

MSPO CERTIFICATION SUMMARY REPORT

AMYROL (SABAH) SDN. BHD.

SURVEILLANCE 01

Remote Audit Date: 09/11/2020 – 10/11/2020

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MSPO Certification Summary Report

Company Name: Amyrol (Sabah) Sdn. Bhd.

Certifying Unit: Amyrol (Sabah) Sdn. Bhd.

Client Number: 92-124

Audit Type: ASA 01

Mode of Audit: Remote



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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agricultural Practice
GPS	Global Positioning System
ISCC	International Sustainability & Carbon Certification
ISO	International Standard Organisation
MSPO	Malaysia Sustainable Palm Oil
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable Sustainable Palm Oil
RTE	Rare, Threatened and Endangered Species
SA8000	Social Accountability 8000
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
WHO	World Health Organization
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
SDS	Safety Data Sheet

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1. INTRODUCTION

Amyrol (Sabah) Sdn Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an surveillance audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

The assessment is based on the documentation established by the Amyrol (Sabah) Sdn. Bhd.

The supporting documents are provided to the audit team as well as information received by means of interviews and background investigation.

The documents and information are reviewed against the requirements and criteria based on MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

The following references are used as part of the assessment; the compliance of the requirements out of the guidelines applied was checked.

1. Malaysian Sustainable Palm Oil Part 3: General Principles for Oil Palm Plantations and Organised Smallholders audit guidance;
2. Palm Oil Supply Chain Traceability Requirements

1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and two team members. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of the report.

Qualification of the Lead Auditor: Mohamad Norhisham Bin Mohd Salleh

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology;	Graduate in Applied Science (Major In Agrobiolology).

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series Lead Auditors training.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	5 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO 9001:2015 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO 45001:2018 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.
Completed High Conversation Value assessment	Qualified and appointed as lead auditor for MSPO scheme.

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Requirement	Qualifications
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

Qualification of Team Member(s)

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Arif Bin Lokman	Graduate in Plantation industry management.	Yes
	Jasmandy Bin Syahrul	Graduate in B. Sc. (Hons) Plantation Technology and Management	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Arif Bin Lokman	7 years of working experience in oil palm plantations	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Arif Bin Lokman	Successfully completed MS2530 series of standard for Lead Auditors.	Yes
	Jasmandy Bin Syahrul	Successfully completed MS2530 series of standard for Lead Auditors.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Arif Bin Lokman	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Qualified and appointed as auditor for MSPO scheme.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Arif Bin Lokman	7 years of working experience in oil palm plantations.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Arif Bin Lokman	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Qualified and appointed as auditor for MSPO scheme.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Arif Bin Lokman	Successfully completed IMS ISO 9001:2015 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	Successfully completed IMS ISO 9001:2015 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Arif Bin Lokman	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Arif Bin Lokman	Successfully completed Basic SA 8000 training.	Yes
	Jasmandy Bin Syahrul	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing or experience with organic agriculture.	Arif Bin Lokman	Successfully completed IMS ISO 14001:2015 Lead Auditor course	Yes

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Requirement	Name of Assessor	Qualification	Compliance
or Successfully completed Environmental Management Systems ISO 14001 standard	Jasmandy Bin Syahrul	Successfully completed IMS ISO 14001:2015 Lead Auditor course	Yes
Completed High Conversation Value assessment	Arif Bin Lokman	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Qualified and appointed as auditor for MSPO scheme.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Arif Bin Lokman	Able to communicate in Bahasa Malaysia and English.	Yes
	Jasmandy Bin Syahrul	Able to communicate in Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews operational personnel, workers, stakeholders, contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

Surveillance Audit:

Surveillance audit is conducted remotely on 09/11/2020 – 10/11/2020 covering the following activities but not limited to below:

Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual Review of documentation established but not limited to below
 - Policies
 - Estate(s) map(s)
 - Land title(s)
 - Standard Operating Procedures
 - Work Flow Charts
 - Management Plans
 - Operating licenses and approvals
 - Operating records
 - Training records
 - Applicable Legislation Documents
- Virtual inspection of estate(s) facilities and field activities;

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- Virtual interview operation personnel and field workers for understanding of work assigned;
- Virtual stakeholders communication; If required
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit

Remote Assessment

The audit of the estate is conducted according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence included virtual site inspections, observation of tasks and processes, interview workers and operation personnel, review of documentation and data. Checklists and questionnaires were used to guide the collection of information.

This remote audit is conducted in accordance to MPOCC Updated Circular (27 October 2020) Guidance on Remote Audits due to Covid-19 Pandemic on travelling restrictions.

The remote audit follow the IAF MD4:2018 and as guided by the ISO 9001 Auditing Practices Group Guidance on Remote Audits

The communication tool applied for remote audit is WhatsApp and telephone.

For the surveillance audit, Amyrol (Sabah) Sdn. Bhd. has 1 estate with 2 divisions. Therefore, no selection required.

Table 2-1: Divisions Selected

Name of Division	Location	Coordinates
Amyrol	Mile 37 Sandakan – Lahad Datu Highway, Sandakan, Sabah	5.762778° N; 117.8553° E
Ramai	Mile 39 Sandakan – Lahad Datu Highway, Sandakan, Sabah	5.748889° N; 117.8533° E

Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for Improvement (OFI) may be raised during the audit.

Major non-conformance shall be addressed and responded with 60 days from closing date of audit. For minor non-conformances raised and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be review and verify in the next audit.

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3. ORGANISATION INFORMATION

Amyrol (Sabah) Sdn. Bhd. is an oil palm plantation company located at PPM 318, Elopura, Sandakan, Sabah.

The details of the divisions as below:

Name of Division	Location	Coordinates
Amyrol	Mile 37 Sandakan – Lahad Datu Highway, Sandakan, Sabah	5.762778° N; 117.8553° E
Ramai	Mile 39 Sandakan – Lahad Datu Highway, Sandakan, Sabah	5.748889° N; 117.8533° E

3.1. Production volume

Name of Division	Area (Ha)		Projected FFB Production (mt) (Nov 2020 to Dec 2020)
	Total*	Production**	
Amyrol	78.31	66.57	219.00
Ramai	56.08	49.94	145.00
Total	134.39	116.51	364.00

*includes productive and non-productive area (infrastructures, conservation, HCV, housing & office compound use, set aside area etc.)

**Immature + Mature Area

3.2. Planting Program for Each Division

Year / Division	Amyrol	Ramai
1996	23.73	
1997	4.7	
1999	4.28	
2000		2.19
2001	14.46	
2003	14.46	
2005	4.94	17.73
2006		7.09
2010		4.05
2011		13.94
2012		2.22
2014		2.72

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Total Mature	66.57	49.94
Total Immature	0	0
Total	66.57	49.94

3.3. Replanting program for each estate or division

There is no replanting for Amyrol division until year 2024 and Ramai division until year 2033.

3.4. Maps of Estate(s) Location

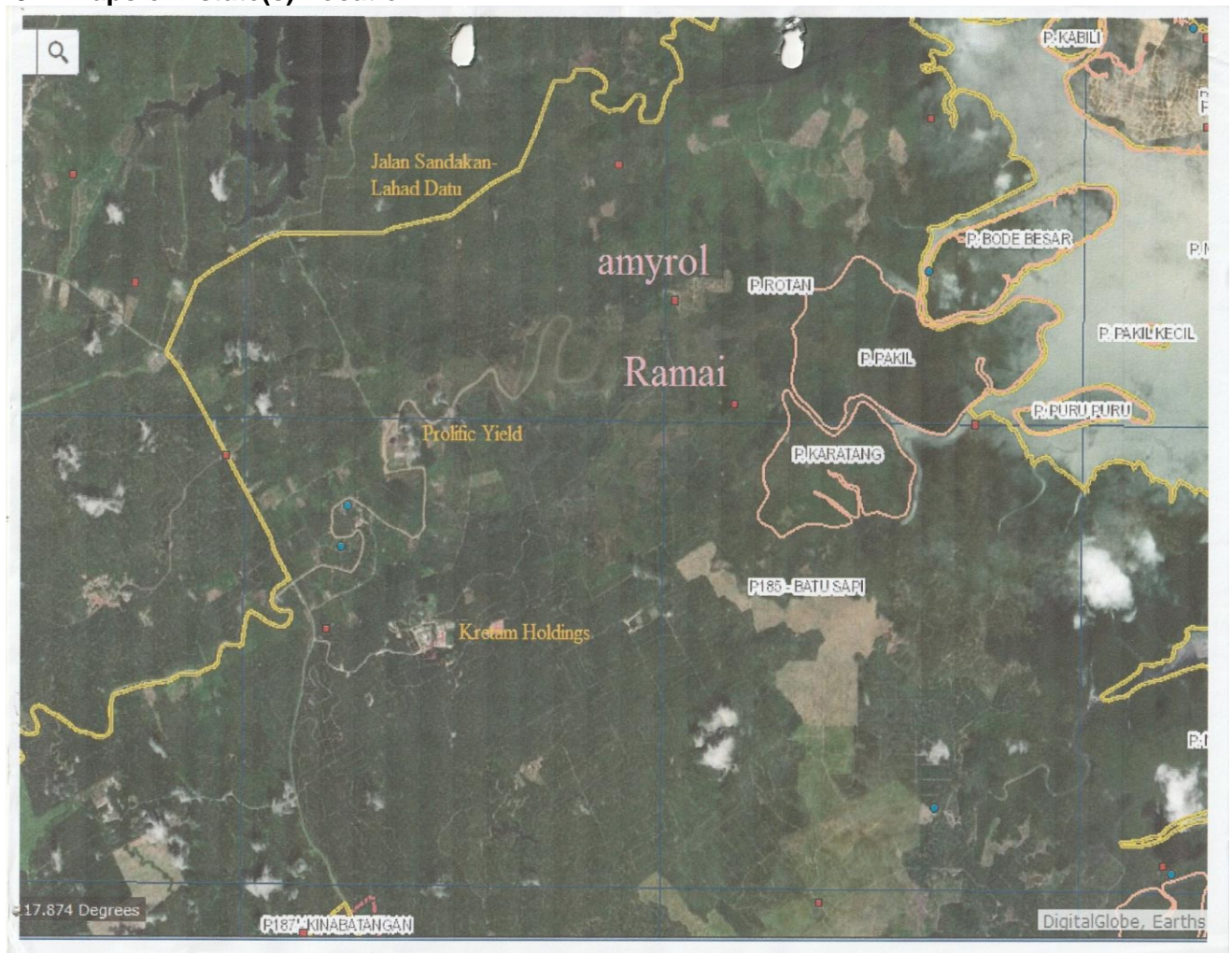


Figure 1: Amyrol Division and Ramai Division location on Sabah Map.

