



# MSPO CERTIFICATION SUMMARY REPORT

AMYROL (SABAH) SDN BHD

STAGE 2 – CERTIFICATION AUDIT

Date: 02/01/2020

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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: Stage 2 - Certification Audit

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## Abbreviations

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

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## 1. Introduction

Amyrol (Sabah) Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an initial certification audit for its 2 oil palm estates according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

### 1.1. Objective

The objective of this certification audit is to assess Amyrol and Ramai estates by an independent certification body with the aim for compliance of the standards.

### 1.2. Scope

The certification is based on the documentation developed by the group office

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 MSPO 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 2 team members. The audit team members contributed to the review of documents, the assessment of the project activity and to the preparation of this report.

#### Qualification of the Lead Auditor: Cheong, Chun Yuen (Robert)

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; vi) Business Management; or vii) Other relevant related fields	Graduate in Business Management

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Requirement	Qualifications
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)	Senior Auditor for MSPO P&C
Successfully completed MS 2530 series of standards training	Successfully completed MSPO 2530 series training conducted by MBPO
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.	Senior Auditor for MSPO P&C
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Senior Auditor for MSPO P&C
Field working experience in the palm oil sector, or demonstrable equivalent	Senior Auditor for MSPO P&C
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Senior Auditor for MSPO P&C
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed ISO 45001 Lead Auditor course
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed Basic SA8000 training
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Complete HCV training Successfully complete ISO 14001 Lead Auditor course

### Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following	Mohamad Norhisham bin Mohd Salleh	Graduate in Applied Science (Major in Agrobiology).	Yes

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Requirement	Assessor	Qualification	Compliance
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	Sheron Pui Ling Wui	Bachelor in Medical Science	
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)	Mohamad Norhisham bin Mohd Salleh	5 years working experience in palm oil estates.	Yes
	Sheron Pui Ling Wui	5 years working experience and appointed as Lead Auditor for MSPO.	
Successfully completed MS 2530 series of standards training	Mohamad Norhisham bin Mohd Salleh	Successfully complete MS2530 series LA training	Yes
	Sheron Pui Ling Wui	Successfully complete MS2530 series LA training	
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.	Mohamad Norhisham bin Mohd Salleh	Qualified as lead auditor for MSPO scheme.	Yes
	Sheron Pui Ling Wui	Qualified as Lead auditor for MSPO.	
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Mohamad Norhisham bin Mohd Salleh	Able to communicate in English and Bahasa Malaysia.	Yes
	Sheron Pui Ling Wui	Able to communicate in English, Mandarin and Bahasa Malaysia.	
Field working experience in the palm oil sector, or demonstrable equivalent	Mohamad Norhisham bin Mohd Salleh	5 years working experience in palm oil estates.	Yes
	Sheron Pui Ling Wui	5 years working experience and appointed as Lead Auditor for MSPO.	

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Requirement	Assessor	Qualification	Compliance
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Mohamad Norhisham bin Mohd Salleh	5 years working experience in palm oil estates.	Yes
	Sheron Pui Ling Wui	5 years working experience and appointed as Lead Auditor for MSPO.	
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 45001 LA course.	Yes
	Pui Ling Wui, Sheron	Successfully completed ISO 45001 LA course.	
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Mohamad Norhisham bin Mohd Salleh	Successfully completed Basic SA 8000 training course.	Yes
	Pui Ling Wui, Sheron	Successfully completed Basic SA 8000 training course.	
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 14001 LA course.	Yes
	Pui Ling Wui, Sheron	Successfully completed ISO 14001 LA course.	

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## 2. Methodology

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members and technical reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- On-Site assessment, inspections, interviews with operational personnel, stakeholders and its contractors; review of documentation;
- On-site reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Peer review
- Address Peer Review Comments (if any)
- Final approval and issuance of certificate.

The certification audit is conducted in 2 stages in accordance to the certification procedure.

### Stage 1 audit:

Stage 1 audit is conducted on 19/06/2019 at Amyrol group office in Sandakan that covers desk review activities:

- Background investigation
- Review of documentation established but not limited to below
  - Group Operating Policies
  - Estate maps
  - Land titles
  - Standard Operating Procedures including Agricultural Manual
  - Work Flow Charts
  - Operating licenses and approvals
  - Operating records
  - Training records
  - Applicable Legislation Documents
- Interviews of relevant operation personnel



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- Assessment reporting

## Type of audit Certification:

Certification audit conducted on 19//09/2019 to 20/09/2019 with verification audit on 14/12/2019 to 15/12/2019 covers the following activities but not limited to below:

- Onsite visit, observations and inspections of estate facilities and field activities;
- Interview operation personnel and field workers for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Stakeholders consultation meeting;
- Review and closed out of non-conformance raised during stage 1 audit;
- Assessment reporting;

## On-site Assessment

The audit of the estates 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 physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, review of documentation and data. Checklists and questionnaires are used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

For the stage II certification, the selected estates based on the formula  $S = 0.8\sqrt{n}$  where S = sample size and n = number of estates which is in accordance to MSPO certification procedure.

Based on the formula, the sample size for the estate  $S = 0.8\sqrt{2} = 1.4$ , therefore round up to the next integral of 2 estates. Thus, the 2 estates of Amyrol group are selected for the assessment and inspection as listed in Table 2-1 below:

**Table 2-1: List of Estates Selected**

Name of Estate	Coordinates
Amyrol	5° 45' 46" N; 117° 51' 19" E
Ramai	5° 44' 56" N; 117° 51' 12" E

## Non-conformance:

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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 a plantation company located in Sandakan, Sabah.

The estates in the group are Amyrol and Ramai with location in below table.

Name of Estate	Location	Coordinates
Amyrol	Mile 37 Sandakan - Lahad Datu Highway, Sandakan, Sabah	5° 45' 46" N; 117° 51' 19" E
Ramai	Mile 39 Sandakan – Lahad Datu Highway, Sandakan, Sabah	5° 44' 56" N; 117° 51' 12" E

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2020 to Dec 2020)
	Total*	Production**	
Amyrol	78.31	66.57	2,088.00
Ramai	56.08	49.94	1,659.00
<b>Total</b>	<b>134.39</b>	<b>116.51</b>	<b>3,747.00</b>

\*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 Estate

Year / Estate	Amyrol	Ramai
1996	23.73	0
1997	4.70	0
1999	4.28	0
2001	14.46	0
2003	14.46	0
2005	4.94	17.73
2006	0	7.09
2010	0	6.24
2011	0	13.94
2012	0	2.22
2014	0	2.72
<b>Total Mature</b>	<b>66.57</b>	<b>49.94</b>
<b>Total Immature</b>	<b>0</b>	<b>0</b>

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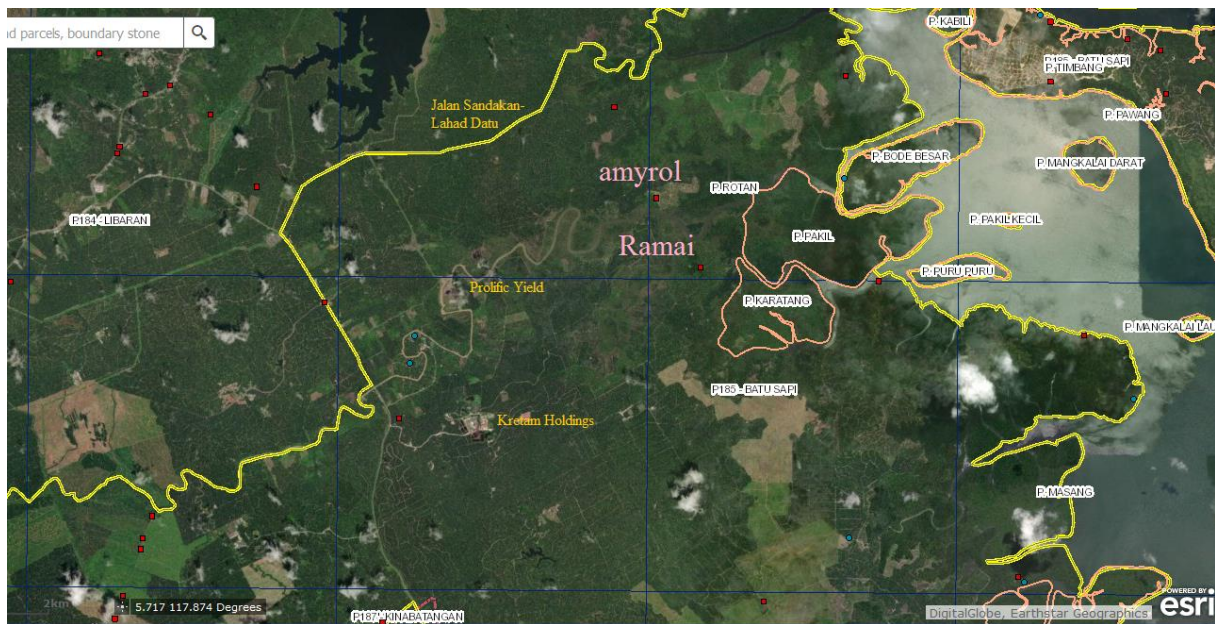


