



...making excellence a habit.™

## SUPPLEMENTARY PUBLIC SUMMARY REPORT

# EXTENSION of SCOPE of RSPO CERTIFICATION (CPO Mill – Module D: Segregation)

## FELDA

### Lepar Utara 04 Palm Oil Mill Bandar Pusat Jengka, Pahang, Malaysia

*Report Author:*

**Senniah Appalasamy – April 2013**

---

BSI Group Singapore Pte Ltd (Co. Reg. 1995 02096-N)  
3 Lim Teck Kim Road  
#10-02 Genting Centre Building  
SINGAPORE 088934  
Tel +65 6270 0777  
Fax +65 6270 2777  
Aryo Gustomo : [aryo.gustomo@bsigroup.com](mailto:aryo.gustomo@bsigroup.com)  
[www.bsigroup.sg](http://www.bsigroup.sg)

BSI Services Malaysia Sdn Bhd (Co.Reg. 804473 A)  
B-08-01 (East), Level 8 Block B, PJ8,  
No. 23, Jalan Barat, Seksyen 8  
46050 Petaling Jaya, Selangor  
MALAYSIA  
Tel +6 03-7960 7801  
Fax +6 03-7960 5801

**TABLE of CONTENTS**

**Page N<sup>o</sup>**

**SUMMARY..... 1**

**ABBREVIATIONS USED..... 1**

**1.0 SCOPE OF SUPPLY CHAIN EXTENSION ASSESSMENT ..... 1**

1.1 Identity of Certification Unit ..... 1

1.2 Description of Supply Base and Supply Chain .....1

1.3 Production Volume and Sales..... 1

1.4 RSPO Certification Details..... 1

1.5 Other Certifications held ..... 1

1.6 Organisational Information/Contact Person..... 2

**2.0 ASSESSMENT PROCESS ..... 2**

2.1 Certification Body ..... 2

2.2 Qualifications of the Lead Assessor and Assessment Team..... 2

2.3 Assessment Methodology, Programme, Site Visits..... 2

2.4 Date of Follow up Assessment..... 2

**3.0 ASSESSMENT FINDINGS ..... 2**

3.1 Summary of Findings..... 2

3.2 Detailed Identified Nonconformities..... 5

**4.0 CERTIFIED ORGANISATION’S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY ..... 5**

4.1 Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings ..... 5

**LIST of TABLES**

1 Mill’s GPS Locations and Processing Capacity.....1

**List of Appendices**

- A Lepar Utara 4 Palm Oil Mill Certified FFB Processed, CPO and Palm Kernel Production Detail
- B Record of FFB Received by the Lepar Utara 4 Palm Oil Mill
- C Lepar Utara 4 Certification Unit’s RSPO Certificate Detail
- D Extension of Scope Assessment Plan

## SUMMARY

BSi Group Singapore Pte Ltd (BSi) certified FELDA Lepar Utara 4 Palm Oil Mill and supply base on 12<sup>th</sup> September 2012. During the certification assessment, Lepar Utara 4 Palm Oil Mill was implementing Mass Balance supply chain model for all the certified palm products. The management of Lepar Utara 4 Palm Oil Mill decided to extent the scope of the CPO Mill's supply chain model to Module D: Segregation. Extension of scope assessment was conducted as part of the extension of the scope on 18<sup>th</sup> April 2013. Based on the result of the extension of scope assessment, BSi concludes that Lepar Utara 4 Palm Oil Mill comply with the requirements of RSPO Supply Chain Certification Standard November 2011 (CPO Mills – Module D: Segregation).

The extension of scope assessment of the Lepar Utara 4 Palm Oil Mill was conducted against the RSPO Supply Chain Certification Standard (CPO Mills – Module D: Segregation) elements that related to the incoming FFB, processing, production of CPO and PK, record keeping and despatch of certified palm products. This summary report is a supplementary report for the extension of scope assessment.

BSi recommends that Lepar Utara 4 Palm Oil Mill approved as producer of Segregated RSPO Certified Sustainable CPO and PK beginning from April 2013.