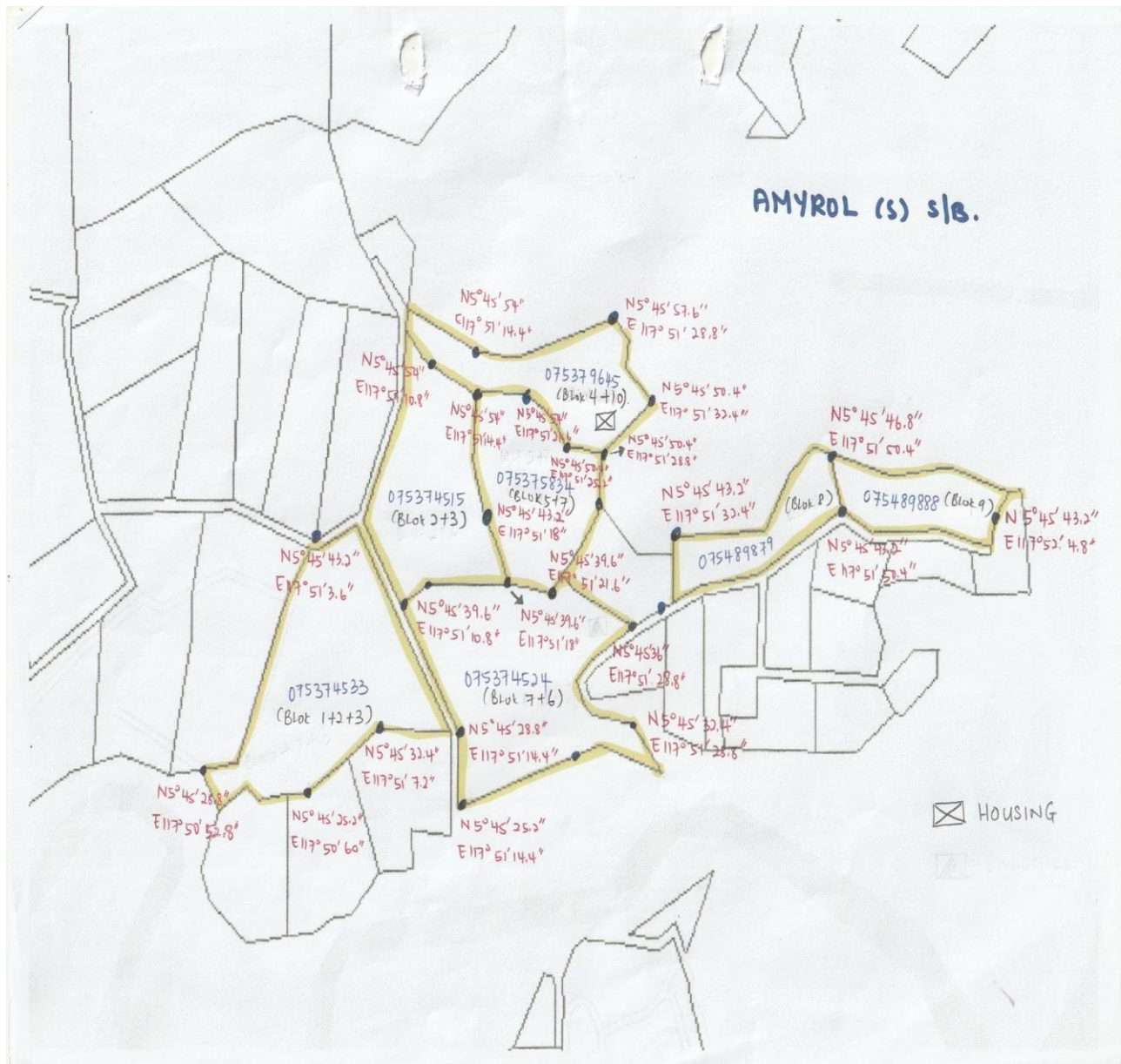


Figure 2: Block map, Amyrol division.

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4. CERTIFICATION ASSESSMENT

4.1. ASA 01

The objective of the audit is to assess the activities of the estate is in compliance with MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

4.1.1. Surveillance:

The Remote Surveillance audit is conducted on 05/11/2020 to 06/11/2020 covering one estate – Amyrol (Sabah) Sdn. Bhd.

During the stage 2 certification audit, there are 20 Major, 2 Minor, 6 Opportunities for Improvement (OFI) are raised.

During this audit, the major and minor non-compliance raised in the last audit, the audit team has review by means of virtual inspection of estate(s), conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

For details of the assessment, refer summary of assessment for each indicator in section 4.3 of this report.

The audit findings if any, raised in this audit refer to Section 4.6 of this report.

4.2. Stakeholders' Consultation

According to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit of the management unit, the CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

The audit team leader has review the stakeholders' consultation feedback during the last surveillance audit and there are no concerns or complaints or disputes raised or any prior to this audit.

Therefore, there is no stakeholders consultation conducted for this surveillance audit

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 08/10/2020 as to accommodate stakeholder's consultation meeting for Amyrol (Sabah) Sdn. Bhd. to provide comments. As at audit date on 09/11/2020 there are no comments received.

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4.3. Summary of Assessment

Principle and Criteria Assessment Summary

The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-3. The summary of the assessment as below, where the "Findings/Comments" column reflects the findings in accordance with each indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	Amyrol (Sabah) Sdn. Bhd. established MSPO Policy dated 29/03/2019 signed by Director. Verify on the estate photo policy is displayed at both estate notice boards. Briefing on the MSPO policy conducted on 02/10/2020. Phone call interview with workers informed, they are aware of the MSPO policy.	Yes
4.1.1.2	The established MSPO policy dated 29/03/2020 states, Amyrol (Sabah) Sdn. Bhd. shall strive for continual improvement by harnessing its resources of people, processes and technology in order to ensure the continuous production of oil palm product in sustainable manner.	Yes
4.1.2.1	Amyrol (Sabah) Sdn. Bhd. conduct internal audit once a year as stated in the internal audit SOP, Amy-4.1-2-1. Latest internal audit conducted on 03/10/2020. Internal audit has identified the strong and weak points. Example: Strong point: MSPO documentation are 90% completed. Weak point: To improve on some of audit filing before the annual surveillance audit by third party.	Yes
4.1.2.2	Amyrol (Sabah) Sdn. Bhd. established SOP Internal Audit, Amy-4.1-2-1 dated 29/03/2019 with a flow chart describing the process. The SOP describes frequency for internal audit is once a year. Latest internal audit conducted on 03/10/2020 and the result are documented. Example: Finding: Briefing on the MSPO policy are not conducted to external stakeholders Root Cause Analysis: Meeting with external stakeholders is not conducted due to pandemic Covid-19	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Action Plan: Meeting conducted through sending feedback form to external stakeholders together with MSPO policy. Person In-Charge: Group manager Time-frame: 12/11/2020 Review the stakeholders' consultation record conducted on 12/11/2020.	
4.1.2.3	Amyrol (Sabah) Sdn. Bhd. internal audit results presented during the management review meeting conducted on 12/10/2020.	Yes
4.1.3.1	Amyrol (Sabah) Sdn. Bhd. conduct the management review meeting on 12/10/2020. Agenda of the meeting: <ol style="list-style-type: none">1. To confirm minutes of the 6th Management meeting held on 08/09/20202. Internal audit result3. Any other business	Yes
4.1.4.1	Amyrol (Sabah) Sdn. Bhd established Continual improvement plan (CIP) dated 09/03/2020 and updated on 27/10/2020. The topic includes social, environmental and safety and health. Table of the CIP includes activity, time-frame, estimate completion date and person in-charge. Example: Social Activity: To repair clogged toilet Unit: 1 Time-frame: 6 months Estimate completion date: 27/04/2021 Person In-Charge: Group manager	Yes
4.1.4.2	Amyrol (Sabah) Sdn. Bhd. established SOP for Identification and Implementation of New information and Technology, SOP no: 1-2-2 dated 29/03/2019. Interview with the management via phone call informed, there is no new techniques or technology implemented currently at both estates.	Yes
4.1.4.3	The established SOP for Identification and Implementation of New information and Technology, no: 1-2-2 dated 29/03/2019 describes: <ol style="list-style-type: none">1. The company will identify and evaluate of new information, technique or equipment either it is suit with the current practices and financially feasible.2. Training will be provided to the employee or operator involved in the new information, technique or equipment.	Yes

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Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
	3. Report of the implementation will prepared to evaluate either to continue with the new implementation or not.	

Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>Amyrol (Sabah) Sdn. Bhd. established SOP on communication and consultation, document number: Amy 2-1-2, dated 20/04/2020.</p> <p>Stakeholder's consultation conducted by questionnaires send through email, dated 17/10/2020.</p> <p>Documents included in the email are company policies, complaint and grievance procedures and Covid-19 procedure.</p> <p>Records of communication and interview with management team confirmed, there are no requests by stakeholders.</p>	Yes
4.2.1.2	<p>Amyrol (Sabah) Sdn. Bhd. established list of publically available documents, document number: Amy-2.1.1, dated 20/04/2019.</p> <p>The type of documents stated are :</p> <ul style="list-style-type: none">Publicly available documents. Example: Company policies and SOPs.Confidential documents which available upon request, and base on company discretion. Example: Land titles.	Yes
4.2.2.1	<p>Amyrol (Sabah) Sdn. Bhd. established SOP on communication and consultation, document number: Amy 2-1-2, dated 20/04/2020.</p> <p>Review on documents provided, stakeholder's communication was conducted via questionnaires send through email, dated 17/10/2020.</p>	Yes
4.2.2.2	<p>Amyrol (Sabah) Sdn. Bhd. established SOP on communication and consultation, document number: Amy 2-1-2, dated 20/04/2020.</p> <p>The procedure states person in- charge on communication and consultations is the estate manager.</p>	Yes
4.2.2.3	<p>Amyrol (Sabah) Sdn. Bhd. established SOP on communication and consultation, document number: Amy 2-1-2, dated 20/04/2020.</p> <p>Stated in the procedure, timeline to address the request form stakeholders within 14 days.</p> <p>Amyrol (Sabah) Sdn. Bhd. established list of stakeholders, dated 08/09/2020. The list includes groups such as local communities, government agencies, NGOS, supplier and contractors.</p>	Yes
4.2.3.1	<p>Amyrol (Sabah) Sdn. Bhd. established SOP on traceability, document number: Amyrol 2.3.1, dated 20/04/2019.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The procedure describes traceability documents:</p> <ul style="list-style-type: none"> • Delivery notes • Mill weighbridge ticket. • FFB records. <p>Copies of delivery notes and weighbridge tickets are reviewed. Traceability documents which are delivery notes, mill weighbridge ticket and FFB records are updated, maintained and available.</p>	
4.2.3.2	<p>Amyrol Sdn. Bhd. monitored the traceability documents on daily basis.</p> <p>FFB records are updated daily and monthly for monitoring purposes.</p>	Yes
4.2.3.3	<p>Amyrol Sdn. Bhd. established SOP on traceability, document number: Amyrol 2.3.1, dated 20/04/2019</p> <p>Stated in the procedure, person in charge for traceability is office clerk.</p>	Yes
4.2.3.4	<p>Amyrol Sdn. Bhd. established SOP on traceability, document number: Amyrol 2.3.1, dated 20/04/2019.</p> <p>The procedure describe retention period of 7 years for traceability documents.</p> <p>Amyrol (Sabah) Sdn. Bhd. maintain and monitored traceability documents.</p> <p>Example:</p> <p>Delivery chit number: 00419 dated 03/06/2020 from Amyrol (Sabah) Sdn Bhd. iscross check with Mill W/bridge ticket, number: 349561 dated, 03/06/2020. Stated in the weighbridge ticket delivery chit number as unique identification number.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>Amyrol (Sabah) Sdn. Bhd. established list of related laws and regulations updated on 27/10/2020 and list of permits and licenses updated on 05/10/2020.</p> <p>Example of related laws and regulations:</p> <ul style="list-style-type: none"> • MPOB (Licensing) Regulations 2005 • EPF Act 1991 • SOCSO Act 1969 <p>Example of licences:</p> <ul style="list-style-type: none"> • MPOB license <ul style="list-style-type: none"> a. Amyrol expired on 31/01/2021 b. Ramai expired on 30/11/2020 	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Trading license: Both expired on 31/12/2021 	
4.3.1.2	<p>Amyrol (Sabah) Sdn. Bhd. established list of relevant laws and regulations which is applicable to the estate operations updated on 27/10/2020.</p> <p>Example:</p> <ul style="list-style-type: none"> Pesticides Act 1974 (Act 149) Environment Quality Act 1974 Environmental Quality (Schedule Waste) Regulation 2005 Sabah Labour Ordinance (Sabah Cap 67). 	Yes
4.3.1.3	<p>Amyrol (Sabah) Sdn. Bhd. established mechanism for tracking changes in the law dated 20/04/2019.</p> <p>The mechanism describes the changes may come from;</p> <ol style="list-style-type: none"> Changes published by government agency Circular from government agency/ association <p>The list of related laws and regulations established on 20/04/2019 and updated on 27/10/2020.</p> <p>The updated list of legal register includes Prevention and Control of Infectious Disease Act 1988 regarding Covid-19 pandemic.</p>	Yes
4.3.1.4	<p>Amyrol (Sabah) Sdn. Bhd. has appointed office Admin as person in-charge to monitor and update the changes in regulatory requirements as stated in the MSPO Group Certification chart.</p>	Yes
4.3.2.1	<p>Amyrol (Sabah) Sdn. Bhd. established list of land titles which includes title number, land size, tenure period, and type of title as well as land usage updated on 27/10/2020.</p> <p>The land titles are freehold and country lease with tenure of 79 years issued by Sabah Land Authority.</p>	Yes
4.3.2.2	<p>Amyrol (Sabah) Sdn. Bhd. land titles are freehold and country lease with tenure of 79 years issued by Sabah Land Authority for the purpose of the cultivation of an agricultural crop of economic value.</p> <p>Amyrol (Sabah) Sdn. Bhd. has submitted a letter to Sabah Agriculture Department dated 19/11/2019. Review on the letter confirmed land usage for Cultivation of an Agriculture Crop of Economic Value for 4 land titles are still in progress.</p>	Yes
4.3.2.3	<p>Amyrol (Sabah) Sdn. Bhd. land titles includes map stating the size of the area with boundary stone number.</p> <p>During photo verification, boundary marker is well maintained, the number of boundary marker is further confirmed with the land title map.</p>	Yes
4.3.2.4	<p>Amyrol (Sabah) Sdn. Bhd. land titles are either freehold or lease with 79 years issued by Sabah Land Authority.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	There are no objections or disputes found during document review.	
4.3.3.1	Amyrol (Sabah) Sdn. Bhd. land titles issued by Sabah Land Authority. Review on summary of land titles indicates there is no customary land listed.	Yes
4.3.3.2	There is no customary right land leased or owned by Amyrol (Sabah) Sdn. Bhd. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by Amyrol (Sabah) Sdn. Bhd. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>Amyrol (Sabah) Sdn. Bhd. established Social Impact Assessment dated 02/10/2020.</p> <p>The assessment conducted includes internal and external stakeholders. Positive and negative impacts are identified and action plan is established.</p> <p>Example:</p> <p>Positive impact;</p> <p>Awareness on preventive and control of Covid-19.</p> <p>Action plan: Continue to raise awareness from time to time and ensuring SOP followed.</p> <p>Person in-charge: Estate Manager.</p> <p>Timeline: Ongoing</p> <p>Negative impact: Movement of workers and transport are restricted.</p> <p>Action plan: Workers are advised to stay in the estate and not going out amid Covid-19 situation.</p> <p>Person in-charge: Estate manager</p> <p>Timeline: Ongoing.</p> <p>Interviewed workers by phone calls confirmed they involved in the SIA assessment conducted by Amyrol (Sabah) Sdn. Bhd.</p>	Yes
4.4.2.1	<p>Amyrol (Sabah) Sdn. Bhd. established complaint and grievance procedure, dated 20/04/2020.</p> <p>The SOP describes:</p> <ul style="list-style-type: none">• Timeline to address complaint and grievance are within 10 days• Person in charge for handling complain and grievance is Estate Manager.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.2.2	<p>Amyrol (Sabah) Sdn. Bhd. established complaint and grievance procedure, date 20/04/2020.</p> <p>The SOP describes:</p> <ul style="list-style-type: none"> Timeline to address complaint and grievance are within 10 days <p>Based on stakeholder's feedback via email, complaints log book and interviewed workers informed there are no complaints and grievances prior to the audit date.</p>	Yes
4.4.2.3	<p>Complaint forms are available at estate office. Review on copy of complain procedure and forms via picture evidences.</p> <p>Interviewed workers via phone calls confirmed they are aware on complain and grievance procedures</p>	Yes
4.4.2.4	<p>Complaint and grievances procedure awareness to stakeholders are conducted via email dated 17/10/2020.</p> <p>Complaint and grievance training conducted on 02/10/2020 for workers</p>	Yes
4.4.2.5	<p>Review on complaint log book from previous year of 2019 is maintained.</p> <p>Photo evidences and documents provided confirmed all complaint records for Amyrol (Sabah) Sdn. Bhd. are kept in estate office.</p> <p>Interview workers by phone calls informed they aware and understand the complaint and grievances.</p>	Yes
4.4.3.1	<p>As part of contribution for local development, Amyrol (Sabah) Sdn. Bhd. hiring locals as staff and workers for their divisions</p>	Yes
4.4.4.1	<p>Amyrol (Sabah) Sdn. Bhd. established Safety and Health policy for both Amyrol and Ramai divisions updated 20/04/2020 signed by Director.</p> <p>Based on picture evidences, the copy of policies are displayed at the both Amyrol and Ramai divisions notice boards.</p> <p>Records of briefing on OSH policy conducted to the external stakeholders on 17/10/2020 and workers on 02/10/2020.</p> <p>Amyrol (Sabah) Sdn Bhd established OSH plan for both Amyrol and Ramai divisions updated 07/10/2020.</p> <p>The Operational Safety Management Plan was briefed to the stakeholders on 17/10/2020 and workers on 02/10/2020.</p>	Yes
4.4.4.2	<p>a</p> <p>OSH Policy is displayed at the both Amyrol and Ramai division notice boards.</p> <p>Workers are briefed on the OSH policy on 02/10/2020.</p>	Yes
	<p>b</p> <p>Remote document verify, Amyrol (Sabah) Sdn Bhd established Hazard Identification Risk Assessment and Risk Control (HIRARC) doc no: 4.4.12, updated 20/04/2020.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The table with headings: Activity, Hazard, Risk and Effects, Risk Assessment (Consequences, Likelihood, Risk Rating), Existing Control, Risk Control Proposal, PIC, Risk Assessment after Control (Consequences, Likelihood, Risk rating, Description) Date review.</p> <p>Example 1:</p> <p>Activity: Transport of workers</p> <p>Hazards: Slip and fall</p> <p>Risk and Effects: Fracture or sprain and possible fatality</p> <p>Risk Assessment: 12 (High)</p> <p>Existing Control: Road Worthy vehicle; Vehicles are regularly maintained</p> <p>Example 2:</p> <p>Activity: Infectious disease (Covid-19)</p> <p>Hazard: Infectivity and harmfulness to human and can even lead to death.</p> <p>Risk and Effects: Fever, cough, flu, breathing difficulties, tiredness and fatalities</p> <p>Existing control: Daily body temperature, wearing mask, 1 meter social distance and hand wash with hand sanitizer or soap.</p> <p>Risk rating: 12 (high risk)</p> <p>Risk control proposal: Briefing SOP and training to workers on daily muster call. Cover mouth & nose with mask during going to work and back to work.</p> <p>PIC: Estate manager</p> <p>Phone call interview with workers informed they understand the risk of specific task.</p>	
	<p>c i</p> <p>Safe Work Practise training was conducted on 02/10/2020.</p> <p>Example training conducted:</p> <ul style="list-style-type: none"> • Harvesting operation • Manuring operation • Tractor handling • Chemical handling 	Yes
	<p>c ii</p> <p>Remote document verify, SDS for chemicals and fertilizers are available on file at both Amyrol and Ramai offices, chemical and fertilizer stores.</p> <p>Example:</p>	Yes

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	<p>SDS for Chemical Glyphosate Isopropylammonium 41% revision date 14/03/2019.</p> <p>SDS are available in English language and Bahasa Malaysia.</p> <p>Chemical store is in good condition and locked. Liquid chemical placed in tray below and powder chemical placed on top.</p> <p>All products are in original label.</p>	
d	<p>Remote document verify, records of PPEs issuance are maintained.</p> <p>Example:</p> <ul style="list-style-type: none"> • Safety helmet • Goggle • Cotton hand-glove • Safety boots <p>Remote document verify, PPE issuance for activity based on CHRA assessment and SDS requirements included in HIRARC</p> <p>CHRA is conducted by certified assessor dated 22/07/2019 and valid for 5 years.</p>	Yes
e	<p>Amyrol (Sabah) Sdn Bhd established for handling and storage chemical doc no. 4.6. 1-10 dated 20/04/2019.</p> <p>The SOP describes the steps to handle and manage chemicals.</p> <p>Amyrol (Sabah) Sdn Bhd adopted the SDS for handling of chemical and storage.</p>	Yes
f	<p>Amyrol (Sabah) Sdn Bhd i appointed the group manager as person in-charge of safety and health doc no. Amy – 1 updated 07/07/2020.</p>	Yes
g	<p>Amyrol (Sabah) Sdn Bhd conducted latest Safety & Health meeting on 02/10/2020 include the discussion on safety and health issues and accident report.</p> <p>Amyrol (Sabah) Sdn Bhd total workers are 15 persons and not required to conduct OSH meeting on a quarterly basis based on DOSH requirement.</p>	Yes
h	<p>Amyrol (Sabah) Sdn Bhd established flowchart for emergency respond plan doc. No. AMY-4.4.10 dated 20/04/2019.</p> <p>Remote document verify, the emergency procedure and contact number is established and display both Amyrol and Ramai divisions notice boards.</p>	Yes
i	<p>Amyrol (Sabah) Sdn Bhd conducted Basic First Aid training by Malaysian Red Crescent Sandakan District on 23/01/2019 which involve the workers, estate mandore and Estate Manager.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		Documents reviewed and picture provided, confirmed the first aid kits available at worksite and estate office.	
	j	Amyrol (Sabah) Sdn Bhd has establish accident records book. Remote document verify, there is no accident recorded up to audit date. JKKP registration had been approved dated 05/10/2020.	Yes
4.4.5.1	Amyrol (Sabah) Sdn. Bhd. established Social Policy, dated 29/03/2019 sign by Director. The policy described company's commitment towards respect and protect human right, as mention in United Nation human Right declaration. Policy training conducted on 02/10/2020 to workers. Interviewed workers via phone calls informed they understand the policy and stated no issue regarding their right as workers.		Yes
4.4.5.2	Amyrol (sabah) Sdn. Bhd. established Social Policy, dated 29/03/2019 sign by Director. The policy states company will not involve or support discrimination and will ensure equality in rights. Interviewed workers via phone calls informed they understand the policy and no discrimination against workers had occurred.		Yes
4.4.5.3	Amyrol (Sabah) Sdn. Bhd. established contract agreement for workers in accordance to Sabah Labour Ordinance. The contract agreement states the pay rate for piece rate works, example harvesting are paid RM30.00 per mt and manuring are paid RM2.00 per bag. Review on contract agreement confirmed it was sign by worker and estate manager. For piece rate workers, they are paid according to their job description. Revised piece rate stated in company memo to workers dated 01/02/2020 are cross checked with workers' payslips for consistency. Example: Rate for collecting loose fruits is RM1.00 per bags, stated in both employment contract and worker payslip. Interview with workers informed they mutually agreed with the piece rate given by company.		Yes
4.4.5.4	Amyrol (Sabah) Sdn. Bhd. do not engage any contractors. Therefore, no contractor's worker payslips were available for review.		Yes
4.4.5.5	Amyrol (Sabah) Sdn. Bhd established list of workers dated January 2020. The information includes name, gender, date of birth, date joined, job description and others.		Yes
4.4.5.6	Amyrol (Sabah) Sdn. Bhd. established employment contract for every worker recruited.		Yes