<b>Total</b>	<b>66.57</b>	<b>49.94</b>
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### 3.3. Replanting program for each estate

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

### 3.4. Location of Plantations



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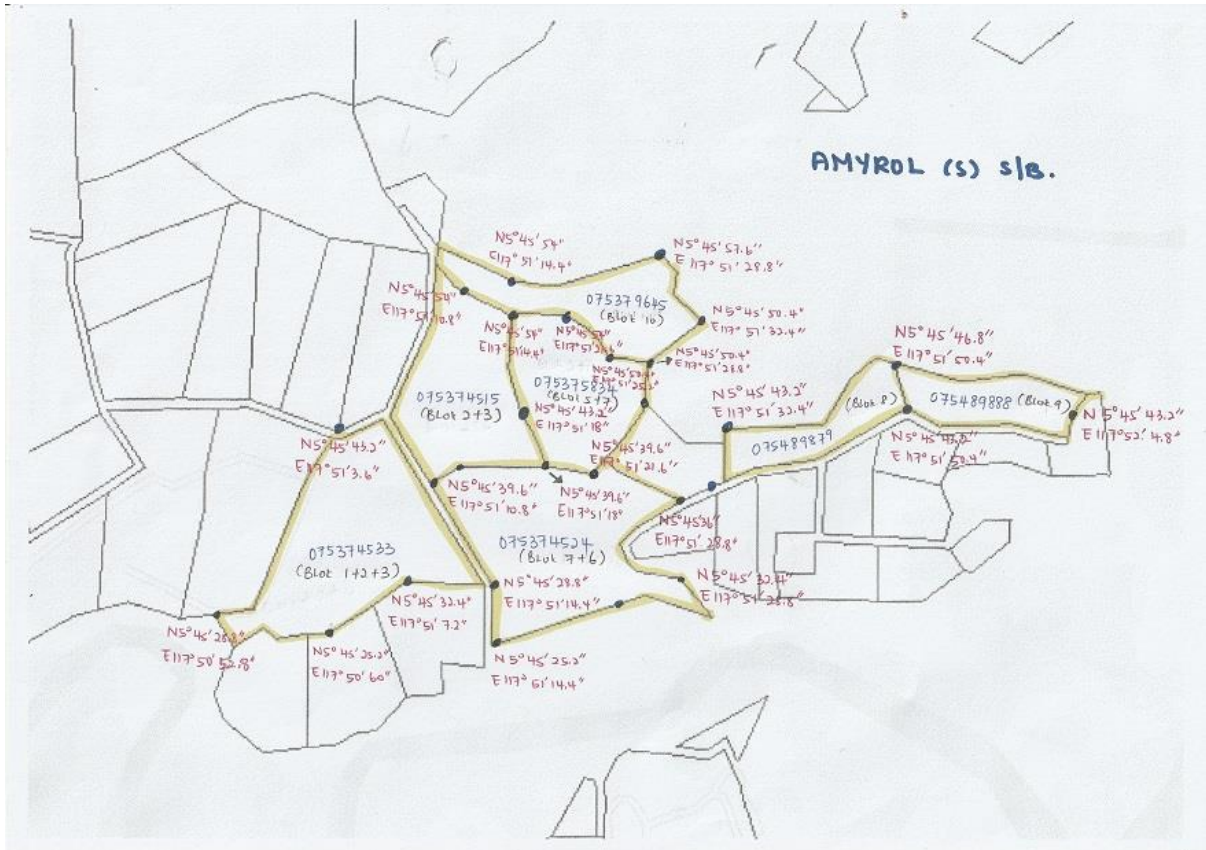
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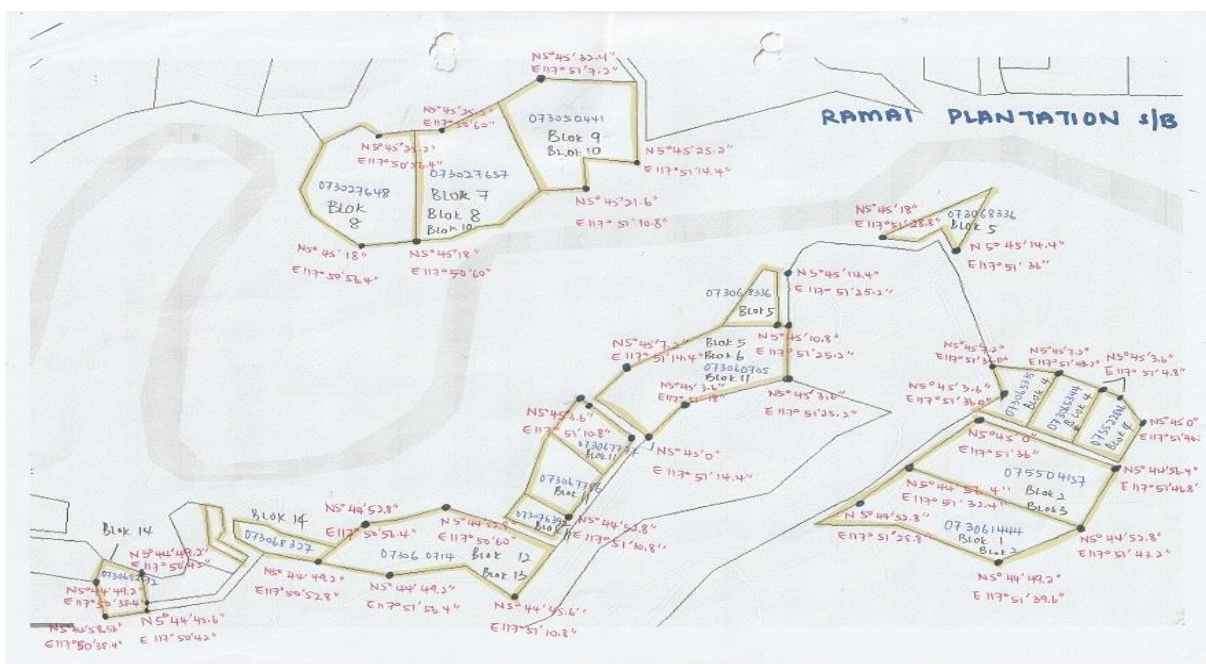
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## Amyrol Estate



## Ramai Estate



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### 4. Certification Assessment

#### 4.1. Certification Audit

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

##### 4.1.1. Stage 1 Audit:

The objective of the stage 1 audit is to assess the readiness of the documentation established and implemented in accordance to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

According to the Certification Scheme, an initial due-diligence audit for organisations who are entering into the MSPO system, and which

- do not have any certification or
- those having management system certification e.g. ISO, COP.

These organization shall undergo both Stage I and II audit

Amyrol (Sabah) Sdn Bhd does not has any certification, therefore, has to undergo Stage I audit.