## ABBREVIATIONS USED

CPO	Crude Palm Oil
FFB	Fresh Fruit Bunch
GPS	Global Positioning System
KER	Kernel Extraction Rate
OER	Oil Extraction Rate
PK	Palm Kernel
POM	Palm Oil Mill
RSPO	Round Table on Sustainable Palm Oil
SPO	Standard Operating Procedure

## 1.0 SCOPE OF SUPPLY CHAIN EXTENSION ASSESSMENT

### 1.1 Identity of Certification Unit

The Lepar Utara 4 Palm Oil mill and estates are located in Jengka, Pahang, Malaysia. Lepar Utara 4 Palm Oil Mill is central to the certified supply base. During the certification assessment, Lepar Utara 4 mill used to purchase about 30% FFB from another supply base and receives FFB diverted from FELDA's other certified palm oil mill (with Mass Balance Model). However, during this extension of scope, Lepar Utara 4 Palm Oil Mill stop buying the FFB from other supply base which are not certified and only receive Segregated FFB from FELDA's other palm oil mill. The Lepar Utara 4 Palm Oil Mill began to implement and use the segregation supply chain model since April 2013 for certified CPO and PK produced. The GPS location of the mill is shown below.

**Table 1: Mills GPS Locations and Processing Capacity**

MILL	EASTING	NORTHING
Lepar Utara 4 Palm Oil Mill Processing Capacity: 40mt/hour	102°48.928'E	3°52.738'N

### 1.2 Description of Supply Base and Supply Chain

It is noted that Lepar Utara 4 is receiving certified FFB from smallholder plots managed through Felda Techno Plant and a scheme manager. All the field operations are managed by Felda and all the FFB is delivered to Lepar Utara 4 palm oil mill for processing. There are 6 supply bases within the Lepar Utara 4 Certification Unit. During the certification assessment, it was reported that the total projected FFB was 137,063mt.

Since April 2013, Lepar Utara 4 Palm Oil Mill stopped purchasing non-certified FFB and Mass Balance FFB from other Felda palm oil mills. This new strategy was decided by Felda central management to ensure that Lepar Utara 4 Palm Oil Mill able to segregate all the certified FFB and produce segregated CPO and PK.

### 1.3 Production Volume and Sales

The projected tonnage reported during the initial assessment was 30,200mt CPO and 7,000mt PK. Total of 137,063mt certified and non-certified FFB was projected to be processed at Lepar Utara 4 Palm Oil Mill. The Certification Unit was certified on 12<sup>th</sup> September 2012 and it was noted that there were no certified CPO or PK was sold through eTrace or GreenPalm since certified. The actual FFB processed for the period since certified is detailed in Appendix A. The production details are for financial year January - December.

Lepar Utara 4 Palm Oil Mill produced Mass Balance CPO and PK until March 2013. April onward, Lepar Utara 4 Palm Oil Mill stopped purchasing FFB from certified mass balance source. End of March 2013, the storage tank number 2 (BST: BD02) and all piping system were flashed and emptied. April onward Segregated CPO is stored in Tank No.3. Palm Kernels were emptied as well to ensure April onward only segregated palm kernels are stored in the silo and Bunkers.

### 1.4 RSPO Certification Details

RSPO Membership No: 1-0013-04-000-00  
BSI RSPO Certificate No: SPO 571230  
Date of previous P&C Assessment: 16-17/07/2012  
Date of certification: 12/09/2012  
Date of Extension of Scope: 18/04/2013

### 1.5 Other Certifications Held

The Lepar Utara 4 Palm Oil Mill holds four other certifications as follows:

ISO 14001: 2004 (Environmental Management Systems), valid until 31 August 2013.

ISO 9001: 2008 (Quality Management Systems), valid until 31 August 2013.

OHSAS 18001: 2007 (Occupational Health and Safety Management Systems), 31 August 2013.

## 1.6 Organisational Information / Contact Person

The contact details for the Lepar Utara 4 certification units as follows:

Contact Person:

Mr. Anthonius P. Sani  
Sustainability Manager,  
PSQM Department, SPO Unit, Level 8, Balai FELDA,  
Jalan Gurney 1, 54000 Kuala Lumpur, Malaysia.  
Phone: +603 2859 0000  
Fax: +6032859 1999

Email: [anthonius.s@feldaglobal.com](mailto:anthonius.s@feldaglobal.com)

## 2.0 ASSESSMENT PROCESS

### 2.1 Certification Body

BSI Group Singapore Pte Ltd  
3 Lim Teck Kim Road, # 10-02 Genting Centre Building,  
Singapore 119963

RSPO Scheme Manager: Mr Aryo Gustomo  
Phone: +65 6270 0777  
Fax: +65 6270 2777  
Email: [aryo.gustomo@bsigroup.com](mailto:aryo.gustomo@bsigroup.com)