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Principle 4: Social Responsibility, health, safety and employment conditions						
Indicator	Summary of Assessment	Compliance				
	<p>The management provide fair contract that has been signed by both parties.</p> <p>The worker is briefed on the working contract terms and conditions, wage, job description and copy is provided.</p> <p>Interviewed with workers via phone calls confirmed they are briefed on the contract terms and conditions and received a copy after signed.</p>					
4.4.5.7	<p>Amyrol (sabah) Sdn. Bhd. monitor workers attendance by using check roll records.</p> <p>The working hours established stated as below:</p> <table><tr><td>Working time</td><td>5:30 am – 2:00 pm</td></tr><tr><td>Rest time</td><td>10:30am – 11:30am</td></tr></table> <p>Interviewed workers by phone calls informed they aware and adhere the working hours.</p>	Working time	5:30 am – 2:00 pm	Rest time	10:30am – 11:30am	Yes
Working time	5:30 am – 2:00 pm					
Rest time	10:30am – 11:30am					
4.4.5.8	<p>Amyrol (Sabah) Sdn. Bhd. established working hours.</p> <p>Working hours of estate is start form 5.30 am until 2.00 pm with rest time on 10:30 am until 11:30 am.</p> <p>Interview with workers via phone calls and cross check with payslip indicates no overtime offered to workers.</p> <p>Interviewed workers via phone calls informed that they understand the working hours, resting time and overtime time rate.</p> <p>Worker confirmed the wage paid are in accordance with mutually agreed contract agreement.</p>	Yes				
4.4.5.9	<p>Amyrol (Sabah) Sdn. Bhd. established payslip and distributed to workers..</p> <p>Review on September 2020 worker's payslips describe workers are paid base on mutual agreed piece rate stated in their employment contract.</p> <p>Interview with workers at both divisions they understood the wages provided by company. Workers confirmed they are given copy of payslips for their reference</p>	Yes				
4.4.5.10	<p>Amyrol (Sabah) Sdn. Bhd. provide benefits such as medical care and SOCSO.</p>	Yes				
4.4.5.11	<p>Amyrol (Sabah) Sdn. Bhd. adopt palm oil industry best practice for labour quarters.</p> <p>Photos on worker housing compound indicates the area are equip with basic amenities such as water, electricity, toilet and kitchen</p>	Yes				
4.4.5.12	<p>Amyrol (Sabah) Sdn. Bhd. established Social Policy, dated 29/03/2019 sign by Director.</p> <p>The policy states to prevent sexual harassment and violence against women workers and other community.</p>	Yes				