The audit team has apply the Malaysian Sustainable Palm Oil Part 3: General principles for oil palm plantations and organised smallholders audit guidance to assess the established documents against the Principles and Criteria of the standard

The Stage I audit is conducted on 19/06/2019 at Amyrol group office in Sandakan covering the following activities:

- Onsite interviews and inspections;
- Review of documentation for compliance to relevant P & C requirements for plantation and mill;
- Reporting of findings found during Stage I audit;

##### 4.1.2. Stage II Certification Audit:

The Stage II Certification audit is conducted on 19//09/2019 – 20/09/2019 and verification audit on 14/12/2019 to 15/12/2019 covering Amyrol and Ramai estates.

During the initial Stage II certification audit, there are 20 Majors, 2 Minors, 6 Opportunities for Improvement (OFI) are raised. The Major non-conformances raise during the audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken with an onsite verification undertaken..

Action plan is submitted for Minor non-conformance with implementation review during the next audit.

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.

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### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 19/08/2019 as to accommodate stakeholder's consultation meeting for Amyrol Group to provide comments. As at audit date on 19/09/2019 and 14/12/2019 there are no comments received.

Invitation letters are sent on 19/08/2019 initial stage 2 audit and on 27/11/2019 verification audit to invite relevant stakeholders to attend a local stakeholders' consultation on 19/09/2019 and 14/12/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

There are no participants attended the stakeholders meeting held on 19/09/2019. The meeting held on 14/12/2019 attended by 3 invited participants.

The list of stakeholders who attended the meeting refer to Table 7-1.

The topics of discussion are as below:

1. Introduction of MSPO certification.
2. Development of oil palm plantations
3. Community service and support provided
4. Wildlife management and wildlife corridor
5. Type of wildlife sighted at the plantations and wildlife corridor.
6. Local communities' development.

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

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:  
The stakeholders could confirm they have attended meetings with the company on MSPO certification.
2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint  
The stakeholders' advice they are informed a logbook and form is available at the office to lodge any complaints or suggestions.
3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.  
The local communities could confirm the company has provide assistance and support to communities.
4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information  
The contractors who provides maintenance and service could confirm they are briefing on MSPO requirements.

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

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders informed they received invitation letter and telephone call from Amyrol management.	No action required
2	Social issues	Stakeholders informed there are no negative social issues.	Good comment
3	Type of land title – Country Leased, Provisional Leased, Native title	Stakeholders unable to comment since they are not local communities.	No action required
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders informed with MSPO the livelihood of the workers have improved.	Good comment
5	Does MSPO largely benefits the local community?	Stakeholders informed there are no local communities surrounding Amyrol estates.	No action required
6	Environmental understanding	Stakeholders informed with MSPO, Amyrol has improved the environment around the states	Good comment
7	Awareness towards species, habitats, and high conservation values	Stakeholders informed there are wildlife such as monkeys, wild boar, birds around the estates areas.	Good comment
8	Are there any plantation management practices that affect you?	Stakeholders informed Amyrol activities do not affect the surrounding estates.	Good comment
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders informed with MSPO certification, Amyrol has improved the estate management.	Good comment
10	Do you have any suggestions for management?	Stakeholders informed Amyrol should continue improvement of the estates	Good comment. Amyrol management could continue the good work.

### 4.3. Summary of Assessment

Principle and Criteria Assessment Summary
<p>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 criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below</p>