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

### 2.2 Qualifications of the Lead Assessor and Assessment Team

#### Senniah Appalasamy – Lead Assessor

He holds degree in Resource Economics from Agriculture University of Malaysia. He has vast experience in Plantation crop management covering oil palm plantation, rubber, cocoa and pepper for more than 10 years. He is also experience in manufacturing sector as a quality controller and production management. He is involved in RSPO implementation and assessment since 2008 as a team member and subsequently as a lead auditor with RSPO approved certification body covering assessment with RSPO P&C, RSPO SCCS and RSPO NPP in Malaysia, Indonesia and Thailand. He has completed ISO 9001:2008, RSPO Lead Auditor Training Course, RSPO SCCS Lead Auditor Training Course, RSPO-RED Lead Auditor Training Course and International Sustainable Carbon Certification (ISCC) Lead Auditor training. Beside RSPO, he is also qualified as ISCC lead auditor and Sustainability Report Verifier and Assurance provider. He have experience in other standards i.e. Global Gap Option 1 and 2 (Fruit, vegetable and aquaculture) and GMP B+ as team member and local expert.

#### Muhammad Haris Bin Abdullah - Assessor

Muhammad Haris Bin Abdullah graduated from the Open University of Malaysia with a Bachelor of Business

Administration (Hons) Majored in Human Resource Development and currently pursuing his Masters Degree in Business Administration from the University Utara Malaysia. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture, agriculture best practices, and environmental impact assessment and workers welfare. He was a team member during RSPO audits of oil palm plantation covering more than 7 companies. He conducted RSPOP&C audits in Malaysia and Indonesia for the past 3 years. He is a fulltime RSPO P&C Auditor with BSi. He was a team member during this Supply Chain extension of scope assessment.

### 2.3 Assessment Methodology, Programme, Site Visits

The supply chain extension of scope assessment was conducted on 18<sup>th</sup> April 2013. Evidence of implementation to comply with the requirement of RSPO Supply Chain Certification Standard November 2011 (CPO Mills – Module D: Segregation) was fully complied by Lepar Utara 4 Palm Oil Mill. The audit programme is included as Appendix D covers auditing of all aspects required for the Module D: Segregation.

The methodology for collection of objective evidence included physical site inspections at the palm oil mill such as FFB receiving area, weighbridge, processing piping system, storage, despatch area and interviews with executives, staff and employees involve in the implementation of the segregation Module D, review of documentation and records related to supply chain. This report is structured to provide a summary as per Annex 1 of RSPO Supply Chain Certification System November 2011 related to CPO Mill.

Mr. Aryo Gustomo, BSi RSPO Scheme Manager, has reviewed this report internally for conformance with BSi Procedures and the RSPO Supply Chain Certification System requirement.

### 2.4 Date of Follow up Assessment

The RSPO Supply Chain assessment will be incorporated with the RSPO Principle and Criteria surveillance visit scheduled after nine months from the initial certification.

## 3.0 ASSESSMENT FINDINGS

### 3.1 Summary of Findings

As outlined in Section 2.3, objective evidence was obtained separately for each requirement under RSPO Supply Chain Certification Standard November 2011 (CPO Mills – Module D: Segregation). The result for each of these requirements is explained as an evidence of documented system to implement the segregated supply chain system.

During the extension of scope assessment, there was no any nonconformity identified. Lepar Utara 4 Palm Oil Mill already implemented Mass Balance supply chain system during the initial certification. Due to this reason,

the upgrading to the segregated supply chain model was prepared and implemented effectively by the Lepar Utara 4 Palm Oil Mill.

This supplementary report covers the extension of scope to include the RSPO SCCS CPO Mill: Module D: Segregation assessment and verification details. This report is supplementary to the main Public Summary Report posted on the RSPO website.

BSi recommends upgrading of the Lepar Utara 4 Palm Oil Mill's supply chain to Module D: Segregation to enable the palm oil mill to receive and produce Segregated RSPO Certified Sustainable Palm Oil and Palm Kernel.

### **D1: Documented Procedures**

#### **D.1.1 The facility shall have written procedures and/or work instructions to ensure implementation of all the elements specified for Segregation (SG) supply chain requirements.**

Lepar Utara 4 Palm Oil Mill has written procedure and work instruction to ensure the implantation of all the elements required for the implementation of Module D: Segregation. The previous procedure with Mass Balance requirement is revised to include the Segregation module requirements and implementation.