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>During the Interview sessions with workers by phone calls, they informed that they understand and are aware about the social policy.</p> <p>Social Policy training for estate workers, conducted on 02/10/2020.</p>	
4.4.5.13	<p>Amyrol (Sabah) Sdn. Bhd. established Social Policy, dated 29/03/2019 sign by Director.</p> <p>The policy states respecting workers right to form or join trade union.</p> <p>Social Policy training for estate workers, conducted on 02/10/2020.</p> <p>During the Interview sessions with workers by phone calls, they informed understand and aware of the social policy.</p> <p>Interviewed estate representatives and workers by phone calls confirmed there is no trade union established.</p>	Yes
4.4.5.14	<p>Amyrol (Sabah) Sdn. Bhd. established Social Policy, dated 29/03/2019 sign by Director.</p> <p>The policy states to promote the company commitment to ensure no child or young workers involve in any of works.</p> <p>Review on field photos provided and employment records confirms no child labour or young person employed by estate. All workers are above 18 years prior joining the estates.</p>	Yes
4.4.6.1	<p>Amyrol (Sabah) Sdn. Bhd. established training programme for year 2020.</p> <p>Example:</p> <p>Training on best practices, complaint and grievance and environmental awareness conducted on 02/10/2020.</p>	Yes
4.4.6.2	<p>Amyrol (Sabah) Sdn. Bhd. established training matrix, dated 02/01/2020.</p> <p>The matrix represent the training needs based on the job description of the workers.</p> <p>Example:</p> <p>Training on harvesting SOP conducted for harvester on 02/10/2020.</p>	Yes
4.4.6.3	<p>Amyrol (Sabah) Sdn. Bhd. established training plan 2020, dated 02/01/2020.</p> <p>List of training and schedule date:</p> <ul style="list-style-type: none"> • PPE training on March 2020. • SOP on Covid -19 on October 2020. • Complaint and grievance on March 2020. • Emergency training on October 2020. 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>Amyrol (Sabah) Sdn. Bhd. established Environmental Policy, dated 29/03/2019, sign, Director.</p> <p>The policy described:</p> <ol style="list-style-type: none"> 1. To operate within the frame of statutory and regulatory requirements. 2. Manage the organization to reduce its environmental impacts. 3. Educating and enhancing awareness towards environment. <p>Amyrol (Sabah) Sdn. Bhd. established Environmental Management Plan, dated 26/04/2019. The plan described:</p> <p>To ensure conformation to all the activities are within laws and regulations.</p> <p>Awareness on environmental policy and action plan is conducted on 02/10/2020 for internal stakeholders and 17/10/2020 for external stakeholders.</p> <p>Interviewed workers by phone calls confirmed they are aware on company's environmental policy and plan.</p>	Yes
4.5.1.2	<p>a Amyrol (Sabah) Sdn. Bhd. established Environmental Policy, dated 29/03/2019, sign by Director.</p> <p>Stated on Amyrol (Sabah) Sdn. Bhd. environmental Management Plan, objectives the objectives are:</p> <ol style="list-style-type: none"> 1. Continuous awareness 2. To protect the environment 3. To ensure comply with laws and regulations. 	Yes
	<p>b Environmental Management Plan aspects and impacts:</p> <p>Chemical spraying</p> <p>Negative impact: Water pollution and soil quality.</p> <p>Empty fertilizer bags</p> <p>Positive impacts: Collecting loses fruits and increase productivity.</p> <p>Negative impacts: Improper disposal cause waste pollution.</p> <p>Review on field photos and interview workers confirmed they are aware on environmental management plan.</p>	Yes
4.5.1.3	<p>Amyrol (Sabah) Sdn. Bhd. established Environmental Management Plan which includes identification of negative and positive impacts.</p> <p>Empty chemical containers</p> <p>Negative impacts: Pollution, improper disposal of used chemical containers.</p> <p>Action plan: Triple rinse, mark and keep empty chemical containers in store for use or proper disposal.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Positive impact: Empty chemical containers can be reused and thus reduced scheduled waste.</p> <p>Action plan: Reused empty chemical containers for carrying water for spraying, flower pot or dustbin.</p> <p>Interview with workers and photo evidences confirmed estate management are managing scheduled wastes accordingly.</p>	
4.5.1.4	<p>Amyrol (Sabah) Sdn. Bhd. includes plan to promote the positive impacts in the CIP.</p> <p>Prevention from oil spillage on generator set room.</p> <p>Action plan:</p> <p>Construction of oil trap which is part of newly build generator set room is stated in the CIP, dated 09/03/2020.</p>	Yes
4.5.1.5	<p>Amyrol established training plan 2020.</p> <p>The plan includes:</p> <ol style="list-style-type: none">1. Scheduled waste.2. Environmental quality.3. Chemical spraying.4. Chemical mixing. <p>All of the training conducted on 02/10/2020 attended by workers. Interview workers by phone calls confirmed they had attended the training.</p>	Yes
4.5.1.6	<p>Amyrol (Sabah) Sdn Bhd. environmental meeting is conducted on 02/10/2020 and attended by management and workers.</p> <p>Agenda of meeting including briefing on company policy, SOP and workers feedback and updated on environmental matters.</p>	Yes
4.5.2.1	<p>Amyrol (Sabah) Sdn. Bhd. established 4 years baseline records of diesel consumption, from year 2016 to 2019.</p> <p>Diesel usage per FFB from January to October 2020 are lower than the previous year's baseline established due to high FFB production.</p>	Yes
4.5.2.2	<p>Amyrol (Sabah) Sdn. Bhd. established budgeted diesel usage for year 2020.</p> <p>The established records of actual diesel consumption on monthly basis are compared against baseline.</p> <p>Trending of increase on diesel usage is due to increase of FFB production.</p>	Yes
4.5.2.3	<p>Amyrol (Sabah) Sdn. Bhd. does not use renewable energy currently..</p> <p>Interview estate management and review on field photos support the above statement.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.1	<p>Amyrol (Sabah) Sdn. Bhd. established and updated Waste management Plan, dated 20/04/2020.</p> <p>There are three type of wastes identified, gaseous, solid and liquid.</p> <p>Sources and types of waste:</p> <ul style="list-style-type: none"> Farms tractors – gaseous emission Example: Carbon monoxide. Agricultural activities – organic waste. Example: Pruned fronds. Household (domestic) - liquid waste. Example: Sewage. 	Yes
4.5.3.2	<p>a Amyrol Sdn. Bhd. established and updated Waste management Plan, dated 20/04/2020.</p> <p>Identification of sources of waste and monitoring plan:</p> <p>Type of waste: gaseous emission from farm tractor.</p> <p>Monitoring plan:</p> <p>Diesel consumption records.</p> <p>Vehicles inspection.</p> <p>Type of waste: Organic waste for housing compound.</p> <p>Monitoring plan:</p> <p>Establishment and maintenance of landfill area.</p>	Yes
	<p>b Waste Management Plan includes action plan for improve efficiency of resources utilization and recycle of waste.</p> <p>Empty chemical containers:</p> <p>Action plan: Reused for chemical spraying activities, flowering pot at housing compound</p> <p>Cut fronds in field:</p> <p>Action plan: Properly stack at field and subsequently decomposed, which provided nutrient to soil.</p>	Yes
4.5.3.3	<p>Amyrol (Sabah) Sdn. Bhd. established SOP for Handling Scheduled Waste no: 4.6.1-10 dated 20/04/2019.</p> <p>The procedure described:</p> <ul style="list-style-type: none"> Scheduled wastes must be kept on scheduled waste store. Scheduled waste must be labeled and recorded. Empty chemical containers to be punctured, stored and collected by authorized scheduled waste collector. <p>Interview with person in charge of store and photo evidences of store conditions confirmed they follow the procedure stated.</p>	Yes
4.5.3.4	The SOP for Chemical handling established include statement on:	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Triple rinsing Mark of container Third party sending for disposal purpose. <p>Amyrol (Sabah) Sdn. Bhd. established scheduled waste register.</p> <p>Interview with estate representative confirmed the used chemical containers are marked and stored at designated area.</p> <p>Verification on photos and records of empty chemical containers generated are recorded for storage and disposal purposes.</p>	
4.5.3.5	<p>Amyrol (Sabah) Sdn. Bhd. established landfill area for domestic wastes disposal.</p> <p>Picture evidences verify that the landfill is located away from workers housing.</p> <p>Review on photos confirmed the landfill is fenced up and installed signboard with open date, and no burning signage.</p>	Yes
4.5.4.1	<p>Amyrol (Sabah) Sdn. Bhd. established and updated Waste Management Plan, dated 20/04/2020.</p> <p>Sources and type of wastes:</p> <ul style="list-style-type: none"> FFB tractors; l –gaseous waste. Example, Carbon monoxide. Housing compound, agricultural– organic waste. Farm, stores and workshops- liquid waste. <p>Example of disposal method or management for wastes:</p> <p>Liquid waste: Used lubricant oil</p> <p>Disposal method: Collect by licensed third party</p> <p>Solid waste: Domestic waste</p> <p>Disposal method: Landfill</p> <p>Gaseous waste:</p> <p>Review on scheduled waste inventory documents Amyrol (Sabah) Sdn. Bhd is monitoring total amount of scheduled waste generated.</p> <p>Total number of empty chemical containers updated on 28/10/2020 and will be disposed within the required period.</p>	Yes
4.5.4.2	<p>Amyrol (Sabah) Sdn. Bhd. established and updated Waste management Plan, dated 20/04/2020.</p> <p>Example of action plan and monitoring</p> <p>Source:</p> <p>Farm tractors, FFB trucks</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Type of pollution:</p> <p>Smoke, Carbon monoxide.</p> <p>Action plan:</p> <p>Periodically service of estate vehicles.</p> <p>Estate vehicle inspection records are reviewed and confirmed it is monitored accordingly.</p>	
4.5.5.1	<p>a Amyrol (Sabah) Sdn. Bhd. established Water Management Plan. Document number: Am-5.5 updated 17/09/2020.</p> <p>The plan describe the sources of water for both divisions</p> <p>Sources of water and its usage:</p> <ol style="list-style-type: none"> 1. Pond – Estate operation. 2. Rain water - domestic usage. 	Yes
	<p>b Amyrol (Sabah) Sdn. Bhd. do not have rivers or streams flowing through. Therefore, no required to conduct water quality tests.</p>	Yes
	<p>c Amyrol (Sabah) Sdn. Bhd. established water management document number Amy-5.5 updated 17/09/2020.</p> <p>The water management plan includes estimated water required for both Amyrol and Ramai divisions</p> <p>During drought season, clean water will be provided by estate management source from Sandakan.</p>	Yes
	<p>d Amyrol (Sabah) Sdn. Bhd. has established and maintained buffer zone around the pond areas. Action tplan to maintain buffer zone area:</p> <ol style="list-style-type: none"> 1. Marking of palms 2. Buffer zone area signage and list of non-permitted activities. <p>Interview with workers via phone calls confirmed they understand and aware on buffer zone areas.</p>	Yes
	<p>e Review on photos of field conditions, there are no vegetation removed from buffer zones.</p> <p>Buffer zones in the field block 7, Ramai division and block 4 Amyrol division are well maintained.</p>	Yes
	<p>f There are no bore wells constructed to extract ground water.</p> <p>It is confirmed based on picture evidences and interview with estate representatives.</p>	Yes
4.5.5.2	Based on Amyrol (Sabah) Sdn. Bhd map and field photos review there are no construction of bunds or dams observed in estate.	Yes
4.5.5.3	Water harvesting is practice throughout the facilities and housing.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Review on housing compound and photos of water tanks provided	
4.5.6.1	a Amyrol (Sabah) Sdn Bhd established the Biodiversity Plan 'Bersama – sama Memerangi Pemburuan Haram' updated 27/10/2020. The records are displayed at estate notice boards and workers are briefed during training conducted on 02/10/2020. Phone call interviewed with the workers confirmed that they are aware type of RTE and no hunting activity allowed.	Yes
	b Amyrol (Sabah) Sdn Bhd monitor wildlife in and surrounding of the estates. The list displayed at the both divisions notice boards. Example of wildlife found: Monitor lizard, wild fowl and wild boar.	Yes
4.5.6.2	a Amyrol (Sabah) Sdn Bhd established the notification 'Bersama – sama Memerangi Pemburuan Haram'. The notification includes the Wildlife department guideline on penalty for hunting or capturing of protected wildlife. The notification is displayed on estates notice boards. Phone call interview confirmed, workers understand on wildlife conservation. They confirmed sighted any wildlife to feedback to estate management.	Yes
	b Amyrol (Sabah) Sdn Bhd established Environment Policy dated 29/03/2019 states company committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resource. Point 7 in policy describes educating and enhancing awareness to protection of environment and biodiversity of all related stakeholders through trainings and communication. Phone call interviewed and photo evidence provided confirmed signage installed to inform public and workers on no hunting and capturing of any wildlife. Document reviewed on briefing records for wildlife and prohibitions of hunting and capturing to workers, verify conducted on 02/10/2020	Yes
4.5.6.3	A monthly monitoring checklist is establish to monitor wildlife in and around the both Amyrol and Ramai divisions. Monitoring records as at 31/10/2020 are review.	Yes
4.5.7.1	Amyrol established zero burning policy dated 29/03/2019 signed by Director. The policy describes zero burning activities of any kinds and includes domestic waste, agricultural waste and biomass or by products generated	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	and when necessary written prior approval from the relevant authorities must be obtained.	
4.5.7.2	Interviewed with estate management and reviewed on photos provided confirmed, there are no disease observed at field operations that required treatment by burning method.	Yes
4.5.7.3	Amyrol (Sabah) Sdn Bhd established policy of zero burning dated 29/03/2019 signed by Director. Interviewed with estate management and reviewed on photos provided confirmed, there are no disease observed at field operations that required treatment by burning method. There are no application documents required for approval of controlled burning.	Yes
4.5.7.4	Amyrol (Sabah) Sdn Bhd adopted the Field Handbook: Oil Palm Series for Immature Volume 2 & Mature Volume 3 by Ian Rankie and Thomas Fairhurst – September 1999 for their replanting management practice. The SOP has stated that all palm must be felled, chipped and shredded during replanting activities. Reviewed on photos provided confirmed, no replanting or new planting activities as per audit date.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	Amyrol (Sabah) Sdn Bhd adopted field handbook for mature oil palm, volume 3 series number: ISBN 981-04-1334-3 as a SOP guideline for their operations. Example SOP has been established: <ol style="list-style-type: none"> 1. SOP for FFB harvesting 2. SOP for manuring 3. SOP for weeding / slashing Training for SOP has been conducted for both divisions to make sure that the SOPs are consistently implemented: Example: <ul style="list-style-type: none"> • MSPO policy & Occupation Safety and Health training • Harvesting operating training • Spraying and Chemical mixing training Interviewed with estate management and documents provided confirmed, all operation activities monitored by estate manager to make sure all workers follow the SOPs.	Yes

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4.6.1.2	<p>Amyrol (Sabah) Sdn Bhd adopted the Field Handbook: Oil Palm Series for Immature Volume 2 & Mature Volume 3 which include the soil conservation measure.</p> <p>Handbook referred 108.1 Terrace and platform construction page 55 state to prevent erosion, cover plants should be established on slope as soon as possible after land clearing.</p> <p>Land cover crop should be planted along the spoil and face of the slope immediately after terraces construction.</p> <p>Virtual field observation on photos provided and topography map confirmed there are no oil palms planted on slopes.</p>	Yes
4.6.1.3	<p>Amyrol (Sabah) Sdn Bhd established permanent block markers for each block that include block number, block size, and date of planting.</p> <p>Reviewed and verified pictorial provided for sample block with evidence as below:</p> <p>Division: Ramai</p> <p>Block: 4</p> <p>Total area: 4.10 ha</p> <p>Year planted: 2005</p> <p>Planting material: DXP Guthrie</p>	Yes
4.6.2.1	<p>Amyrol (Sabah) Sdn Bhd has documented financial plan for 4 years from 2020 to 2023.</p> <p>The content of financial plan includes:</p> <ul style="list-style-type: none">• Financial Projection• Long Term Management Plans• Oil Palm Mature – Budget & Projection Operation Cost• Replanting programme.	Yes
4.6.2.2	<p>Amyrol (Sabah) Sdn Bhd has establish long term replanting program for 5 years from 2024 to 2042 dated 20/04/2019.</p> <p>No replanting will be carried out on in next four years.</p>	Yes
4.6.2.3	<p>Amyrol (Sabah) Sdn Bhd established 4 years financial management plan from 2020 to 2023 includes following:</p> <ul style="list-style-type: none">• Planting material• Cost per ton• Expected FFB output• Yield per ha• Price forecast	Yes

