitored implementation of mitigation plan through PGC meeting.
	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation	NA The WAGS Beluran is a Group Certification for the smallholders and Medium Grower.

		includes such a scheme). Minor Compliance		
C 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties	6.2.1	Consultation and communication procedures shall be documented. Major Compliance	Yes	The Group Manager has developed a documented procedure for consultation and communication with local communities and other affected or interested parties titled 'D1.2.1 G Stakeholder & Consultation SOP_v1_02122014'. The Group Manager has informed all individual group members of the consultation and communication procedure by displaying the procedure at public notice board at Dewan Pupakatan, Kg Ganah Jati.
	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	Yes	The Group Manager has nominated an official responsible for social issues as displayed at public notice board.
	6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. Minor Compliance	Yes	The Group Manager has made a stakeholder register for each site and keep records of all communication and actions taken in the logbook for records.
C 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties	6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. Major Compliance	Yes	The Group Manager has a documented grievance mechanism in place titled 'WMS 2.5.1 G Greviance Overview_v1_27012015 OR D 1.5.1 G GP & Dispute Reso SOP_v1_Rev_02062014'. The procedure included the process of resolving dispute and the outcome. The Group Manager has conducted a training TO2 focussing on grievance mechanism to members.
	6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. Major Compliance	Yes	No case of dispute or complaint made against the medium grower.
C 6.4 Any negotiations concerning compensation for loss	6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall	Yes	The Group Manager has developed a procedure for identifying legal, customary or user rights and procedure for identifying people entitled to compensation were in placed.

of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		be in place. Major Compliance		
	6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. Minor Compliance	Yes	A procedure for calculating and distributing fair compensation titled '2.3.2.2 G Legal Land Conflict Management (see 3.5 on fair compensation)' and 'D 2.1.1 G Customary Rights SOP_v1_Rev_18032014' were made available.
	6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. Major Compliance	Yes	There was no claim or compensation by stakeholders during the audit.
C 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages	6.5.1	Documentation of pay and conditions shall be available. Major Compliance	No	During field visit at Jimoi Ambong farm (SAP-257-SGR) there was no documentation of pay and conditions including EPF account for local workers. The worker's salary also were below the minimum wage - RM 920. And also during previous audit, the same issue as raised during previous audit, Observation 07 was found. Therefore, the Observation 07 was upgraded to a Major NCR MZK 09 2016 during this Surveillance 3 Audit.
	6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday	No	During field visit at Jimoi Ambong farm (SAP-257-SGR), there was no contract of employment. Therefore, Major NCR MZK 10 2016 was raised

		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. Major Compliance		
	6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible (not applicable to smallholders). Minor Compliance	Yes	Jimoi Ambong has provided an adequate housing, electric and water supplies for his workers as accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446).
	6.5.4	Growers and millers shall make demonstrable efforts to monitor and where able, improve workers' access to adequate, sufficient and affordable food. Minor Compliance	NA	There was no sundry shop in the medium grower's farm or WAGS Beluran. Therefore, this indicator was not applicable.
C 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such	6.6.1	A published statement in local languages recognising freedom of association shall be available. Major Compliance	Yes	A published statement in local languages recognising freedom of association (to form and join trade unions) titled 'WAGS Group Policy Statement (FOA)' was Jimoi Ambong notice board.

personnel.				
	6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. Minor Compliance	No	Record of meeting / discussion between workers' representative and land owner SAP-257-SGR was not evident. Thus, a Minor NCR MRS 06 2016 was raised.
C 6.7 Children are not employed or exploited.	6.7.1	There shall be documentary evidence that minimum age requirements are met. Major Compliance	Yes	No child labor was seen used.
C 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. Major Compliance	Yes	Group Manager has developed a policy titled 'WAGS Group Policy Statement (Equal Opportunity)'.
	6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. Major Compliance	Yes	Based on interview with workers at Jimoi Ambong, there was no discrimination among workers.
	6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. Minor Compliance	Yes	Recruitment selection and hiring of workers at Jimoi Ambong was based on medical examination.
C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. Major Compliance	Yes	Group Manager has developed a policy to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights titled 'WAGS Group Policy Statement (Womens Reproductive Rights)'. The Group Manager has displayed the policy at the medium grower's notice board as awareness to members and workers.
	6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.	Yes	Group Manager has developed a policy to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights titled 'WAGS Group Policy Statement (Womens Reproductive Rights)'. The Group Manager has displayed the policy at the medium grower's notice board as awareness to members and workers.