#### **a) Complete and up to date procedures covering the implementation of all the elements for Segregation.**

Lepar Utara 4 palm oil mill have written documented Felda Group procedure No. RSPO SCCS FGVP – RSPO SCCS, issue 1.0, revised on 1/12/2012 to include the Module D: Segregation beside the existing supply chain module E: Mass Balance covering certified and non-certified FFB. The revised procedure includes all the requirements from receiving of FFB, processing, CPO and PK sales, dispatch, training and claims for both SG and MB Modules for Lepar Utara 4 Palm Oil Mill. During the extension of scope assessment, it was found that the Lepar Utara 4 Palm Oil Mill complied with all the requirements for Module D: Segregation.

#### **b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard.**

The mill manager Mr. Hartono Bin Hanafi and assistant manager Mr. Khairul Azuan has the overall responsibility to ensure the implementation of the Segregation Module. The Segregated supply chain model was used because April 2013 onwards only certified FFB is received and processed by the Lepar Utara 4 Palm Oil Mill. However, the palm oil mill also have the system in place to use Mass Balance model through either down grading the SG to MB or through purchasing non certified FFB in the future.

It was noted that the mill manager delegates responsibilities to mill assistant manager and staff as appropriate to ensure the implementation through on the job training. The delegation of responsibility covers

the weighbridge staff, processing staff, laboratory staff, store personnel, administrative staff and security personnel. Interview with staff confirm that this was implemented.

#### **D.1.2 The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.**

Lepar Utara 4 Palm Oil Mill has documented Felda Group procedure (No. RSPO SCCS FGVP – RSPO SCCS, issue 1.0, revised on 1/12/2012) covering procedure for receiving the incoming FFB (certified and non-certified), processing, storage and outgoing of certified palm products (CPO and PK). System available to make stamping on the receiving documents to differentiate the certified and non-certified FFB received. The weighbridge Standard Operating Procedure FPI/L3/2-01 covers all the relevant work instruction as an additional guideline beside the supply chain procedure page 4, section "Weighbridge Clerk".

During the expansion of scope assessment it was noted that the Lepar Utara 4 Palm Oil receive only certified FFB from own supply base that was certified during the initial certification. It has ceased from receiving FFB from non-certified source.

### **D.2: Purchasing and goods in**

#### **D.2.1 The facility shall verify and document the volumes of certified and non-certified FFBs received.**

Daily summary of FFB received records (Rumusan Harian) are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non certified FFB. Records verified through internally from head office and external audit. During this extension scope assessment, only certified FFB are received by the palm oil mill. All consignment of FFB received from the estates are accompanied by Delivery Note (Nota Penghantar) with unique running numbers which includes details whether certified source or non-certified, field number, block, total FFB, date harvested, estimated tonnage, transport vehicle number and driver's details. Weighbridge clerk then confirms the details whether the FFB is from certified or non-certified source before accepting.

All FFB received at the mill are issued with a weighbridge ticket that records details of the source (supply base name, date and time, transport details and weight). Weighbridge system is computerised and linked with the head office in Kuala Lumpur. No amendments can be made by the weighbridge clerk once the details are keyed in.

Weighbridge ticket dated 10/4/2013 (number 06002235) was checked and verified. The FFB was from certified supply base with certificate number SPO 571230 within the Lepar Utara 4 Certification Unit's supply base.

Monthly summary reports (Rumusan Penerimaan BTS Bulanan) for the FFB received in January – April 2014 was checked by the audit team. Appendix B shows the

details of the FFB received. The recording system complies with the requirement of the Segregated (SG) module. It was noted that during the month of April 2013, only certified FFB from certified own supply base was received to enable the mill fully implement the Segregation Supply Chain system.

***D.2.2 The facility shall inform the CB immediately if there is a projected overproduction.***

During interview with the mill manager, assistant and the representative from the Felda Palm Industries and sustainability department confirm that they are aware that the mill must inform the Certification Body immediately should there a overproduction is noted.

***D.3 Record keeping***

***D.3.1 The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements.***

Daily summary records (Rumusan Penerimaan BTS Harian) are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non certified FFB. Records verified by internal and external audit. At point of this assessment, Lepar Utara 4 Palm Oil Mill only receives and process certified segregated FFB. The records are prepared through computerised system and linked with the head office.