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4.6.2.4	<p>Amyrol (Sabah) Sdn Bhd established the monthly monitoring for the FFB production. Documents reviewed on the monthly FFB production year 2020 verify the tonnage is monitored on monthly basis.</p> <p>The business plan is monitored through profit and loss statement every year. Documents reviewed and verified the statement of account as at 30/06/2020</p>	Yes
4.6.3.1	<p>Amyrol (Sabah) Sdn Bhd establishes pricing mechanism to monitor the purchases of products and services.</p> <p>Documents reviewed and verified the quotation for purchasing of fertilizer that states the proposed price with purchasing order issued based on the agreed price.</p>	Yes
4.6.3.2	<p>Amyrol (Sabah) Sdn Bhd purchases of products and services using a quotation and purchase order system.</p> <p>The payment is made based on terms and conditions stated in the quotation provided by the contractor and issuance of purchase order to acknowledge and confirmation of the price.</p>	Yes
4.6.4.1	<p>Amyrol (Sabah) Sdn Bhd does not engaged contractors for field operations, transportation and others services.</p> <p>Therefore, no records of briefing established.</p>	Yes
4.6.4.2	<p>Amyrol (Sabah) Sdn Bhd does not engage any contractors.</p> <p>Therefore, no contract agreement established</p>	Yes
4.6.4.3	<p>Amyrol (Sabah) Sdn Bhd does not engage any contractors.</p> <p>Therefore, no contract agreement established</p>	Yes
4.6.4.4	<p>Amyrol (Sabah) Sdn Bhd does not engage any contractors.</p> <p>Therefore, no contract agreement established</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Amyrol (Sabah) Sdn. Bhd. are bordering with estates and no forest reserve area. Land titles are review and no new land acquire. The last planting is year 2005 for Amyrol and 2014 for Ramai. Therefore, not applicable.	Yes
4.7.1.2	Amyrol (Sabah) Sdn. Bhd. planting statement is review and field photos confirmed there is no new planting and no replanting plan for the next 3 years.	Yes
4.7.2.1	Amyrol Sabah) Sdn. Bhd. estate map, planting statement and field photos are review and confirmed there is no peat land.	Yes
4.7.3.1	Amyrol (Sabah) Sdn. Bhd. estate map, planting statement and field photos are review and confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	Amyrol (Sabah) Sdn. Bhd. estate map, planting statement and field photos are review confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	There is no new planting established within Amyrol (Sabah) Sdn. Bhd. area, therefore no management plan nor operational procedure established.	Yes
4.7.3.4	There are no smallholders' scheme in Amyrol certification. Therefore, not applicable.	Yes
4.7.4.1	Amyrol (Sabah) Sdn. Bhd. planting statements are reviewed and site verification confirmed there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	Amyrol (Sabah) Sdn. Bhd. planting statement are reviewed and site verification confirmed there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	Amyrol (Sabah) Sdn. Bhd. planting statements and field photos provided are review and confirmed there is no new planting. Therefore, no topography map for new planting established.	Yes
4.7.5.2	Amyrol (Sabah) Sdn. Bhd. planting statements and field photos provided are review and confirmed there is no new planting. Therefore, no new planting monitoring plan established.	Yes
4.7.5.3	Amyrol (Sabah) Sdn. Bhd. planting statements are reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	Amyrol (Sabah) Sdn. Bhd. planting statements are review and interview with estate management via phone calls confirmed there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	Amyrol (Sabah) Sdn. Bhd. planting statements are review and field photos evidences provided confirmed there is no new planting. There are no sacred sites, therefore, management plan establish.	Yes

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4.7.6.3	Amyrol (Sabah) Sdn. Bhd. planting statements are review and field photo provided confirmed there is no new planting. Therefore, no proof of transfer of right or compensation payment made. .	Yes
4.7.6.4	Amyrol (Sabah) Sdn. Bhd. planting statements are review and field photos provided confirmed there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	Amyrol (Sabah) Sdn. Bhd. planting statements are review and there is no new planting. Therefore, no assessment established.	Yes
4.7.6.6	Amyrol (Sabah) Sdn. Bhd. planting statements are review and field photos provided confirmed there is no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	Amyrol (Sabah) Sdn. Bhd planting statements are review and site verification confirmed there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	Amyrol (Sabah) Sdn. Bhd planting statements are review and there is no new planting. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
X	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i></p>	

4.5. Detail of Audit Findings in last audit

AUDIT OUTCOME		
During last Audit	20	MAJOR Non-Conformities
	2	MINOR Non-Conformities

Non Conformity Number <1 >	
Indicator # and Description:	4.1.2.1 Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement (MAJOR)
Location:	Office, Amyrol and Ramai estates

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Non Conformity Number <1 >			
Description of Finding / Objective Evidence:			
Internal audit is not conducted for both Amyrol and Ramai estates.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Mohamad Norhisham Bin Mohd Salleh	Date Raise:	20/09/2019
Deadline for implementation		19/11/2019	
Root Cause Analysis (by company):			
Lack of understanding			
Correction (by company):			
The internal audit was conducted for both estates on 24.10.2019. Refer to document (NC No 1)			
Corrective / Preventive Action (by company)			
To conduct internal audit once a year (October)			
Review of Correction & Corrective / Preventive Action			
Internal audit for both Amyrol and Ramai estates conducted on 24/10/2019. Results are verified.			
The NC is considered closed and will further verify in next audit			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Lead Auditor:		Date of Closure:	
Cheong, Chun Yuen, (Robert)		15/12/2019	
Review of Implementation			
Internal audit for 2020 has been conducted for both Amyrol and Ramai divisions on 03/10/2020 by the group manager. The internal audit has identified both strong and weak points.			
Thus, based on evidence provided, the implementation is consider appropriate.			
Name of Lead auditor:		Date of Review:	
Mohamad Norhisham Bin Mohd Salleh		09/11/2020	

Non Conformity Number <2>			
Indicator # and Description	4.1.2.3 Report shall be made available to the management for their review (MAJOR)		
Location:	Centralized Office, Amyrol Plantation		
Description of Finding / Objective Evidence:			
Internal audit not conducted. Therefore, no results presented			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Mohamad Norhisham Bin Mohd Salleh	Date Raise:	20/09/2019

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Non Conformity Number <2>	
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
Lack of understanding	
Correction (by company):	
The internal audit results was reported in management review on 25.10.2019. Refer document (NC No 2)	
Corrective / Preventive Action (by company)	
To conduct internal audit once a year	
Review of Correction & Corrective / Preventive Action	
Internal audit results are reported in management review meeting held on 25/10/2019. NC is closed and will further verify in next audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
Internal audit conducted for both Amyrol and Ramai divisions on 03/10/2020 by the group manager. Internal audit report documents are verify and the results presented during management review on 12/10/2020. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <3>	
Indicator # and Description	4.2.1.1 The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. (MAJOR)
Location:	Main Office, Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
External stakeholders meeting conducted on 11/09/2019 does not include; 1. Dissemination of Information on legal matters. 2. Briefing on communication and consultation procedure.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Mohamad Norhisham Bin Mohd Salleh
Date Raise:	20/10/2019

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Non Conformity Number <3>	
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
No proper minutes attached	
Correction (by company):	
Stakeholders meeting conducted on 11.09.2019 does include all the above but our minutes was not properly done. We have re-do the minutes. Refer documents with pictures (NC No 3)	
Corrective / Preventive Action (by company)	
To conduct stakeholders' meeting once a year	
Review of Correction & Corrective / Preventive Action	
Stakeholders meeting conducted On 11/09/2019 include the issues raised in the finding. The NC could be consider closed and will further verify in next audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
Stakeholder's consultation conducted through email, dated 17/10/2020 are are reviewed. The email attachment includes softcopies of company policies and legal requirement, Communication and Grievance procedures. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <4>	
Indicator # and Description:	4.4.4.1 An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. (MAJOR)
Location:	Amyrol & Ramai Plantations
Description of Finding / Objective Evidence:	
1. The established OSH policy is display at Amyrol estate notice board. However, it is not available at Ramai estate 2. The OSH plan is not established	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	

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Non Conformity Number <4>	
Lack of manpower	
Correction (by company):	
The established OSH policy has been display on Ramai's notice board. The OSH plan is also establish. Refer documents with pictures (NC No 4)	
Corrective / Preventive Action (by company)	
To monitor workers to work in a safe and healthy place.	
Review of Correction & Corrective / Preventive Action	
1. OSH policy is display at Ramai estate. This is confirmed during site inspection on 14/12/2019	
2. The OSH plan is established and made available at both Amyrol and Ramai estates	
Implementation is carried out and NC is considered closed. Further verification in next audit	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor:	Date of Closure:
Cheong, Chun Yuen (Robert)	15/12/2019
Review of Implementation	
1. Reviewed on documents and supporting evidence provided, OSH policy has been updated 20/04/2020 and signed by Director.	
2. Based on photo evidences, the OSH policy and plan is displayed at both Amyrol and Ramai division notice board.	
Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Auditor:	Date of Review:
Ariff Bin Lokman	09/11/2020

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Non Conformity Number <5>			
Indicator # and Description	<p>4.4.4.2: The occupational safety and health plan shall cover the following: (MAJOR)</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. c) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC) d) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. e) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements f) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly g) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees h) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite 		
Location:	Amyrol & Ramai estates		
Description of Finding / Objective Evidence:			
<ul style="list-style-type: none"> a) The OSH policy and plan is not display at Ramai estate. b) PPE issuance records for Ramai estate not available c) SOP for handling chemical is not established d) A person is not appointed to coordinate OSH activities. e) The total number of workers in both Amyrol and Ramai estates are less than 40 workers. Therefore not required to form an OSH committee. However, the management has not conducted safety briefing and dialogue with the workers. f) The established flowchart is not available at Ramai estate and briefing not conducted for both plantations. g) Basic first aid training not conducted and first aid kits not available at field operations for both estates. 			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)		Date Raise: 20/09/2019
Deadline for implementation		19/11/2019	

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Non Conformity Number <5>	
Root Cause Analysis (by company):	
Lack of manpower	
Correction (by company):	
<p>The OSH policy and plan has been display at Ramai estate.</p> <p>PPE issuance records for Ramai estate also has been recorded.</p> <p>SOP for handling chemical has been established. Mr. Seek King Kiat was appointed to coordinate OSH activities.</p> <p>Safety briefing and dialogue with the workers has been conducted.</p> <p>The established flowchart has been display at Ramai estate and briefing has been conducted for both plantations.</p> <p>Basic first aid training is still not conducted as no training available at the moment. We have obtained quotation from Dr Azizan pertaining this training and they will inform us once it is available.</p> <p>We have make sure that mandore for both estates will bring first aid kits at field operations.</p> <p>Refer documents with pictures (NC No 5A,5B,5C,5D)</p>	
Corrective / Preventive Action (by company)	
To conduct training once a year (October)	
Review of Correction & Corrective / Preventive Action	
<p>a) The OSH policy and plan is display at Ramai estate notice board. This is verify during site inspection on 14/12/2019</p> <p>b) PPE issuance records for harvesters, lo0oe fruit pickers and upkeep at Ramai estate is verify during site inspection on 14/12/2019</p> <p>c) SOP for handling chemical is established and display at notice board</p> <p>d) The group manager is the appointed person supported by the site mandore to coordinate OSH activities at Amyrol and Ramai estates</p> <p>e) The management has conducted safety briefing and dialogue with the workers on 24/10/2019.</p> <p>f) The established flowchart is made available at Ramai estate and briefing conducted at both estates on 24/10/2019.</p> <p>g) First aid kits are available at field operations for both estates handle by the mandore. Basic first aid kit training is on-going and reported in CIP to carry out before 15/01/2019.</p> <p>The NC is considered closed and further verify in next audit.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	

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Non Conformity Number <5>

Reviewed on the documentation and supporting evidence confirmed:

- a) Picture evidence of OSH policy has been displayed at both Amyrol and Ramai divisions notice board.
- b) PPE issuance records for both Amyrol and Ramai division are reviewed and the records are maintained.
- c) SOP for handling chemical document number 4.6.1-11 dated 20/04/2019 is established and picture evidence indicates the SOP is displayed at both Amyrol and Ramai divisions notice board
- d) The group manager is the appointed person in charge on Safety and Health activities for both Amyrol and Ramai divisions
- e) Latest OSH, Environment and Workers meeting conducted on 02/10/2020. Copy of the latest OSH meeting is reviewed.
- f) Pictures of Emergency response flowchart and emergency contact details are made available at both Ramai and Amyrol divisions and latest briefing was conducted at both divisions on 02/10/2020.
- g) Basic First Aid training record conducted on 23/12/2019 attended by workers, mandore and estate manager. First aid kit are available at office and field operations for both Amyrol and Ramai divisions handle by mandore.

Thus, based on evidence provided, the continuation of implementation is considered appropriate.