		Major Compliance		
	6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. Minor Compliance	Yes	A specific grievance mechanism which respects anonymity and protects complainants where requested has been established. The medium grower and workers were aware on this mechanism as verified during interview.
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. Minor Compliance	NA	Palm oil mill is not in the certification scope. Therefore, this indicator was not applicable.
	6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). Major Compliance	NA	Palm oil mill is not in the certification scope. Medium grower has managed the farm and FFB by its own with their workers. There was no inputs/services for FFB with third parties. Therefore, this indicator was not applicable.
	6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Minor Compliance	NA	Palm oil mill is not in the certification scope. Medium grower has managed the farm and FFB by its own with their workers. There was no inputs/services for FFB with third parties. Therefore, this indicator was not applicable.
	6.10.4	Agreed payments shall be made in a timely manner. Minor Compliance	NA	Palm oil mill is not in the certification scope. Medium grower has managed the farm and FFB by its own with their workers. There was no inputs/services for FFB with third parties. Therefore, this indicator was not applicable.
C 6.11 Growers and millers contribute to local Sustainable development where appropriate.	6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. Minor Compliance	Yes	The Group Manager has conducted a meeting with local communities and stakeholders to join the group in order to improve in management of FFB crop and good agriculture practices.
	6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated	NA	There was no scheme smallholders in the certification scope. Therefore, this indicator was not applicable.

		to improve smallholder productivity. Minor Compliance		
C 6.12 No forms of forced or trafficked labour are used.	6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. Major Compliance	Yes	Based on interview with medium grower and workers, they were aware of the policy on no forms of forced or trafficked labour titled 'WAGS Group Policy Statement (Voluntary Employment)'. There was no forms of forced or trafficked labour are used.
	6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. Minor Compliance	Yes	Based on interview with medium grower and workers, there was no contract substitution has occurred.
	6.12.3	Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented. Major Compliance	Yes	WAGS Beluran has established a policy and procedures including orientation programme if the medium grower has employed a temporary or foreign workers titled 'WAGS Group Policy Statement (Voluntary Employment)'.
C 6.13 Growers and millers respect human rights	6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). Major Compliance	Yes	The Group Manager has established a policy on no forms of forced or trafficked labour titled 'WAGS Group Policy Statement (Human Rights respected)'. The Group Manager has communicated to all members by displaying the policy at Jimoi Ambong's notice board.
	6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation. Minor Compliance	NA	There was no children of foreign workers at Jimoi Ambong. Therefore, this indicator was not applicable.

Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

The medium outgrower in WAGS Beluran had no plan for any new planting and no new development of area was observed during the visit. Thus, Principle 7 is not applicab.

Principle 8: COMMITMENT TO CONTINUOUS IMPROVEMENT IN KEY AREAS OF ACTIVITY

Clause	Indicators	Comply Yes/No	Findings
C 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.	8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: Major Compliance		
	a) Reduction in use of pesticides(Criterion 4.6);	Yes	WAGS Beluran was committed to reduce using chemicals and now have implemented grass cutting and encourage to apply EFB in the farm at palm inter-row.
	b) Environmental impacts (Criteria 4.3, 5.1 and 5.2);	Yes	Identification of the environmental aspect and impact at WAGS Beluran was carried out through Social and Environmental Impact Assessment (SEIA). The SEIA was carried out by a Wild Asia in 2015. They also have established the action plan namely "Group Management Plan>Plan for managing E impacts". The action plan was reviewed in 14/9/2016 and is being monitored. It consists of a general time table with the identification of the necessary function responsible.
	c) Waste reduction (Criterion 5.3);	Yes	Waste products and source of pollution have been identified. 'Group Management Plan>Plan for managing E impacts and Waste & Disposal Plan were used to identify the waste products and sources of pollution. Plan is in place and review it accordingly.
	d) Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);	Yes	Group Management Plan>Plan for managing Pollution & GHG & Fossil Fuel use– Potential sources are being identified using data collection and now waiting for data calculation. Plan to complete in 2017.
	e) Social impacts (Criterion 6.1);	Yes	Group Manager has developed a mitigation plan titled 'Group Management Plan WAGS Group – Social Impacts'. The plan has been reviewed in June 2016. Group Manager shall monitor implementation of mitigation plan through PGC meeting.
	f) Encourage optimising the yield of the supply base	Yes	In order to optimise yields, WAGS Beluran was committed to implement best agricultural practices. This included the following:

				<ul style="list-style-type: none">- timely and proper fertiliser application, EFB and compost application- improving the road accessibility to maximise crop evacuation- expanding mechanised collection of FFB in the fields
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STATUS OF NON CONFORMITIES RAISED IN THIS SURVEILLANCE AUDIT

Clause	Classification Major / Minor / OFI	Detail Non conformity	Corrective Action	Verification by Assessor
E3.1.1 MRS 01 2016	Minor	The internal audit was not conducted at regular interval (at least annually). The last internal audit was conducted in August 2015.	WA to conduct Internal Audit at least once a year – next audit to be completed before August 2017	Verification: Auditor has received, verified and accepted corrective action plan for internal audit program. Status: Implementation and effectiveness of corrective action plan will be verified during next audit.
2.1.2 MRS 02 2016	Minor	The legal register has yet to include the applicable legal requirements as listed below: <ol style="list-style-type: none"> 1. EQ (Scheduled Wastes) 2005 Regulation 2. EQ (Clean Air) 2014 Regulation 3. FMA (Safety, Health & Welfare) Regulation 1970 4. OSH (USECHH) Regulation 2000 	WA to update legal register: <ol style="list-style-type: none"> i. WA to review list of Legal Register and update list with all applicable laws and regulations - Q1 2017 ii. WA Field team to print and keep all applicable laws and regulations for reference in the field office. – Q1 2017 	Verification: Auditor has received, verified and accepted corrective action plan from WA to review and updated all applicable laws and regulations in the legal register during Q1 2017. Status: Implementation and effectiveness of corrective action plan will be verified during next audit
3.1.2 MZK 01 2016	Minor	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. No records at SAP-257-SGR during the audit.	<ol style="list-style-type: none"> i. Improvement of Record Keeping on year of planting, target year of replanting in Monitoring Sheets 4.2015 FARM Registration_PG SmallGrower – Q1, 2017 ii. Create topo map of the group – Q1, 2017 iii. EIA report to include information on soil – Q3, 2017 	Verification: Auditor has received, verified and accepted corrective action plan from WA for annual replanting programme. Status: Implementation and effectiveness of corrective action plan will be verified during next audit
4.2.3 MZK 02 2016	Minor	No evidence of periodic tissue and soil sampling.	The WAGS management has established a plan to conduct soil sampling on Sept-Oct 2016. Noted that, the soil sampling is in progress. Plan for the periodic tissue sampling is in progress. – Q2 2017	Verification: Auditor has received, verified and accepted corrective action plan to conduct periodic tissue sampling is in Q2 2017. Status: Implementation and effectiveness of corrective action plan will be verified during next audit.
4.3.3 MZK 03	Minor	During visited at SAP-257-SGR, road maintenance activities had been verbally mentioned. However, there was no	- WA to create a maintenance form that includes road maintenance program – Q1, 2017	Verification: Auditor has received, verified and accepted corrective action plan to road maintenance program. Information collected on