***D.3.2 Retention times for all records and reports shall be at least five (5) years.***

The retention period is specified in the Supply Chain Procedure (No. RSPO SCCS FGVPM – RSPO SCCS, issue 1.0, revised on 1/12/2012) page 1 as ten years and financial documents retained longer based on the local regulation requirement.

***D.3.3 The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis.***

All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory on the "Reporting Spreadsheet". The "Reporting Spreadsheet covers the FFB received, CPO and PK produced and despatched or sold on a three monthly basis. Since there is no kernel crushing activity at the Lepar Utara 4 Palm Oil Mill, no PKO and Palm kernel meal produced at Lepar Utara 4 Palm Oil Mill. CPO is sold to Felda's subsidiary companies such as Felda Marketing Sdn Bhd, Felda Vegetable Oil Products and PK is sold to Felda's subsidiary Semambu kernel crushing plant located in Kuantan, Pahang. Once sold the ownership belongs to the buyer and the buyer takes up the traceability records.

***D.3.4 The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. \*product name\*/SG or Segregated. The supply chain model used should be clearly indicated.***

Lepar Utara 4 Palm Oil Mill has prepared a rubber stamp with wording "CSPO/SG" to specify the Segregated

Supply Chain Model on the purchase and sales documents. Sample documents and rubber stamp was presented during the assessment for verification.

***D.4 Sales and good out***

***D.4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information:***

During the extension of scope assessment, it was noted that there were no sales of certified palm product sold through UTZ/RSPO IT System and No sales through GreenPalm. The mill has system to carry out sales of certified palm products and makes traceability records as per RSPO requirement. The existing system and documents checked have the following information which will be applied to the sales of certified palm products:

***a) The name and address of the buyer***

Name and address of the buyer was written on the existing invoice. Sample checked was the CPO despatched to Felda Vegetable Oil Products at Kuantan, Pahang on 15<sup>th</sup> April 2013.

***b) The date on which the invoice was issued***

Date is written on all dispatch and relevant documents. The sampled document was dated 15<sup>th</sup> April 2013.

***c) A description of the product, including the applicable supply chain model (Segregated)***

The Lepar Utara 4 Palm Oil Mill did not sell any certified palm products. However, system in place to indicate the product description and supply chain model on the sales and delivery documents through stamping the supply chain model as "CSPO/SG".

***d) The quantity of the products delivered***

Each delivery of the palm products accompanied with delivery note (Sample: Nota Penghantar H00000213/2013), weighbridge ticket (sample number: 030034780) and a security checklist. The delivery note and weighbridge ticket includes total weight (in tonnage) of the product (CPO or PK) delivered to the buyer. Sample weighbridge ticket (03004780) for the delivery of 41.28 tonne CPO to Felda Vegetable Oil Product was checked includes the gross and net weight in tonnage.

***e) Reference to related transport documentation.***

Weighbridge ticket and delivery note includes the transport references such as transport instruction number (4060013041114), lorry number (CCK 9900), Trailer number (TC 3508), Seal numbers (000000035055 – 000000035060) and driver's name and identification details.

***D.5 Processing***

Lepar Utara 4 Palm Oil Mill has established and implemented procedure for processing Segregated FFB to produce segregated palm products (CPO and PK). On-site assessment on the facility confirmed that the Supply Chain Procedure and work instructions were

implemented. The requirement for the implementation of Segregation Module which covers processing of segregated FFB, storage and transporting are complied.

**D.5.1 The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non certified material including during transport and storage and be able to demonstrate that it has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100 % segregated material to be reached. The systems should guarantee the minimum standard of 95 % segregated physical materials; up to 5 % contamination is allowed.**

During the extension of scope assessment, it was noted that the palm oil mill only receive certified segregated FFB. Although this minimised the contamination issue, the palm oil mill have internal inspection through the weighbridge work instruction (FPI/L3/2-01) to ensure that incoming FFB is verified before accepted at the mill's FFB ramp. During this assessment it was confirmed that only certified source of FFB from own certified supply base is received and processed. This ensures that there is no possibility of mixing during processing. Appendix B shows the segregated FFB record prior to April 2013. April 2013 onwards only segregated certified FFB is received. Therefore the Lepar Utara 4 Palm Oil mill is able to produce segregated palm products.

**D 5.2 The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material.**

Receiving, processing and storage records using the excel spreadsheet can trace back to only certified segregated FFB. These records are transferred to the processing, storage and delivery documents. Externally, Felda Palm Industries representative conduct internal audits to verify the accuracy of the records. Evidence is maintained through daily, monthly and three monthly spread sheet.