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Amyrol (Sabah) Sdn Bhd (Amyrol) established MSPO Policy dated 29/03/2019 sign by managing Director.</p> <p>The policy is displayed at the hosing compound of both estates.</p> <p>MSPO policy briefing conducted on 26/04/2019 and 24/10/2019 for workers and external stakeholders on 11/09/2019.</p>	Yes
4.1.1.2	<p>Amyrol MSPO policy states:</p> <p>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.</p>	Yes
4.1.2.1	<p>Amyrol established flowchart for internal audit, document number Amy1-2-1, dated 29/03/2019.</p> <p>The flowchart describes:</p> <ol style="list-style-type: none"> <li>1. Plan and conduct</li> <li>2. Identification of strong point and weak point</li> <li>3. Management review</li> <li>4. Continual improvement</li> </ol> <p><b>Major NC:</b> <b>Internal audit is not conducted for both Amyrol and Ramai estates.</b></p>	Major NC 1
4.1.2.2	<p>Internal audit is not conducted therefore no results available.</p> <p><b>Major NC:</b> <b>Internal audit is not conducted for both Amyrol and Ramai estates, hence, no results available.</b></p>	Major NC 1
4.1.2.3	<p>Management review conducted on 24/06/2019. However, the internal audit is not conducted, therefore no results presented.</p> <p><b>Major NC:</b> <b>Internal audit not conducted. Therefore, no results presented.</b></p>	Major NC 2
4.1.3.1	<p>Management review was conducted on 24/06/2019 with the agenda as below:</p> <ol style="list-style-type: none"> <li>1. Briefing of MSPO external stage 1 audit results.</li> <li>2. Action to be taken by MSPO team.</li> </ol> <p>However, the meeting did not include results of internal audit.</p> <p>Refer finding raised in 4.1.2.3</p>	Yes
4.1.4.1	<p>Aymrol established Continuous Improvement Plan (CIP) dated 03/09/2019.</p> <p>The CIP topics are:</p> <ol style="list-style-type: none"> <li>1. Social</li> <li>2. Environment</li> </ol>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>3. Safety and health</p> <p>Example:</p> <p>Social:</p> <p>Activity: Labour quarters-major repair on facilities.</p> <p>Timeframe: 2 years</p> <p>Completion date: 03/04/2021</p> <p>Person in charge: Manager.</p>	
4.1.4.2	<p>Amyrol established Identification and Implementation of New information and Technology, SOP no: 1-2-2 dated 29/03/2019.</p> <p>The procedures describes:</p> <ol style="list-style-type: none"> <li>1. Identification of new technology, evaluation and trail.</li> <li>2. Implementation and control training, monitoring and report of implementation.</li> </ol>	Yes
4.1.4.3	<p>The new information and technology SOP established include:</p> <ol style="list-style-type: none"> <li>1. Cost effectiveness.</li> <li>2. Training guideline.</li> </ol> <p>There are no new technology implemented by Amyrol.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>Amyrol conducted external stakeholders meeting on 11/09/2019 with below agenda:</p> <ol style="list-style-type: none"> <li>1. Briefing on MSPO requirement</li> <li>2. Briefing on grievance procedure</li> </ol> <p>Amyrol established list of stakeholders dated 06/09/2019 consists of:</p> <ol style="list-style-type: none"> <li>1. Surroundings communities</li> <li>2. Government department</li> <li>3. Supplier and miller</li> <li>4. NGOs</li> </ol> <p><b>Major NC:</b></p> <p><b>External stakeholders meeting conducted on 11/09/2019 does not include:</b></p> <ol style="list-style-type: none"> <li>1. Dissemination of information on legal matters.</li> <li>2. Briefing on communication and consultation procedure.</li> </ol>	Major NC 3
4.2.1.2	<p>Amyrol established List of transparency and information, document number: AMY-2-2-1, dated 20/04/201.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>• Transparency documents: Example: Licenses and permits</li> <li>• Confidential documents Example: Land titles, financial reports</li> </ul> <p>List of documents available and display at estates notice boards.</p>	
4.2.2.1	<p>Amyrol established a flow chart for Consultation and Communication document number: Amy 2-1-2, dated 20/04/2019.</p> <p>The flowchart describes:</p> <ol style="list-style-type: none"> <li>1. Communication to employee and other stakeholders.</li> <li>2. Enquiry/ issue from employee and other stakeholders.</li> <li>3. Process for handling complain and grievance.</li> <li>4. Process for handling request of information.</li> </ol> <p>Refer finding raised in indicator 4.2.1.1.</p>	Yes
4.2.2.2	<p>Amyrol established organization chart document number Amy 01 dated 29/06/2019 with the estate manager is the appointed as person in charge for consultation and communication.</p>	Yes
4.2.2.3	<p>Amyrol established list of stakeholders dated 06/09/2019.</p> <p>The list consists of:</p> <ol style="list-style-type: none"> <li>1. Surroundings communities</li> <li>2. Government department</li> <li>3. Supplier and miller</li> <li>4. NGOs</li> </ol> <p>There are no request on information by stakeholders.</p>	Yes
4.2.3.1	<p>Amyrol established SOP for traceability document no Amy 2-3-1 dated 29/06/2019.</p> <p>The procedure describe the process flow of FFB from field deliver to dealers or mill.</p> <p>Documents required are harvesting records, delivery note and weighbridge ticket from dealer or mill.</p> <p>Delivery note describe the number of bunches from which block and weighbridge ticket, the DN no and weight in tons.</p>	Yes
4.2.3.2	<p>Amyrol conducts monthly inspection on the traceability system with the daily FFB delivered delivery note against weighbridge tickets issued by dealers or mills.</p>	Yes
4.2.3.3	<p>Amyrol appoints the MSPO executive as person in charge for implementation of traceability system.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.4	Amyrol maintain records of delivery note of FFB delivered and weighbridge tickets issued by dealers or mills.  The retention period is 7 years as described in the SOP.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	Amyrol establish list of licences and permits  Example of licenses: <ol style="list-style-type: none"> <li>1. Business licenses for both estates</li> <li>2. MPOB licenses for both estates</li> </ol>	Yes
4.3.1.2	Amyrol established list of related laws, regulations and guideline register dated 20/04/2019 relevant to the estate operations.  Example: <ol style="list-style-type: none"> <li>1. Minimum Wage Order 2018 (amended).</li> <li>2. Sabah Labour Ordinance (Sabah Cap 67).</li> <li>3. Malaysia Palm Oil Board Act 1998 (Act 582).</li> </ol>	Yes
4.3.1.3	Amyrol established Mechanism for Tracking Changes in legal documents document number: Amy-3.1(a) dated 20/04/2019.  The procedures describe the changes of legal documents based on: <ol style="list-style-type: none"> <li>1. Changes published by government agencies</li> <li>2. Circulars from relevant government agencies</li> <li>3. Information from association</li> </ol> The legal documents register is established on 20/04/2019, therefore no update as at audit date.	Yes
4.3.1.4	Amyrol appoints the Group Manager as person in-charge to monitor and manage any changes of legal requirements.	Yes
4.3.2.1	Amyrol land titles are country lease and sub-lease native titles issued by Sabah Land Authority.  Amyrol estate land titles are country lease  Ramai estate land titles are country lease and sub-leased native titles  Both type of land titles are for cultivation of agriculture crop of economic value or oil palm.	Yes
4.3.2.2	Amyrol land titles are country lease and sub-lease native titles issued by Sabah Land Authority.  For sub lease title, there are sub-lease agreements duly signed between owners and Amyrol. The land title, sub-leased agreement and memorandum od sub-leased are duly endorsed by the Sabah Land Authority.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.3	Each land title has a map indicating the location, size of the land parcel and boundary markers	Yes
4.3.2.4	Amyrol land occupied of either country lease and native titles with sub-lease agreement are duly approved and endorsed by Sabah Land Authority. According to Sabah land code, all land titles prior to transfer or sub-leased will go through a public notification for 60 days for any objection. There are no objections or disputes found during document review.	Yes
4.3.3.1	Amyrol land occupied are either country lease or native titles. There are no customary right land in the land occupied.	Yes
4.3.3.2	Amyrol land occupied of either country lease and native titles with sub-lease agreement are duly approved and endorsed by Sabah Land Authority. All land titles have appropriate maps. Therefore, this is not applicable.	Yes
4.3.3.3	Amyrol land occupied of either country lease and native titles with sub-lease agreement are duly approved and endorsed by Sabah Land Authority. Sub-leased land are duly agreed by both parties of the agreement. Therefore, no FPIC required.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	Amyrol established SIA dated 02/05/2019 with next review on 02/05/2020 include the positive and negative impacts, action and monitoring plan. <b>Minor Non-conformity:</b> <b>SIA review found the assessment did not include:</b> <b>1. Assessment did not involve workers.</b> <b>2. No timeframe to mitigate negative impact.</b> <b>3. No person in charge to ensure the implementation of action taken.</b>	Minor NC 1
4.4.2.1	Amyrol established flow chart of Complaint and Grievance dated 20/04/2019. The flow chart describe any complaint received by the mandore should be resolve within 3 days. When the mandore is not able to resolve it will be referred to group estate manager to resolve within 10 days. If manager not able to resolve it will referred to the Director and resolved within 30 days. Flowchart is displayed at the estates notice boards.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
4.4.2.2	Amyrol established complaint form and made available at estates housing quarters. As of audit date there are no complaints lodged in both estates.	Yes	
4.4.2.3	Amyrol established complaint form and made available at estate notice boards.	Yes	
4.4.2.4	Amyrol conducted stakeholders meeting on 11/09/2019 include briefing on complaint and grievance. Workers are briefed on the complaint and grievance flow chart on 26/04/2019 and 24/10/2019. During site interview with workers, they understand the complaint process.	Yes	
4.4.2.5	Amyrol established the complaint system in less than 24 months. No complaint recorded as at audit date.	Yes	
4.4.3.1	Amyrol provides job opportunity to local communities for estate operation and office admin work.	Yes	
4.4.4.1	Amyrol has established OSH policy. However below are raised. <b>Major Non-conformity:</b> <b>1. The established OSH policy is display at Amyrol estate notice board. However, it is not available and display at Ramai estate.</b> <b>2. The OSH plan is not established.</b>	Major NC 4	
4.4.4.2	a	Amyrol has established OSH policy. However below are raised <b>Non-conformity:</b> <b>1. The OSH policy and plan is not display at Ramai estate.</b> <b>2. PPE issuance records for Ramai estate is not available</b> <b>3. SOP for handling chemical is not established</b> <b>4. A person is not appointed to coordinate OSH activities.</b> <b>5. The total number of workers in both Amyrol and Ramai estates are less than 40 workers. Therefore no required to form an OSH committee. However, the management has not conducted safety briefing and dialogue with the workers.</b> <b>6. The established flowchart is not available at Ramai estate and briefing not conducted for both estates.</b> <b>7. Basic first aid training not conducted and first aid kits not available at field operations for both estates</b>	Major NC 5
	b	Amyrol establish HIRARC for respective operation activities applicable to the estate with a risk assessment table. The table with headings: Activity, Hazard, Risk and Effects, Risk Assessment (Consequences, Likelihood, Risk Risking), Existing	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Control, Risk Control Proposal, PIC, Risk Assessment after Control (Consequences, Likelihood, Risk rating, Description) Date review.</p> <p>Example:</p> <p>Activity: Harvesting</p> <p>Hazard: Thorn Prick</p> <p>Risk and Effect: Scratch or Injury</p> <p>Risk Assessment:</p> <p>Consequence: 3</p> <p>Likelihood: 4</p> <p>Risk Rating: 12</p> <p>Existing Control: Regular training and Briefing</p> <p>Risk Control Proposal: Engineering or Administrative</p> <p>Constant Monitoring</p> <p>SOP manual briefing</p> <p>PIC: Estate Manager / Mandore</p> <p>Risk Assessment after control:</p> <p>Consequence: 2</p> <p>Likelihood: 4</p> <p>Risk Rating: 8</p> <p>Description: Moderate</p> <p>Date review: Half yearly</p>	
	<p>c i</p> <p>Workers are not brief on the safety and safe work practices.</p> <p>Refer finding raised in a above.</p>	
	<p>c ii</p> <p>SDS for chemicals and fertilisers are display at the estate store notice boards.</p> <p>All products are in original label.</p>	
	<p>d</p> <p>Amyrol provides PPE for each activity based on HIRARC and CHRA assessment.</p> <p>Records for type of PPE issued to workers for Amyrol estate are maintained.</p> <p>Example: Chemical Application – Eye wear, face mask, apron, rubber boots and hand gloves</p> <p>However, records of PPE issuance for Rami estate not available.</p> <p>Refer to finding raised in a above.</p>	
	<p>e</p> <p>Amyrol has not establish SOP for handling of chemicals</p> <p>Refer finding raised in a above.</p>	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>f Amyrol has not appoint a person to coordinate OSH activities. Refer finding raised in a above</p> <p>g Amytol total number of workers in both Amyrol and Ramai estates are less than 40 workers. Therefore, below the minimum requirements of workers to have an OSH committee in accordance to DOSH requirement. Therefore, no quarterly meeting required. However, refer to finding in a above.</p> <p>h Amyrol has not establish ERP with emergency contact person and numbers. Refer to finding raised in a above.</p> <p>i Amyrol has not conduct first aid training and first aid kits not available at both estates. Refer to finding raised in a vboe.</p> <p>j Records of any injuries or incidents are kept and maintain at estate office. However, no injuries or incidents occur during interviews or workers. Therefore, no reporting to JKKP as of audit day. Annual returns to JKKP for year 2019 is not due yet.</p>	
4.4.5.1	<p>Amyrol established Good Social Practice policy dated 29/03/2019. The policy states:</p> <ul style="list-style-type: none"> <li>- Promote and enhance quality of life and wellbeing of the employees and communities.</li> <li>- Prohibit any form of forced or trafficked labour or unlawful employment of people.</li> </ul> <p>Policies briefing conducted on 26/04/2019 and 24/10/2019</p>	Yes
4.4.5.2	<p>Amyrol established Good Social Practice policy dated 29/03/2019. The policy states 'Company does not engage in or support discriminatory practice and provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristic. Onsite interview with workers feedback no discrimination practice in the estates.</p>	Yes
4.4.5.3	<p>Amyrol established working agreement for all workers duly signed by both management and employees. The contract states the wages of RM 1,100/ month in accordance with the Minimum Wage Order 2018. The wage stated in the payment voucher is above the minimum wage.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	There is no union formed in Amyrol estates, therefore no collective bargaining agreement established.	
4.4.5.4	Amyrol do not engage contractor for the field operation and FFB evacuation to mill or collection center. All the activities are managed internally. Therefore, no records available.	Yes
4.4.5.5	Amyrol established list of workers for Amyrol and Ramai estates with contents of names, gender, date of birth, date of entry, job task, wage, period of employment and nationality	No
4.4.5.6	Amyrol establish worker contract for Amyrol and Ramai estates are review. However, the below are found. <b>Major Non-conformity:</b> <ol style="list-style-type: none"> <li>1. No documented working contract for Ramai estate workers.</li> <li>2. There are few working contract not signed by worker or management for Amyrol estate.</li> <li>3. Some working contract are not found for Amyrol workers according to worker list.</li> <li>4. Interview indicate the copy of working contract is not provided to workers.</li> </ol>	Major NC 6
4.4.5.7	Amyrol establish time recording system by using daily sheet. The working hours has displayed at the notice board. <b>Major Non-conformity:</b> <b>The attendance record did not clearly identify worker's working hours</b>	Major NC 7
4.4.5.8	Amyrol has established working agreement for all workers signed by both party.	Yes
4.4.5.9	Amyrol established payment voucher as pay slip and distribute to worker. Review on May 2019 payment voucher the wages is above minimum wages. Worker are pad in daily or piece rate basis based on job type.	Yes
4.4.5.10	Amyrol provide benefits to worker such as medical care, SOCSO, housing, water and electricity.	Yes
4.4.5.11	Amyrol adopt industry best practice for labour quarters. Site observation on worker living quarters equip with basic amenities such as water, electricity, toilet and kitchen.	Yes
4.4.5.12	Amyrol established Good Social Practice policy dated 29/03/2019. The policy states 'ensure procedures are in place to prevent sexual harassment and any other forms of violence against women, workers and community. The policy displayed at Amyrol notice board. Company policies briefed on 26/04/2019 for all workers.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.13	<p>Good Social Policy dated 29/03/2019 states 'respect and protect the fundamental of human right as states in universal declaration of human right of the united nations.'</p> <p><b>Opportunity For Improvement</b></p> <p><b>Amyrol may consider improve communication with workers on their rights and social benefits.</b></p>	Yes
4.4.5.14	<p>Amyrol established Good Social policy dated 29/03/2019.</p> <p>The policies states 'To ensure no child or young person under 18 shall be, or be required or permitted to be engaged in any employment other that those allowed by the laws.'</p> <p><b>Major Non-conformity:</b></p> <p><b>Field observation and interview with worker found children is work in the field.</b></p>	Major NC 8
4.4.6.1	<p>Amyrol established training program 2019. However, training or briefing records are not available.</p> <p><b>Major Non-conformity:</b></p> <ul style="list-style-type: none"> <li>a) <b>OSH policy and safe working practices.</b></li> <li>b) <b>Environmental policy and plan.</b></li> <li>c) <b>Company policies and social awareness.</b></li> </ul>	Major NC 9
4.4.6.2	<p>Amyrol has not established training needs.</p> <p><b>Major Non-conformity:</b></p> <p><b>Training needs of individual employee not identified based on their job type.</b></p>	Major NC 10
4.4.6.3	<p>Continuous training program is planned for all employees.</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
4.5.1.1	<p>Amyrol established environmental policy dated 29/03/2019.</p> <p><b>Major Non-conformity:</b></p> <p><b>The policy is display at Amyrol estate but not in Ramai estate.</b></p>	Major NC 11	
4.5.1.2	a	<p>The established environmental policy describes the purpose and objectives.</p> <p>Example: Integrate the consideration of environmental concerns and impacts into all of our decision making and activities.</p>	Yes
	b	<p>Amyrol establish EAIA dated 26/04/2019 includes identified aspects and impacts in a table format with heading of activity, environment aspect, action plan, monitoring and CIP and person in charge.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Activity: Farm Tractor</p> <p>Environmental Aspect: Negative impact – Smoke emission</p> <p>Action plan, Monitoring and CIP: Service regularly</p> <p>Person in-charge: Estate Manager / Mandore</p>	
4.5.1.3	<p>Amyrol established EAIA includes identified negative impacts.</p> <p>Negative impacts.</p> <p>Example:</p> <p>Activity: Farm Tractor</p> <p>Environmental Aspect: Negative impact – Smoke emission</p> <p>Action plan, Monitoring and CIP: Service regularly</p> <p>Person in-charge: Estate Manager / Mandore</p> <p>No positive impacts identified.</p> <p>Refer finding raised in 4.5.1.4 below</p>	No
4.5.1.4	<p>Amyrol establish environmental management plan and environmental aspect and impact assessment.</p> <p><b>Minor Non-conformity:</b></p> <ol style="list-style-type: none"> <li><b>The established EAIA did not identify positive impacts to be promoted.</b></li> <li><b>The CIP did not include plans to promote positive impacts.</b></li> </ol>	Minor NC 2
4.5.1.5	<p>Amyrol has established environmental policy and environmental management plan.</p> <p><b>Major Non-conformity:</b></p> <p><b>Awareness briefing on the policy and plan not conducted.</b></p>	Major NC 12
4.5.1.6	<p>Amyrol has not conducted regular environmental meeting with the workers.</p> <p><b>Major Non-conformity:</b></p> <p><b>The management has not conduct meeting with the workers at both estates.</b></p>	Major NC 13
4.5.2.1	<p>Amyrol established 3 years baseline fossil fuel usage for year 2016 to 2018 for FFB transportation to mill and tractors activities in the estate.</p> <p>To improve and the efficient use of fossil fuel Apogee Plantation has upgrade some vehicles and monitor fuel consumption for each type of vehicle.</p>	Yes
4.5.2.2	<p>Amyrol monitor monthly usage of diesel by means of comparison of diesel usage per ton of FFB.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Amyrol does not engage third parties contractors for any field operations or FFB transportation.	
4.5.2.3	Amyrol does not use renewable energy currently.	Yes
4.5.3.1	<p>Amyrol established waste management that consists type of wastes and sources.</p> <p>Example:</p> <p>Gaseous waste:</p> <p>Source: Tractors and trucks</p> <p>Gas emission: CO and Nitro Oxides.</p> <p>Solid Waste:</p> <p>Source: Household domestics</p> <p>Waste: Plastic bottles, food, tin cans.</p> <p>Liquid Waste:</p> <p>Source: Chemical usage</p> <p>Waste: Pesticides discharged to ground or drain.</p>	Yes
4.5.3.2	<p>a Amyrol waste management plan include the type of waste, pollution sources, monitoring plan and disposal method</p> <p>Example :</p> <p>Empty Pesticide containers</p> <p>Monitoring plan</p> <ol style="list-style-type: none"> <li>All issued chemicals must be recorded</li> <li>All empty chemical containers must be triple rinsing before disposal or kept in store</li> </ol> <p>All empty containers not reused for spraying and chemical premix, should be puncture and kept in store for disposal by licensed party or reused as rubbish bins or flower pots.</p>	Yes
	<p>b Amyrol waste management plan include identification of wastes type that could be reduce, reuse &amp; recycle</p> <p>Example :</p> <p>Pruned fronds: Recycle as nutrients for soil conditioning</p> <p>Plan &amp; Monitoring:</p> <p>To implement correct method for fronds stacking to retain soil surface moisture and enhance the soil nutrient structure.</p>	
4.5.3.3	<p>Amyrol has not established SOP for handling, storage and disposal for safe handling of used chemicals.</p> <p><b>Major Non-conformity:</b></p>	Major NC 14