2016		record of road maintenance.	- Information collected to be recorded into monitoring sheet – Q1, 2017	road maintenance program to be recorded into monitoring sheet by Q2 2017. Status: Implementation and effectiveness of corrective action plan will be verified during next audit
4.5.1 MZK 04 2016	Major	During field visit on farms SAP-257-SGR there is no any beneficial plant or any other IPM was implemented and planted.	a. Participatory discussion with each smallgrower on types of biological measures that can be applied in each listed situation i. Develop schedule for Small Grower participatory meetings and field scoping for IPM measures: - Complete ii. WA to work with each smallgrower to identify and record potential biological mitigation measures. – Q1 2017 iii. These measures will need to be monitored on a quarterly basis by the WAGS field team. – Q1, 2017 on a quarterly basis	Verification: Auditor has received and verified IPM plan titled ‘Small Growers IPM Implementation Plan’ with details of the activities: 1. Arrangement of agronomic visit to smallgrowers’ sites 2. Scoping pest issues and problems of the sites 3. Identify best IPM principles that are suitable for respective site 4. Recommendations & action plan meeting with smallgrowers 5. Training 6. Implementation of IPM (Monitor, Prevention & Control) 7. Records 8. Follow ups on IPM at respective site IPM training has been conducted on 16 January 2017 with SAP-257-SGR. Status: Closed
4.7.3 MRS 03 2016	Minor	i. No training record related to safety for harvester at SAP-260-SGR and SAP-261-SGR ii. Sighted during assessment at the face mask for pesticide application was not appropriate iii. Occupational Health Committee activities was not evident during site visit	a. Improvement of Record Keeping on types of chemicals & fertilizer used and available facilities on-site i. Improve information gathering from each smallgrower on types of chemicals & fertilizer currently in use and corresponding volumes (at least for 2016). As well as update monitoring sheets with available facilities on-site – Complete b. Update WAGS Significant Risk Register i. WA to update significant risk register with mitigation measures (including required PPE) for each activity on site – Q1 2017 c. Improvement of Record Keeping of Workers on-site	Verification: Auditor has received, verified and accepted corrective action plan for chemical and fertilizer training, PPE and safety meeting as planned for Q1 2017. Status: Implementation and effectiveness of corrective action plan will be verified during next audit

			<p>i. Identify for each smallgrower, the list of workers (permanent/casual/temporary) on-site and type of activities being performed. - Complete</p> <p>ii. Include details of current PPE made available for each worker. – Q1 2017</p> <p>d. Improvement on provision of PPE for workers particularly (but not limited) to workers involved in pesticide usage</p> <p>i. Each smallgrower to ensure the adequate PPE is provided to workers for each stated activity as detailed in the WA Significant Risk Register. – Q1 2017</p>	
4.7.5 MRS 04 2016	Minor	<ul style="list-style-type: none"> Auditor has verified during site visit first aid equipment was not available at smallholder's operation area (TER-380-SML and TER-387-SML) Record of accident was not available during audit although accident was sighted at SAP-257-SGR and the emergency procedures was not followed 	<p>- Ensure all SGR have their own first aid kits – Q2 2017</p> <p>- Invite Jab Kesihatan to provide first aid training – Q2 2017</p>	<p>Verification: Auditor has received, verified and accepted corrective action plan for first aid kits training and reporting of accident as planned in Q1 2017.</p> <p>Status: Implementation and effectiveness of corrective action plan will be verified during next audit</p>
4.7.6 MZK 05 2016	Minor	During field visit on farms SAP-257-SGR, SAP-260-SGR and SAP-260-SGR there is no evidence workers are covered by accident insurance/SOCSO and also transport workers to clinic was not available for farms SAP-257-SGR.	<p>- Update workers register - Complete</p> <p>- provide all members with sample of workers contract that include all benefits – Q1 2017</p> <p>- Ensure compliance that all workers have adequate health and accident coverage – Q1 2017</p>	<p>Verification: Auditor has received, verified and accepted corrective action plan that WA will ensure all workers will be covered with health and accident insurance by Q1 2017.</p> <p>Status: Implementation and effectiveness of corrective action plan will be verified during next audit</p>
4.7.7 MRS 05 2016	Minor	During assessment there is no record of Lost Time Accident metrics (LTA) at SAP-257-SGR	<p>- WA to create a form for members to record accidents involving activities conducted in the field. – Q1 2017</p> <p>- all accidents will be recorded in monitoring sheet – Every Quarter</p>	<p>Verification: Auditor has received, verified and accepted corrective action plan that all accidents will be recorded in the monitoring sheet every quarter (LTA).</p> <p>Status: Implementation and effectiveness of corrective action plan will be verified during next audit</p>
5.4.1 MZK 06	Minor	A plan for improving efficiency of the use of fossil fuels and to optimise renewable	- Develop plan to address GHG emissions reduction once EIA report is updated with	Verification: Auditor has received, verified and accepted corrective action plan for fossil fuel and