**D.5.3 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that:**

- a) The crush operator conforms to these requirements for segregation
- b) The crush is covered through a signed and enforceable agreement

There is no outsourcing activity by the Lepar Utara 4 Palm Oil Mill. The kernel is sold to a subsidiary kernel crushing plant belong to Felda and the ownership is no longer belongs to Lepar Utara 4 Palm Oil Mill. The kernel crushing plant have own supply chain certificate and it is independent from the mill.

## D.6 Training

**D.6.1 The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems.**

RSPO supply Chain Training was conducted on 4 April 2013 at the Lepar Utara 4 Palm Oil Mill meeting room

attended by 11 staffs including mill manager, executives, weighbridge clerk, lab personnel and administrative personnel. Training conducted by Mr. Rizal from FELDA Plantation Sustainability and Quality Management Department covering Module D: Segregation. Interview with the manager, executives and staff (weighbridge clerk, administrative clerk and lab supervisor) confirmed that they are able to explain the required procedures and records for the RSPO Segregated Supply Chain Module implementation. There were also training on supply chain and e-trace conducted on the 28 February 2013 by the representative from the Felda Head Office. A followed up e-trace training was conducted on 11 April 2013 by Mr. Shafiq Ariffin from Sustainability Department attended by 22 staffs including personnel from other Felda Palm Oil Mills.

## D.7 Claims

**D.7.1 The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Rules for Communication and Claims.**

During the extension of scope assessment, it was noted that there were no any claims made by the Lepar Utara 4 Palm Oil Mill.

## 3.2 Detailed Identified Nonconformities

There was no nonconformity identified during this extension of scope assessment.

## 4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

### 4.1 Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings

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

Signed for on behalf of  
FPISB Kilang Sawit Lepar Utara 4  
(Lepar Utara 4 Palm Oil Mill)



.....Pengurus  
Kilang Sawit Lepar Utara 4  
Mr. Hassan Bin Yusoff, Jengka, Pahang  
Mill Manager F41 780 / 781 / 782 (Fax)

Signed for on behalf of  
BSi Group Singapore Pte Ltd



.....  
Senniah Appalasaamy  
BSI RSPO Lead Auditor

## Appendix A: Lepar Utara 4 Palm Oil Mill Certified FFB Processed, CPO and PK Production Detail

Month	FFB processed	CPO	OER average	PK	KER average	Certified	
						Mass Balance	Segregation #
September 2013	26,249	5,725	21.81	1,118	4.26	√	-
October 2013	21,232	4,737	22.31	965	4.55	√	-
November 2013	19,346	4,101	21.20	905	4.68	√	-
December 2013	13,963	3,027	21.68	676	4.85	√	-
<b>TOTAL ACTUAL</b>	<b>80,790</b>	<b>17,590</b>	<b>21.77</b>	<b>3,664</b>	<b>4.53</b>	<b>√</b>	<b>-</b>
<b>Year: 2013*</b>							-
January 2013	12,728	2,740	21.53	654	5.13	√	-
February 2013	9,870	2,147	21.75	531	5.38	√	-
March 2013	6,348	1,378	21.71	332	5.22	√	-
April 2013**	6,159	1,338	21.73	324	5.26	-	√
<b>TOTAL ACTUAL</b>	<b>35,105</b>	<b>7,603</b>	<b>21.66</b>	<b>1,841</b>	<b>5.24</b>		

**Note:** \* Lepar Utara 4 Palm Oil Mill was certified on September 2012. Certified and non-certified FFB was processed together until March 2013.

\*\* Actual Certified Production details until April 2013 which are segregated.