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<b>The SOP for handling, storage and disposal for safe handling of used chemicals is not establish.</b>	
4.5.3.4	Amyrol has not established document to manage handling of empty chemical containers. <b>Major Non-conformity:</b> <b>The SOP to manage empty containers for used or disposed is not established.</b>	Major NC 15
4.5.3.5	Amyrol established landfill area for domestic wastes disposal. Site visit verify that the landfills are away from waterways and workers housing. The landfill is fenced up and installed signboard with open date, and no burning signage.	Yes
4.5.4.1	Amyro establish waste management plan that describe the 3 categories of wastes generated namely gas, solid and liquid. Example: Identification on the gases pollution <ol style="list-style-type: none"> <li>1. Frond – Methane</li> <li>2. Landfill – Methane &amp; Carbon dioxide</li> <li>3. Tractor &amp; vehicle – Carbon Monoxide</li> <li>4. Fertilizer – Methane</li> <li>5. Weeds – Methane</li> </ol> Example of disposal method for wastes: Liquid waste: Used lubricant oil Disposal method: Collect by licensed third party Solid waste: Domestic waste Disposal method: Landfill	Yes
4.5.4.2	Amyrol established action plan to reduce identified significant pollutions and emissions and included in Continual Improvement Plan (CIP). Example: Tractor & vehicle Improvement action: Continuously monitoring of efficient used of fossil fuel Expected outcome: Continually monitoring diesel usage for all type of machineries and vehicles in the estate for efficient fuel consumption. Time frame: on going Review and monitor: Diesel use record Location: Estate Responsibility: Estate Manager & mandore Status review: Monthly record Sighted diesel consumption records for monitoring of usage.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
4.5.5.1	a	Amyrol established water management document number Amy-5.5 dated 20/04/2019. However, the following were found. <b>Major Non-conformity:</b> a) <b>The water management plan did not include monitoring and control of water usage.</b> b) <b>Buffer zone is not defined clearly at Ramai estate.</b>	Major NC 16
	b	Amyrol estates do not have rivers or streams flowing through. Therefore, no required to conduct water quality tests.	
	c	Amyrol established water management document number Amy-5.5 dated 20/04/2019. However, the plan did not include monitoring and control of water usage. Refer finding raised in a above	
	d	Buffer zone is establish at Amyrol estate and maintain. However, buffer zone is not establish in Ramai estate. Refer finding raised in a above	
	e	From field observation, there are no vegetation removed from riparian zones. Riparian zones are well maintained.	
	f	There ae no bore wells constructed to extract ground water. This could be observed during inspection of housing area.	
4.5.5.2	There are no rivers or streams flowing through the estates. This could be confirm during field visit.	Yes	
4.5.5.3	Water harvesting is practice throughout the facilities and housing.	Yes	
4.5.6.1	a	Amyrol establish list of wildlife found in both Ramai and Amyrol estates <b>Non-conformity:</b> a) <b>A wild owl is found captured at Amyrol estate. Therefore, this has violate Sabah Wildlife Enactment.</b> b) <b>The list of wildlife identified does not include the full status of wildlife sighted.</b>	Major NC 17
	b	There are no wildlife sighted within the estate during field visit.	
4.5.6.2	a	Amyrol has not establish and signage and awareness programme. <b>Major Non-conformity:</b> a) <b>Amyrol has not establish signage to inform workers for protection of wildlife and penalty of legal requirements according to Sabah Wildlife Enactment.</b>	Major NC 18