Name of Auditor:

Arif Bin Lokman

Date of Review:

09/11/2020

Non Conformity Number <6>

Indicator # and Description

4.4.5.6: All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.

Location:

Amyrol office

Description of Finding / Objective Evidence:

Amyrol establish worker contract for Amyrol and Ramai estates are review. However, the below are found:

1. No documented working contract for Ramai estate workers
2. There are few working contract not signed by worker or management for Amyrol estate.
3. Some working contract are not found for Amyrol workers according to worker list.
4. Interview indicate the copy of working contract is not provided to workers.

Classification

☒ Major

☐

Minor

Raise by:

Sheron Pui Ling Wui

Date Raise:

20/09/2019

Deadline for implementation

19/11/2019

Root Cause Analysis (by company):

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Non Conformity Number <6>	
Almost all workers are newly employed.	
Correction (by company):	
We have make sure that workers' contracts for Amyrol and Ramai estates have been documented for all workers, signed by both workers and management and provided a copy to each workers.	
Corrective / Preventive Action (by company)	
To be transparent to workers	
Review of Correction & Corrective / Preventive Action	
Based on document review and interview of workers:	
<ul style="list-style-type: none"> Workers working contracts established. E.g. working contract field workers dated 01/09/2019 signed by both parties. Counter check with workers list all workers contract is available. Interview with workers confirmed they received a copy of working contract. 	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Auditor: Sheron Pui Ling Wui	Date of Closure: 15/12/2019
Review of Implementation	
Employment contract for both Ramai and Amyrol divisions are verified. The contract was sign by workers and are cross check with workers list 2020. Interviewed workers via phone calls during audit informed they sign and have copy of employment contract.	
Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead Auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <7>	
Indicator # and Description	4.4.5.7: The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.
Location:	Amyrol office
Description of Finding / Objective Evidence:	
The attendance record did not clearly identify worker's working hours	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
Lack of understanding	

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Non Conformity Number <7>	
Correction (by company):	
We have changed our attendance list. Refer to attendance lists (NC No 7)	
Corrective / Preventive Action (by company)	
To be fair and transparent to workers.	
Review of Correction & Corrective / Preventive Action	
Check roll is review with workers attendance include working hours. Interview with workers confirm their attendance is recorded in the check roll.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Auditor: Sheron Pui Lind Wui	Date of Closure: 15/12/2019
Review of Implementation	
The workers daily records are review include working hours. Interview workers via phone calls during audit confirmed their attendance are recorded during morning muster. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <8>	
Indicator # and Description	4.4.5.14: Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.
Location:	Amyrol estate
Description of Finding / Objective Evidence:	
Field observation and interview with worker found children is working in the field.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
Workers are lack of education	
Correction (by company):	
Briefing conducted and make sure that all workers understand no child under 18 working on field. Picture (NC No 8)	
Corrective / Preventive Action (by company)	

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Non Conformity Number <8>	
Briefing conducted and make sure that all workers understand no child under 18 working on field.	
Review of Correction & Corrective / Preventive Action	
Onsite visit and interview confirmed no child labor in the estates. Workers list review with the youngest worker at the age of 19 years old.	
Company policies briefing conducted on 24/10/2019 and include good social practices policy.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Auditor: Sheron Pui Ling Wui	Date of Closure: 15/12/2019
Review of Implementation	
List of workers for year 2020 which included date of birth and date of join are confirmed. Based on documentation and interview with management and workers by phone calls there are no children and young person hired by company.	
Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <9>	
Indicator # and Description	4.4.6.1: All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. (MAJOR)
Location:	Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
Amyrol management has establish training program. However, training or briefing records are not available.	
<ul style="list-style-type: none"> a) OSH policy and safe working practices b) Environmental policy and plan. c) Company policies and social awareness 	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
Lack of understanding	
Correction (by company):	

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Non Conformity Number <9>	
Our company has done training for both estate on 24.10.2019.Refer pictures (NC No 9)	
Corrective / Preventive Action (by company)	
To conduct training once a year (October)	
Review of Correction & Corrective / Preventive Action	
Briefing to workers for both Amyrol and Ramai estates conducted on 24/10/2019 include: <ul style="list-style-type: none"> a) OSH policy and safe working practices b) Environmental policy and plan. c) Company policies and social awareness Attendance records for both estates are review with all workers name listed.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
Amyrol (Sabah) Sdn. Bhd. is conducted training to their workers for both Amyrol and Ramai divisions, dated 02/10/2020. The training involved social, safety and health and environmental awareness. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <10>	
Indicator # and Description	4.4.6.2: Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.
Location:	Amyrol estate
Description of Finding / Objective Evidence:	
Training needs of individual employee not identified based on their job type.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
Lack of understanding	
Correction (by company):	
Our company has done training matrix to identify the training needed based on their job. Refer training matrix (NC No 10)	

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Non Conformity Number <10>	
Corrective / Preventive Action (by company)	
Workers will understand more about their work scope and safe working at estate.	
Review of Correction & Corrective / Preventive Action	
Training needs analysis is established. The training is allocated based on job description for all workers. Example: Driver is allocated for training related such as tractor operation, safety and health and ERP on 24/10/2019.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Auditor: Sheron Pui Ling Wui	Date of Closure: 15/12/2019
Review of Implementation	
Amyrol Sdn. Bhd. has established training needs dated 02/01/2020. The matrix established includes workers training needs based on jobs. Example; harvester and chemical sprayer. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <11>			
Indicator # and Description	4.5.1.1: An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. (MAJOR)		
Location:	Amyrol and Ramai Estates		
Description of Finding / Objective Evidence:			
The policy is display at Amyrol estate but not in Ramai estate.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Cheong, Chun Yuen (Robert)	Date Raise:	20/09/2019
Deadline for implementation		19/11/2019	
Root Cause Analysis (by company):			
Lack of manpower			
Correction (by company):			
The policy has been display at Ramai estate.			
Corrective / Preventive Action (by company)			
Briefing and training has been conducted.			

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Non Conformity Number <11>	
Review of Correction & Corrective / Preventive Action	
The policy is display at Rami estate notice board and verify during site inspection on 14/12/2019	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
The environmental policy is displayed at notice board on both Amyrol and Ramai divisions. Interviewed with workers informed they are aware and understand the environmental policy. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <12>	
Indicator # and Description	4.5.1.5: An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. (MAJOR)
Location:	Amyrol and Ramai Estates
Description of Finding / Objective Evidence:	
Awareness briefing on the policy and plan not conducted.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
Lack of time and understanding	
Correction (by company):	
All training has been done on 24.10.2019 for both estates. Refer to training analysis plan (NC No 12)	
Corrective / Preventive Action (by company)	
To conduct training once a year (October)	
Review of Correction & Corrective / Preventive Action	
Policy and plan briefing conducted on 24/10/2019 for both Ramai and Amyrol estates workers.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Non Conformity Number <12>	
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
Training record for environmental policy and plan i conducted to workers, dated 02/10/2020 is reviewed. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <13>			
Indicator # and Description	4.5.1.6: Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.		
Location:	Amyrol and Ramai estates		
Description of Finding / Objective Evidence:			
The management has not conduct meeting with the workers at both estates.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Cheong, Chun Yuen (Robert)	Date Raise:	20/09/2019
Deadline for implementation	19/11/2019		
Root Cause Analysis (by company):			
Lack of understanding			
Correction (by company):			
The management has conducted meeting with workers for both estates on 24.10.2019. Refer documents with pictures (NC No 13)			
Corrective / Preventive Action (by company)			
To conduct training once a year (October)			
Review of Correction & Corrective / Preventive Action			
Briefing is conducted on 24/10/2019 for both estates. Records are verified.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019		
Review of Implementation			
Environmental meeting involving estate representatives and workers is conducted on 02/10/2020. Review on meeting minutes and interviewed workers by phone calls confirmed they participated in the meeting.			
Thus, based on evidence provided, the implementation is consider appropriate.			

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Non Conformity Number <13>	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <14>	
Indicator # and Description	4.5.3.3: The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal (MAJOR)
Location:	Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
The SOP for handling, storage and disposal is not establish.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert) Date Raise: 20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	
Lack of understanding	
Correction (by company):	
Our company has established the SOP for handling, storage and disposal. Refer documents (NC No 14)	
Corrective / Preventive Action (by company)	
Briefing and training conducted	
Review of Correction & Corrective / Preventive Action	
SOP for handling, storage and disposal established and made available at estates notice boards. Workers are briefed on 24/10/2019.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 24/10/2019
Review of Implementation	
Amyrol Sdn. Bhd. has updated SOP for Handling Scheduled waste, dated 20/04/2020. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

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Non Conformity Number <15>			
Indicator # and Description	4.5.3.4: Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers. (MAJOR)		
Location:	Amyroil and Ramai estates		
Description of Finding / Objective Evidence:			
The SOP to manage empty containers for used or disposed is not established.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)		Date Raise: 20/09/2019
Deadline for implementation	19/11/2019		
Root Cause Analysis (by company):			
Lack of understanding			
Correction (by company):			
Our company has established the SOP to manage empty containers for reused or disposed. Refer documents / pictures (NC no 15)			
Corrective / Preventive Action (by company)			
Briefing and training conducted			
Review of Correction & Corrective / Preventive Action			
The flow chart is established to manage empty containers for used or disposed of empty chemical containers. The flow chart is made available at estates notice boards.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Lead Auditor: Cheong, Chun Yuen (Robert)		Date of Closure: 15/12/2019	
Review of Implementation			
Amyrol Sdn. Bhd. has established updated SOP for Handling Scheduled waste, dated 20/04/2020. The process on handling empty containers included in the procedure. Thus, based on evidence provided, the implementation is consider appropriate.			
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh		Date of Review: 09/11/2020	

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Non Conformity Number <16>			
Indicator # and Description	4.5.5.1: The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: (MAJOR) c) Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate		
Location:	Amyrol and Ramai estates		
Description of Finding / Objective Evidence:			
a) The water management plan did not include monitoring and control of water usage. b) Buffer zone is not defined clearly at Ramai estate.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)		Date Raise: 20/09/2019
Deadline for implementation		19/11/2019	
Root Cause Analysis (by company):			
Time is insufficient			
Correction (by company):			
Refer documents (NC No 16A, 16B). Buffer zone is defined but photos are still pending			
Corrective / Preventive Action (by company)			
We have briefed to all workers to use water wisely to make sure there are sufficient water for all workers. We have briefed to all workers to do no activities, such as spraying chemical and manuring at buffer zone.			
Review of Correction & Corrective / Preventive Action			
a) Amyrol has established water management document number Amy-5.5 dated 20/04/2019 is revised to include monitoring and control of water usage. b) Buffer zone is established and sighted during site inspection at Ramai estate.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Lead Auditor: Cheong, Chun Yuen (Robert)		Date of Closure: 15/12/2019	
Review of Implementation			

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Non Conformity Number <16>

Amyrol Sdn. Bhd. established Water management Plan Document number: Am-5.5 dated 20/04/2019. The plan includes identification of water sources and monitoring of water usage.

Photos of buffer zone signage are verified, the signage states non permitted activities are displayed at Ramai division.

Thus, based on evidence provided, the implementation is considered appropriate.