2016		energy was not complete.	activities contributing to pollution and GHG emissions and data is collected to understand current levels of emissions – Q2, 2017	GHG emissions reduction – Q2 2017. Status: Implementation and effectiveness of corrective action plan will be verified during next audit
5.6.1 MZK 07 2016	Minor	Environmental impact Assessment was not addressed all the polluting activities that have an impact on the environment including GHG, and emissions such as genset, transportation of FBB etc.	- WA to create a list of all activities that contributes to pollution and GHG emission in the farm – Q2 2017 - Field team will collect data – Q2 2017 - Finding to be included in EIA report – Q2 2017	Verification: Auditor has received, verified and accepted corrective action plan for assessment of activities that contributes to pollution and GHG emission in the farm. The finding will be included in EIA report in Q2 2017. Status: Implementation and effectiveness of corrective action plan will be verified during next audit
5.6.2 MZK 08 2016 Minor	Minor	Plan for GHG was not available during the audit.	- WA to create a list of all activities that contributes to pollution and GHG emission in the farm – Q2 2017 - Field team will collect data – Q2 2017 - Finding to be included in EIA report – Q2 2017 - Develop GHG emission reduction plan and implement– Q2 2017	Verification: Auditor has received, verified and accepted corrective action plan where all the findings to be included in EIA report and develop GHG emission reduction plan and implement in Q2 2017. Status: Implementation and effectiveness of corrective action plan will be verified during next audit
6.5.1 MZK 09 2016	Major	2. During field visit on farms SAP-257-SGR there is no documentation of pay and conditions. 3. During the visit on grower SAP-257-SGR, all of local workers didn't have EPF account and all of workers salary are below the RM 920.	a. Improvement of Record Keeping of Workers on-site i. Identify for the smallgrower, the list of workers (permanent/casual/temporary) on-site and type of activities being performed. - Complete b. Establish a contract for each permanent/ casual/ temporary contract detailing out provisions of payment, provisions and work conditions. i. WA to work with each smallgrower to establish a contract for all types of workers and ensure they meet requirement of local laws (i.e: Sabah labour Ordinance/ Minimum Wage 2016) - Complete ii. Ensure each contract translated to applicable languages. - Complete iii. Ensure contracts signed by both parties and	Verification: Auditor has received, verified and accepted template of contract of employment for smallgrower employees' which contain documentation of pay and conditions. A copy of payslip for Duyas Mangontik dated 31 August 2016 and Alex Liga Tadi Mateus (AR315145) dated 31 October 2016, 30 November 2016 and 31 December 2016 has stated EPF deduction and salary was complied with minimum wage, RM920. Status: Closed

			copy kept as reference by each party. – Q1 2017	
6.5.2 MZK 10 2016	Major	During field visit on farms SAP-257-SGR there is no contract of employment.	<p>a. Improvement of Record Keeping of Workers on-site</p> <p>i. Identify for the smallgrower, the list of workers (permanent/casual/temporary) on-site and type of activities being performed. - Complete</p> <p>b. Establish a contract for each permanent/ casual/ temporary contract detailing out provisions of payment, provisions and work conditions.</p> <p>i. WA to work with each smallgrower to establish a contract for all types of workers and ensure they meet requirement of local laws (i.e: Sabah labour Ordinance/ Minimum Wage 2016) - Complete</p> <p>ii. Ensure each contract translated to applicable languages. - Complete</p> <p>iii. Ensure contracts signed by both parties and copy kept as reference by each party. – Q1 2017</p>	<p>Verification: Auditor has received, verified and accepted template of contract of employment for workers which contain documentation of pay and conditions. A copy of employment contract for Alex Liga Tadi Mateus (AR313619) was verified.</p> <p>Status: Closed</p>
6.6.2 MRS 06 2016	Minor	Record of meeting / discussion between workers' representative and land owner SAP-257-SGR was not evident.	<p>- WA to conduct training that include workers – Q1 2017</p> <p>- Feedback from workers will be recorded – Bi-annually starting Q2 2017</p>	<p>Verification: Auditor has received, verified and accepted corrective action plan for meeting/discussion between workers' representative and land owner.</p> <p>Status: Implementation and effectiveness of corrective action plan will be verified during next audit</p>