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b) <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.</b></p> <p>b Refer above</p>	
4.5.6.3	<p>Amyrol has not establish monitoring mechanism.</p> <p><b>Non-conformity:</b></p> <p><b>Amyrol has not established a monitoring mechanism to capture wildlife sighted at both estate.</b></p>	Major NC 19
4.5.7.1	<p>Amyrol established zero burning policy dated 29/03/2019 signed by Director.</p> <p>No burning of domestic or field wastes observed during field inspections.</p> <p>No replanting programme for both estates.</p>	Yes
4.5.7.2	<p>During the site visit, there are no disease observed that required treatment by burning.</p>	Yes
4.5.7.3	<p>There are no disease observed that required treatment by burning.</p> <p>There is no replanting observed during the site visit.</p>	Yes
4.5.7.4	<p>Amyrol has no started replanting based on site observation and review of planting statement. Therefore, no information available for replanting.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>Amyrol established SOP for best practice as below:</p> <ol style="list-style-type: none"> <li>1. SOP for FFB harvesting</li> <li>2. SOP for manuring</li> <li>3. SOP for weeding/slashing</li> <li>4. SOP for trunk weeding</li> </ol>	Yes
4.6.1.2	<p>Amyrol adopt Field handbook oil palm series volume 2 immature dated 1999, doc no: ISBN: 981-04-1433-1 as guidelines for planting at slopes.</p> <p>Page 54 describes:</p> <p>Terraces of platform are constructed in steeper areas in order to:</p> <ul style="list-style-type: none"> <li>• Facilitate effective establishment, maintenance and harvesting of palms.</li> <li>• Minimize soil erosion.</li> <li>• Reduce rainwater runoff and nutrient losses.</li> </ul> <p>The buffer zone is located at boundary of the estate and confirmed with site observation.</p> <p>Signboard is installed near the buffer zone, no spraying activities is observed near the buffer zone.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	No water or river flow through the estate. Therefore, water test is not required.	
4.6.1.3	Amyrol has not establish block signage. <b>Major Non-conformity:</b> <b>Onsite observation confirm there is no signage to identify the blocks.</b>	Major NC 20
4.6.2.1	Amyrol established financial plan from year 2019 to 2022. The financial plan include: <ul style="list-style-type: none"> <li>- Financial Projection</li> <li>- Budget for CIP</li> <li>- Budget &amp; Projection Operation Cost</li> </ul>	Yes
4.6.2.2	Amyrol established long term replanting program from year 2028 to 2036 dated 20/04/2019.	Yes
4.6.2.3	Amyrol established financial and management plan from 2019 to 2022 includes: <ul style="list-style-type: none"> <li>- FFB projection</li> <li>- Yield/ ha</li> <li>- FFB price forecast/ met</li> <li>- Cost/ mt</li> <li>- Planting material</li> </ul>	Yes
4.6.2.4	Amyrol management plan implemented with the goals and objectives are monitored regularly for the profit and loss.	Yes
4.6.3.1	Amyrol engage contractor for housing quarter refurbishment at Amyrol and Ramai estates. An agreement dated 31/07/2019 is duly signed by both parties	Yes
4.6.3.2	Amyrol establish the contract for housing quarter refurbishment is duly agreed and signed by both parties. Therefore, is consider fair, legal and transparent. No payment made other than deposit to start the work.	Yes
4.6.4.1	Amyrol engage contractor for housing quarter refurbishment at Amyrol and Ramai estates The contractor is brief on MSPO requirements.	Yes
4.6.4.2	Amyrol engage contractor for housing quarter refurbishment at Amyrol and Ramai estates. The contract is duly signed by both parties.	Yes
4.6.4.3	Amyrol engage contractor for housing quarter refurbishment at Amyrol and Ramai estates. The contractor is briefed on Amyrol established MSPO requirements.	Yes