# Segregation was implemented in April 2013 onwards.



## Appendix B: Record of FFB Received by the Lepar Utara 4 Palm Oil Mill

Month	Certified Supply Base (Segregated)							Certified Segregated Total FFB	Certified** Mass Balance FFB From Other certification Unit (Palm Oil Mill)	Grand Total processed at the Mill
	Lepar Utara 1	Lepar Utara 2	Lepar Utara 4	Lepar Utara 5	Lepar Utara 10	Lepar Utara 14	Lepar Utara 9			
Sept. 2012	50	-	-	4,884	70	6,968	3,152	15,124	11,125	26,249
Oct. 2012	41	-	-	4,266	57	6,105	3,177	13,646	7,586	21,232
Nov. 2012	41	-	-	3,899	45	5,687	2,581	12,253	7,093	19,346
Dec. 2012	24	-	-	3,323	31	4,929	2,436	10,743	3,220	13,963
<b>TOTAL</b>	<b>156</b>	<b>-</b>	<b>-</b>	<b>16,372</b>	<b>203</b>	<b>23,689</b>	<b>11,346</b>	<b>51,766</b>	<b>29,024</b>	<b>80,790</b>
<b>For the Year 2013</b>										
Jan-13	25	-	-	2,648	40	3,353	1,818	7,884	4,844	12,728
Feb-13	24	-	-	2,583	16	2,441	1,275	6,339	3,531	9,870
Mar-13	28	-	-	2,449	4	2,308	1,112	5,901	447	6,348
Apr-13*	24	-	-	2,518	12	2,381	1,224	6,159	-	6,159*
<b>TOTAL</b>	<b>101</b>	<b>-</b>	<b>-</b>	<b>10,198</b>	<b>72</b>	<b>10,483</b>	<b>5,429</b>	<b>26,283</b>	<b>8,822</b>	<b>35,105</b>

Note: \* All the FFB received are from certified segregated supply base only. Fully Segregated Supply Chain Model was implemented in April onwards.

\*\* Certified Mass Balance FFB received from other FelDA subsidiary palm oil mill (Padang Piol, Jengka 3 Lepar Utara 6).

## Appendix C: Felda – Lepar Utara 4 Certification Unit RSPO Certificate Detail

Felda Global Venture Plantation (M) Sdn. Bhd.  
 Lepar Utara 4 Palm Oil Mill,  
 26400 Bandar Pusat Jengka,  
 Jengka, Pahang, MALAYSIA  
[www.feldaglobal.com](http://www.feldaglobal.com)

BSI RSPO Certificate No: SPO 571230  
 Certificate Issued Date: 12 September 2012  
 Date of Expiry: 11 September 2017  
 Date of extension of Supply Chain Scope: 18 April 2013  
 Applicable Standards: RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; RSPO P&C MY-NIWG 2010; RSPO Supply Chain Certification System November 2011; RSPO Supply Chain Certification Standard November 2011 CPO Mills - Module – D: Segregation.

Lepar Utara 4 Palm Oil Mill and Supply Base	
Location	Bandar Pusat Jengka, Pahang, Malaysia.
Address	Felda Lepar Utara 4 Palm Oil Mill, Bandar Pusat Jengka, 26400 Pahang, Malaysia.
GPS	Longitude: 102° 48.928'E ; Latitude: 3° 52.738'N
CPO Tonnage Total Production (Certified)	30,200
PK Tonnage Total Production(Certified)	7,000
FFB Tonnage (Certified)	Lepar Utara 1: 0
	Lepar Utara 2: 0
	Lepar Utara 4: 0
	Lepar Utara 5: 38,578
	Lepar Utara 10: 830
	Lepar Utara 14: 49,029
	Lepar Utara 9: 48,626
<b>Grand Total:</b>	<b>137,063</b>

## Appendix D: Extension of Scope Assessment Plan

**Team: SA: Senniah Appalamy; MH: Muhammad Haris**

Date	Time	Subjects	SA	MH
17/4/2013 Wednesday	PM	Audit Team travelling to Location.	√	√
18/4/2013 Thursday	08.30 – 09.00	Opening Meeting Introduction Presentation by the mill managers on supply chain: Segregation Model implementation. Presentation by Audit Team Leader and confirmation on the assessment and extension of the scope. Finalize Audit schedule.	√	√
	09.00 – 12.00	Lepar Utara 4 Palm Oil Mill site visit. Verify Implementation of Supply Chain Procedure. - Receiving point and physical control of incoming certified FFB and non-certified FFB (if any). - Processing and piping system. - Storage facility and work instruction. - Despatch facility and piping. - Control of outgoing products and verification of tankers. - Interview with on-site executive and staff.	√	√
	12.00 – 13.00	Lunch.	√	√
	13.00 – 16.30	Document audit of all the documentation/records to fulfil Module D: Segregation supply Chain requirement. - Purchasing and incoming documents. - Processing records. - Storage records. - Despatch records. - Invoicing and contracts. - Traceability records. - Training and claim records.	√	√
	16.30 – 17.00	closing meeting	√	√