DETAILS OF NON-CONFORMITIES RAISED IN SURVEILLANCE 2 AUDIT (2015) AND CORRECTIVE ACTIONS TAKEN

Clause	Classification Major / Minor / OFI	Detail Non conformity	Corrective Action Taken	Verification by Assessor
Indicator: 8.1	Minor 01	<p>Finding: Group managers must develop an action plan for continual improvement, developed in a participatory manner with group smallholders, based on a consideration of the main social and environmental impacts and opportunities of the smallholdings, and should include a range of indicators covered by these principles and criteria.</p> <p>Objective evidence: List of temporary, permanent, or casual workers who work for the farmers was not identified and list down for monitoring purposes on their wages paid, legality, job competency, safety and etc.</p>	Group Manager had identified all activities that have social impacts as verified its rapid assessment report titled 'SEIA-HCV – WAGS Beluran' dated 28/08/2015. The 2015 report has covered 201 members.	<p>Group Manager has developed a mitigation plan titled 'Group Management Plan WAGS Group – Social Impacts'. The plan has been reviewed in June 2016.</p> <p>Group Manager has organised training for members on social risks and mitigation measures in July and August 2016 – Panduan Amalan Pengurusan Kebun Kelapa Sawit Mampan. And August 2016 – Latihan Sosial (T07) related women, gender, children, human right and workers issues.</p> <p>Group Manager has monitored implementation of mitigation plan through PGC meeting.</p> <p>However, there was no potential social impact identified since the farmers were managed their farm by family members. Therefore, the list of temporary, permanent or causal workers for the farmers and monitoring purposes on wages paid, safety and job competency were not required as no workers work for farmers.</p> <p>Status: Closed</p>
Indicator 4.6	Observation 01	<p>Nevertheless during this surveillance audit, it was found that most of the farmers have delayed or have not applied fertilizer 2014-2015 e.g. Wilson Jhary, Elvis Sarigoh and Sarigoh Rantau.</p> <p>Some practices that requires monitoring to show its effect on sustainable yield are:</p> <p>a)Felix Ambari is using liquid fertilizer, Di-Grow with formula, 2.16%:2.03%:2.28%+TE and 2.01%:2.04%:3.02%+TE</p> <p>b)Roslan Ahmad use of urea only for the mature palms</p> <p>c)The use of MPOB fertilizer allocated for their new replant is used instead for their mature palms</p>		<p>Records of buying and applied fertilizer has been kept by the farmers and keep in the farmers file for 2015-2016. The application fertilizer was applied as scheduled.</p> <p>Status: Closed</p>