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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.4	Amyrol engage contractor for housing quarter refurbishment at Amyrol and Ramai estates.  The monitoring is based on weekly inspection by the management	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Amyrol and Rami estates 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	The planting statements are review and site verification confirmed there is no new planting and no replanting plan for the next 3 years.	Yes
4.7.2.1	The planting statements and maps are review and site verification confirmed there is no peat land	Yes
4.7.3.1	The planting statements are review and site verification confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	The planting statements are review and site verification confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	No new planting established, therefore no SEIA conducted.	Yes
4.7.3.4	There are no smallholders' scheme in Amyrol certification. Therefore, not applicable.	Yes
4.7.4.1	The planting statements are reviewed and site verification confirmed there is no new planting. Therefore, no map established.	Yes
4.7.4.2	The planting statement are reviewed and site verification confirmed there is no new planting. Therefore, no map established.	Yes
4.7.5.1	The planting statements are reviewed and site verification confirmed there is no new planting. Therefore, no map established and permits available.	Yes
4.7.5.2	The planting statements are reviewed and site verification confirmed there is no new planting. Therefore, no plan established.	Yes
4.7.5.3	The planting statements are reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	The planting statements are review and site verification confirmed there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	The planting statements are review and site verification confirmed there is no new planting. There are no sacred sites, therefore, management plan establish.	Yes
4.7.6.3	The planting statements are review and site verification confirmed there is no new planting. Therefore, no SOP establish.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.7.6.4	The planting statements are review and site verification confirmed there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	The planting statements are review and there is no new planting. Therefore, no assessment established.	Yes
4.7.6.6	The planting statements are review and site verification confirmed there is no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	The planting statements are review and site verification confirmed there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	The planting statements are review and there is no new planting. Therefore, no communities affected.	Yes

#### 4.4. Status of Non-Conformities Previously Identified

x	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
	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.
	Not applicable. No non-conformity raised in previous audit.
<i>Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.</i>	
<i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i>	

#### 4.5. Detail of Audit Findings in last audit

Stage 1 audit corrections to the documents and actions are reviewed during stage 2 certification audit.

#### 4.6. Detail of Audit Findings Identified During This Audit

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

AUDIT OUTCOME		
During this audit,	20	MAJOR Non-Conformities
	2	MINOR Non-Conformities

Non Conformity Number <1 >	
<b>Indicator # and Description:</b>	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)
<b>Location:</b>	Office, Amyrol and Ramai estates

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Non Conformity Number <1 >			
<b>Description of Finding / Objective Evidence:</b>			
Internal audit is not conducted for both Amyrol and Ramai estates.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Mohamad Norhisham Bin Mohd Salleh	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Lack of understanding			
<b>Correction (by company):</b>			
The internal audit was conducted for both estates on 24.10.2019. Refer to document (NC No 1)			
<b>Corrective / Preventive Action (by company)</b>			
To conduct internal audit once a year (October)			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
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			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Lead Auditor:</b>		<b>Date of Closure:</b>	
Cheong, Chun Yuen, (Robert)		15/12/2019	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

Non Conformity Number <2>			
<b>Indicator #</b>	4.1.2.3 Report shall be made available to the management for their review		
<b>Description</b>	(MAJOR)		
<b>Location:</b>	Centralized Office, Amyrol Plantation		
<b>Description of Finding / Objective Evidence:</b>			
Internal audit not conducted. Therefore, no results presented			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Mohamad Norhisham Bin Mohd Salleh	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Lack of understanding			
<b>Correction (by company):</b>			

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Non Conformity Number <2>	
The internal audit results was reported in management review on 25.10.2019. Refer document (NC No 2)	
<b>Corrective / Preventive Action (by company)</b>	
To conduct internal audit once a year	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Internal audit results are reported in management review meeting held on 25/10/2019. NC is closed and will further verify in next audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <3>	
<b>Indicator # and Description</b>	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)
<b>Location:</b>	Main Office, Amyrol and Ramai estates
<b>Description of Finding / Objective Evidence:</b>	
External stakeholders meeting conducted on 11/09/2019 does not include; <ol style="list-style-type: none"> <li>Dissemination of Information on legal matters.</li> <li>Briefing on communication and consultation procedure.</li> </ol>	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Mohamad Norhisham Bin Mohd Salleh
<b>Date Raise:</b>	20/10/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
No proper minutes attached	
<b>Correction (by company):</b>	
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)	
<b>Corrective / Preventive Action (by company)</b>	
To conduct stakeholders' meeting once a year	

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Non Conformity Number <3>	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
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.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <4>	
<b>Indicator # and Description:</b>	4.4.4.1 An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. (MAJOR)
<b>Location:</b>	Amyrol & Ramai Plantations
<b>Description of Finding / Objective Evidence:</b>	
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	
<b>Classification</b> <input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
<b>Raise by:</b> Cheong, Chun Yuen (Robert)	<b>Date Raise:</b> 20/09/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
Lack of manpower	
<b>Correction (by company):</b>	
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)	
<b>Corrective / Preventive Action (by company)</b>	
To monitor workers to work in a safe and healthy place.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
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	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Non Conformity Number <4>	
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <5>	
<b>Indicator # and Description</b>	<p>4.4.4.2: The occupational safety and health plan shall cover the following: (MAJOR)</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>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)</li> <li>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.</li> <li>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</li> <li>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</li> <li>g) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees</li> <li>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</li> </ul>
<b>Location:</b>	Amyrol & Ramai estates
<b>Description of Finding / Objective Evidence:</b>	

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Non Conformity Number <5>			
<p>a) The OSH policy and plan is not display at Ramai estate.</p> <p>b) PPE issuance records for Ramai estate not available</p> <p>c) SOP for handling chemical is not established</p> <p>d) A person is not appointed to coordinate OSH activities.</p> <p>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.</p> <p>f) The established flowchart is not available at Ramai estate and briefing not conducted for both plantations.</p> <p>g) Basic first aid training not conducted and first aid kits not available at field operations for both estates.</p>			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>	19/11/2019		
<b>Root Cause Analysis (by company):</b>			
Lack of manpower			
<b>Correction (by company):</b>			
<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>			
<b>Corrective / Preventive Action (by company)</b>			
To conduct training once a year (October)			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			

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Non Conformity Number <5>	
<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>	
The NC is considered closed and further verify in next audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
Review of Implementation	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <6>	
<b>Indicator # and Description</b>	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.
<b>Location:</b>	Amyrol office
Description of Finding / Objective Evidence:	
<p>Amyrol establish worker contract for Amyrol and Ramai estates are review. However, the below are found:</p> <ol style="list-style-type: none"> <li>1. No documented working contract for Ramai estate workers</li> <li>2. There are few working contract not signed by worker or management for Amyrol estate.</li> <li>3. Some working contract are not found for Amyrol workers according to worker list.</li> <li>4. Interview indicate the copy of working contract is not provided to workers.</li> </ol>	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Sheron Pui Ling Wui
<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>	19/11/2019
Root Cause Analysis (by company):	



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Non Conformity Number <6>	
Almost all workers are newly employed.	
<b>Correction (by company):</b>	
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.	
<b>Corrective / Preventive Action (by company)</b>	
To be transparent to workers	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Based on document review and interview of workers:	
<ul style="list-style-type: none"> <li>Workers working contracts established. E.g. working contract field workers dated 01/09/2019 signed by both parties.</li> <li>Counter check with workers list all workers contract is available.</li> <li>Interview with workers confirmed they received a copy of working contract.</li> </ul>	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Auditor:</b> Sheron Pui Ling Wui	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <7>	
<b>Indicator # and Description</b>	4.4.5.7: The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.
<b>Location:</b>	Amyrol office
<b>Description of Finding / Objective Evidence:</b>	
The attendance record did not clearly identify worker's working hours	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Sheron Pui Ling Wui
<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
Lack of understanding	
<b>Correction (by company):</b>	
We have changed our attendance list. Refer to attendance lists (NC No 7)	
<b>Corrective / Preventive Action (by company)</b>	
To be fair and transparent to workers.	