Name of Lead Auditor:

Mohamad Norhisham Bin Mohd Salleh

Date of Review:

09/11/2020

Non Conformity Number <17>

Indicator # and Description

4.5.6.1: Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:

(MAJOR)

- a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities
- b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities

Location:

Amyroil and Ramai Estates

Description of Finding / Objective Evidence:

- a) A wild fowl is found captured at Amyrol estate. Therefore, this has violated Sabah Wildlife Enactment.
- b) The list of wildlife identified does not include the full status of wildlife sighted.

Classification

☒ Major

☐

Minor

Raise by:

Cheong, Chun Yuen (Robert)

Date Raise:

20/09/2019

Deadline for implementation

19/11/2019

Root Cause Analysis (by company):

Workers are lack of education

Correction (by company):

Our company has conducted training regarding this wildlife and make sure they understand not to capture the wildlife. The list of wildlife identified has included the full status of wildlife sighted. Refer documents / pictures (NC No. 17A, 17B, 17C, 17D, 17E)

Corrective / Preventive Action (by company)

Briefing to workers conducted and will conduct once a year.

Review of Correction & Corrective / Preventive Action

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Non Conformity Number <17>	
<p>a) Amyrol (Sabah) Sdn Bhd. has carry out briefing to workers on wildlife found in both Ramai and Amyrol estates on 24/10/2019. The wild fowl found captured at Amyrol estate has been released. This is confirmed during site inspection on 14/12/2019.</p> <p>b) The list of wildlife sighted at both Amyrol and Ramai estates is display at the notice boards. Workers are briefed on 24/10/2019.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
<p>Reviewed on documents and supporting evidence provided, Amyrol has conducted training on awareness of wildlife listed within the estate to the workers dated 02/10/2020.</p> <p>The list of wildlife is displayed at the notice boards at both Amyrol and Ramai divisions.</p> <p>Interviewed workers by using phone calls confirmed they aware and understand the requirement.</p> <p>Thus, based on evidence provided, the implementation is consider appropriate.</p>	
Name of Auditor: Arif Bin Lokman	Date of Review: 09/11/2020

Non Conformity Number <18>	
Indicator # and Description	<p>4.5.6.2: If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>(MAJOR)</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts</p>
Location:	Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
<p>a) Amyrol has not establish signage to inform workers for protection of wildlife and penalty of legal requirements according to Sabah Wildlife Enactment.</p> <p>b) Amyrol has not conduct awareness program to workers on illegal hunting, fishing or capturing wildlife. Signage is not installed to inform the workers and public.</p>	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019
Root Cause Analysis (by company):	

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Non Conformity Number <18>	
Lack of manpower and time	
Correction (by company):	
Our company has establish signage to inform workers for protection of wildlife and penalty of legal requirements according to Sabah Wildlife Enactment and we also has conducted awareness program to workers on illegal hunting, fishing or capturing wildlife. Signage also installed to inform the workers and public. Refer to pictures of signage (NC No 18A, 18B, 18C)	
Corrective / Preventive Action (by company)	
Briefing to workers not to capture wildlife and others conducted and signage available. Will monitor workers from time to time to prevent them from doing so. Briefing will be conducted once a year.	
Review of Correction & Corrective / Preventive Action	
a) Signage are installed to inform workers for protection of wildlife and penalty of legal requirements according to Sabah Wildlife Enactment. b) Awareness briefing conducted to workers on illegal hunting, fishing or capturing wildlife on 24/10/2019. Signage installed to inform the workers and public.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
Review on documents and picture evidence, Amyrol has installed for both Amyrol and Ramai division the signage protection of wildlife and penalty of legal requirements according to Sabah Wildlife Enactment and conducted awareness training on illegal hunting, fishing or capturing wildlife dated 02/10/2020.	
Thus, based on evidence provided, the implementation is consider appropriate	
Name of Auditor: Arif Bin Lokman	Date of Review: 09/11/2020

Non Conformity Number <19>	
Indicator # and Description	4.5.6.3: A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. (MAJOR)
Location:	Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
Amyrol has not establish a monitoring mechanism to capture wildlife sighted at both estates	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Cheong, Chun Yuen (Robert)
Date Raise:	20/09/2019
Deadline for implementation	19/11/2019

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Non Conformity Number <19>	
Root Cause Analysis (by company):	
Lack of understanding	
Correction (by company):	
Management has establish a form to fill to when the encounter wildlife. The management also ask them to capture photo if possible. Refer document/picture (NC No 19)	
Corrective / Preventive Action (by company)	
Briefing to workers conducted and will do it once a year.	
Review of Correction & Corrective / Preventive Action	
Amyrol has establish a monitoring mechanism to capture wildlife sighted at both estates. The list is made available at the notice boards.	
Workers are informed during briefing on 24/10/2019 and confirmed during site interview on 14/12/2019.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
Review on documents and supporting evidence, Amyrol has established the monitoring form for wildlife as a mechanism to capture wildlife sighted. The monitoring form is displayed at both Amyrol and Ramai division notice boards.	
Training record on protection of wildlife conducted on 02/10/2020 for workers awareness are verify.	
Interviews with workers using phone calls confirmed they attended the training and understand the requirement for wildlife protection.	
Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Auditor: Arif Bin Lokman	Date of Review: 09/11/2020

Non Conformity Number <20>	
Indicator # and Description	4.6.1.3 A visual identification or reference system shall be established for each field.
Location:	Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
Onsite observation confirm there is no signage to identify the blocks.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by: Sheron Pui Ling Wui	Date Raise: 20/09/2019
Deadline for implementation	19/11/2019

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Non Conformity Number <20>	
Root Cause Analysis (by company):	
Lack of manpower	
Correction (by company):	
Our company has done the block marking for both estates to make it easier to identify the blocks.	
Corrective / Preventive Action (by company)	
Signage available to identify blocks and will monitor to make sure the block marking are still clear to identify.	
Review of Correction & Corrective / Preventive Action	
The site visit confirmed block markers are installed in every block with information of block number, year planting, area and number of palm.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Auditor: Sheron Pui Ling Wui	Date of Closure: 15/12/2019
Review of Implementation	
Photos of block markers are verified. Stated on the block markers information of block number, year of planting and block size. Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Auditor: Arif Bin Lokman	Date of Review: 09/11/2020

Non Conformity Number <21 >	
Indicator # and Description	4.4.1.1: Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.
Location:	Amyrol office
Description of Finding / Objective Evidence:	
SIA review found the assessment did not include: 1. Assessment did not involve workers 2. No timeframe to mitigate negative impact 3. No person in charge to ensure the implementation of action taken.	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
Raise by: Sheron Pui Ling Wui	Date Raise: 20/09/2019
Deadline for implementation	19/10/2019
Root Cause Analysis (by company):	
Lack of knowledge	

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Non Conformity Number <21 >	
Correction (by company):	
The SIA has been done on 24.10.2019. Refer documents (NC No 21)	
Corrective / Preventive Action (by company)	
Briefing and training will be conducted once a year (October)	
Review of Correction & Corrective / Preventive Action	
The action plan is submitted states the SIA will be conducted on 24/10/2019. The SIA conducted involved all workers and external stakeholders feedbacks. The impact to mitigate timeframe is available and in charge by estate manager.	
The verification of the action will be review in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Auditor: Sheron Pui Ling Wui	Date of Closure: 15/12/2019
Review of Implementation	
Amyrol Sdn. Bhd. conducted Social Impact Assessment dated 02/10/2020.	
The assessment conducted includes internal and external stakeholders.	
SIA results includes identification on positive and negative impacts, person in charge, and timeline.	
Thus, based on evidence provided, the implementation is consider appropriate.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

Non Conformity Number <22>	
Indicator # and Description	4.5.1.4: A programme to promote the positive impacts should be included in the continual improvement plan. (MINOR)
Location:	Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
a) The established EAIA did not identify positive impacts to be promoted b) The CIP did not include plans to promote positive impacts.	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
Raise by: Cheong, Chun Yuen (Robert)	Date Raise: 20/09/2019
Deadline for implementation	19/10/2019
Root Cause Analysis (by company):	
Lack of understanding	
Correction (by company):	

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Non Conformity Number <22>	
Our company has redone the EAIA and promote the positive impact. Refer to documents (NC No 22)	
Corrective / Preventive Action (by company)	
Briefing and training to workers conducted and will do it once a year. Will monitor workers to make sure they do their part in order to have a safe environment for all human.	
Review of Correction & Corrective / Preventive Action	
The revised EAIA and CIP include positive impacts to be promoted. Further verification during next audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Cheong, Chun Yuen (Robert)	Date of Closure: 15/12/2019
Review of Implementation	
Amyrol (Sabah) Sdn. Bhd. Environmental management plan, dated 26/04/2019 revised 01/04/2020. The revised environmental management plan includes action plan to encourage positive impacts. CIP established includes planning to conduct training on recycle programme. . Thus, continuation of implementation is conducted accordingly.	
Name of Lead auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 09/11/2020

4.6. Detail of Remote Audit Findings Identified during this audit

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

REMOTE AUDIT OUTCOME		
During this remote audit,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the	Documenta tion – Remotely	Amyrol (Sabah) Sdn. Bhd. may consider n-renewable energy.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		operations over the base period (MAJOR)		

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5. CONCLUSION

Amyrol (Sabah) Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 01 audit consisting of one estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided TUV NORD Malaysia with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-Part 3:2013 General principles for Oil Palm Plantations and Organised Smallholders.

Any audit is based on sampling within an organization's management system and therefore is not a guarantee of 100 % conformity with requirements.

As a result of this audit, the audit team confirms that

Total certified number of estate:	1
Total certified production area:	134.39 Ha
Certified FFBs Jan 2020 to October 2020:	2,842.11 Mt
Project FFBs Nov 2020 to Dec 2020	364.00 Mt

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6. RECOMMENDATION

The audit team conduct a process-based audit focussing on significant aspects/risks and objectives required by the standard(s). The audit methods used are interviews, observations, sampling of activities, review of documentation and records.

The structure of the audit is in accordance with the audit plan included in this summary report as annex.

The audit team concludes that the organisation has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organisation's policies and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity that this management system certification be

	Recommended for Certification
X	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 07/01/2021

Mohamad Norhisham Bin Mohd Salleh
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 07/01/2021

Nur Amanina Zahir
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives

This report is sent by the certification body to the members of the audit team and the audit representative of the organisation. All documents (such as this report) regarding the certification procedure are treated confidentially by the audit team and the certification body. This audit report remains the property of the certification body.

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities or weaknesses may still exist which were not expressly mentioned by the auditors in the final meeting or in the audit report.

The responsibility for continuous effective operation of the management system always rests solely with the audited and certified organisation.

Salvo clause:

The audit report will be left to the organisation at the end of the audit - subject to approval by the certification body. The independent release process may cause modifications or additions. In these cases a modified revision will be sent to the audited organisation.

The objective (goal) of the audit is to establish compliance of the management system of the aforementioned organization with the requirements of the aforementioned standard in order to achieve or maintain certification through an independent and accredited certification body. Identification of possibilities to improve the management system can also be a component of the audit and is considered simply to be an enhancement; it does not constitute consultancy or advice with regard to the management system.

Annex / Enclosures

Annex /
corresponding audit documentation

- ☒ P&C Audit Report / Checklists
- ☒ Audit Plan