		Best and alternative practices to maintain soil fertility during times of falling FFB prices and household commitment need to be communicated to the farmers.		
Indicator 4.3	Observation 02	<p>Most of the farmers seemed to be using Glyphosate-based herbicide like Sentry or Farmphosate for their spraying.</p> <p>Farmers like Leslie, Kandoh, and Asmaran Jiwa seemed to be in favour of using grass-cutting to manage their weeding regime however we found that in Leslie and Kandoh's farm, the weeding is overdue resulting in weedy situation.</p> <p>The over-reliance of Glyphosate-based has resulted in resurgence of broadleaves weeds and woodies in farms e.g Roslan Ahmad</p> <p>In Samsudin Otoh and in Mansoon Bangkit's farm there were some overspraying done.</p>		<p>WAGS Beluran was committed to reduce using chemicals and now have implemented and will continue to only spray Circles (Strip) and Selective Spray for noxious weeds. Soft weeds and Nephrolepis bisserata are maintained and encouraged in the inter rows. Spraying of noxious was only carried out as and when required and some were only slashed, some of the farmers also encourage to use the grass cutter to clean their farm due to low cost and efficient.</p> <p>Status: Closed</p>
Indicator 4.4	Observation 03	In Maudi Jauri farm, some spraying were done at the embankment as there were sighting of snakes resulting in the farmer doing some spraying along the Sg. Sualok		<p>WAGS Beluran has water management plan named 'Riparian & Water Source in file WMS 3.1.6.1a Group Management Plan_WAGS GROUP_14092016' this plan was available during the audit and implemented by all members of WAGS Beluran. The water management plans were more towards maintain buffer zone and establish the waterways. Buffer zones were maintained with no spraying and no fertilizer application allowed.</p> <p>WAGS Beluran continues to protect the water courses and wetlands including maintaining and restoring appropriate riparian buffer zones along all natural waterways within the farmer's farm.</p> <p>Status: Closed</p>
Indicator 4.5	Observation 04	<p>In Jimoi Ambong farm, the supervisor Mr Boon Fatt, sighted some leaf eating insect incidence. He planned to use manual spray using the chemical alpha-cypermethrin and a long lance.</p> <p>The owner were not aware of the importance of</p>		<p>However, during field visit on farms SAP-257-SGR there is no any beneficial plant or any other IPM was implemented and planted. During the previous audit, an Observation 04 was raised.</p> <p>Status: Audit has upgraded the previous</p>

		beneficial plants like Cassia sp., Tuner asp., or Antigonon sp., census and the proper use of spray equipment or trunk injection for the control of these leaf-eating insect.		Observation 04 to a Major NCR MZK 04 2016 for the same issue during this Surveillance 3 Audit.
Indicator 4.6	Observation 05	<p>WAGS Beluran is still monitoring the records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications). Even the information PG1 Toning is only updated till mid-2014.</p> <p>One farmer, Wilson has not build to store his chemical and spray as they were kept below a palm in his farm and exposed to the elements/weather e.g. rain.</p> <p>Some of the store build did not sufficient ventilation e.g. Linella Pallai.</p>		<p>WAGS Beluran had documented record for spraying pesticides. Pesticide application was implemented as per Farmers usage. Farmers had records to show the types of pesticides used with active ingredients and where these pesticides had been used, the total quantity and amount of applications. Records of pesticides when used were recorded in the Log Book "Rekod Aktiviti Kebun" which is stated: date of spraying, chemical name, chemical quantity, area cover (Ha), number of palms, and total cost.</p> <p>Farmers have storage of chemicals in an area with proper ventilation and locked. Other potentially hazardous items, such as sprayers, buckets, and PPE used for mixing pesticide also be stored as well.</p> <p>Status: Closed</p>
Indicator 4.7	Observation 06	<p>The use of PPE still require continue reminder as:</p> <p>a)Maudi Jauri said he used a towel to wrap his nose and mouth during spraying instead of mask b)Lantina Ganai worker, Ismail Ali has already buried his damaged PPE and awaiting his replacement and etc.</p>		<p>The SOP is following the SDS on handling and storage. The farmers have been trained and they had understood the hazards involved and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to the farmers through the training. It was also noted that the SDS are available at farmer's site during the audit. All farmers involved in pesticide application were used appropriate PPE and replaced when damaged.</p> <p>Status: Closed</p>
Indicator 6.5.1	Observation 07	<p>During audit verification, audit team found only one of the independent outgrower estate (Jimoi Ambong) out of 24 samplings audited have employed permanent workers.</p> <p>However, there is a risk of the respective workers for not achieving minmum wages due to low productivity and absenteeism. Hence, management has to always ensure that all the workers employed are able to earn at least or more than RM800 per month.</p>		<p>During field visit at Jimoi Ambong farm (SAP-257-SGR) there was no documentation of pay and conditions including EPF account for local workers. The worker's salary also were below the minimum wage - RM 920. And also during previous audit, the same issue as raised during previous audit, Observation 07 was found.</p> <p>Status: The Observation 07 was upgraded to a Major NCR MZK 09 2016 during this audit.</p>