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Non Conformity Number <7>	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Check roll is review with workers attendance include working hours. Interview with workers confirm their attendance is recorded in the check roll.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Auditor:</b> Sheron Pui Lind Wui	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <8>	
<b>Indicator # and Description</b>	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.
<b>Location:</b>	Amyrol estate
<b>Description of Finding / Objective Evidence:</b>	
Field observation and interview with worker found children is working in the field.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b> Sheron Pui Ling Wui	<b>Date Raise:</b> 20/09/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
Workers are lack of education	
<b>Correction (by company):</b>	
Briefing conducted and make sure that all workers understand no child under 18 working on field. Picture (NC No 8)	
<b>Corrective / Preventive Action (by company)</b>	
Briefing conducted and make sure that all workers understand no child under 18 working on field.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
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.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Auditor:</b> Sheron Pui Ling Wui	<b>Date of Closure:</b> 15/12/2019

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Non Conformity Number <8>	
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <9>	
<b>Indicator # and Description</b>	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)
<b>Location:</b>	Amyrol and Ramai estates
<b>Description of Finding / Objective Evidence:</b>	
Amyrol management has establish training program. However, training or briefing records are not available. a) OSH policy and safe working practices b) Environmental policy and plan. c) Company policies and social awareness	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Cheong, Chun Yuen (Robert) <b>Date Raise:</b> 20/09/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
Lack of understanding	
<b>Correction (by company):</b>	
Our company has done training for both estate on 24.10.2019.Refer pictures (NC No 9)	
<b>Corrective / Preventive Action (by company)</b>	
To conduct training once a year (October)	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Briefing to workers for both Amyrol and Ramai estates conducted on 24/10/2019 include: 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.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019

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Non Conformity Number <9>	
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <10>			
<b>Indicator # and Description</b>	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.		
<b>Location:</b>	Amyrol estate		
<b>Description of Finding / Objective Evidence:</b>			
Training needs of individual employee not identified based on their job type.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Sheron Pui Ling Wui	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Lack of understanding			
<b>Correction (by company):</b>			
Our company has done training matrix to identify the training needed based on their job. Refer training matrix (NC No 10)			
<b>Corrective / Preventive Action (by company)</b>			
Workers will understand more about their work scope and safe working at estate.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
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.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 15/12/2019	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

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Non Conformity Number <11>			
<b>Indicator # and Description</b>	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)		
<b>Location:</b>	Amyrol and Ramai Estates		
<b>Description of Finding / Objective Evidence:</b>			
The policy is display at Amyrol estate but not in Ramai estate.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Lack of manpower			
<b>Correction (by company):</b>			
The policy has been display at Ramai estate.			
<b>Corrective / Preventive Action (by company)</b>			
Briefing and training has been conducted.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
The policy is display at Rami estate notice board and verify during site inspection on 14/12/2019			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)		<b>Date of Closure:</b> 15/12/2019	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

Non Conformity Number <12>			
<b>Indicator # and Description</b>	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)		
<b>Location:</b>	Amyrol and Ramai Estates		
<b>Description of Finding / Objective Evidence:</b>			
Awareness briefing on the policy and plan not conducted.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	

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Non Conformity Number <12>			
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Lack of time and understanding			
<b>Correction (by company):</b>			
All training has been done on 24.10.2019 for both estates. Refer to training analysis plan (NC No 12)			
<b>Corrective / Preventive Action (by company)</b>			
To conduct training once a year (October)			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
Policy and plan briefing conducted on 24/10/2019 for both Ramai and Amyrol estates workers.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Lead Auditor:</b>		<b>Date of Closure:</b>	
Cheong, Chun Yuen (Robert)		15/12/2019	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

Non Conformity Number <13>			
<b>Indicator # and Description</b>	4.5.1.6: Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.		
<b>Location:</b>	Amyrol and Ramai estates		
<b>Description of Finding / Objective Evidence:</b>			
The management has not conduct meeting with the workers at both estates.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Lack of understanding			
<b>Correction (by company):</b>			
The management has conducted meeting with workers for both estates on 24.10.2019. Refer documents with pictures (NC No 13)			
<b>Corrective / Preventive Action (by company)</b>			
To conduct training once a year (October)			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			

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Non Conformity Number <13>	
Briefing is conducted on 24/10/2019 for both estates. Records are verified.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
Review of Implementation	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <14>	
<b>Indicator # and Description</b>	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)
<b>Location:</b>	Amyrol and Ramai estates
Description of Finding / Objective Evidence:	
The SOP for handling, storage and disposal is not establish.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Cheong, Chun Yuen (Robert) <b>Date Raise:</b> 20/09/2019
<b>Deadline for implementation</b>	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.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 24/10/2019
Review of Implementation	

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Non Conformity Number <14>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <15>	
<b>Indicator # and Description</b>	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)
<b>Location:</b>	Amyroil and Ramai estates
<b>Description of Finding / Objective Evidence:</b>	
The SOP to manage empty containers for used or disposed is not established.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Cheong, Chun Yuen (Robert) <b>Date Raise:</b> 20/09/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
Lack of understanding	
<b>Correction (by company):</b>	
Our company has established the SOP to manage empty containers for reused or disposed. Refer documents / pictures (NC no 15)	
<b>Corrective / Preventive Action (by company)</b>	
Briefing and training conducted	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
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.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>



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Non Conformity Number <16>			
<b>Indicator # and Description</b>	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		
<b>Location:</b>	Amyrol and Ramai estates		
<b>Description of Finding / Objective Evidence:</b>			
a) The water management plan did not include monitoring and control of water usage. b) Buffer zone is not defined clearly at Ramai estate.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Time is insufficient			
<b>Correction (by company):</b>			
Refer documents (NC No 16A, 16B). Buffer zone is defined but photos are still pending			
<b>Corrective / Preventive Action (by company)</b>			
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.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
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.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)		<b>Date of Closure:</b> 15/12/2019	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

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Non Conformity Number <17>			
<b>Indicator # and Description</b>	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) <ul style="list-style-type: none"> <li>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities</li> <li>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</li> </ul>		
<b>Location:</b>	Amyroil and Ramai Estates		
<b>Description of Finding / Objective Evidence:</b>			
a) A wild fowl is found captured at Amyrol estate. Therefore, this has violate Sabah Wildlife Enactment. b) The list of wildlife identified does not include the full status of wildlife sighted.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Workers are lack of education			
<b>Correction (by company):</b>			
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)			
<b>Corrective / Preventive Action (by company)</b>			
Briefing to workers conducted and will conduct once a year.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
a) Amyrol 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. 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.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)		<b>Date of Closure:</b> 15/12/2019	
<b>Review of Implementation</b>			

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Non Conformity Number <17>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <18>	
<b>Indicator # and Description</b>	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:  (MAJOR) a) Ensuring that any legal requirements relating to the protection of the species are met b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts
<b>Location:</b>	Amyrol and Ramai estates
<b>Description of Finding / Objective Evidence:</b>	
a) Amyrol has not establish signage to inform workers for protection of wildlife and penalty of legal requirements according to Sabah Wildlife Enactment. 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.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Cheong, Chun Yuen (Robert) <b>Date Raise:</b> 20/09/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
Lack of manpower and time	
<b>Correction (by company):</b>	
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)	
<b>Corrective / Preventive Action (by company)</b>	
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.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
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.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Non Conformity Number <18>	
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number <19>	
<b>Indicator # and Description</b>	4.5.6.3: A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. (MAJOR)
<b>Location:</b>	Amyrol and Ramai estates
<b>Description of Finding / Objective Evidence:</b>	
Amyrol has not establish a monitoring mechanism to capture wildlife sighted at both estates	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Cheong, Chun Yuen (Robert) <b>Date Raise:</b> 20/09/2019
<b>Deadline for implementation</b>	19/11/2019
<b>Root Cause Analysis (by company):</b>	
Lack of understanding	
<b>Correction (by company):</b>	
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)	
<b>Corrective / Preventive Action (by company)</b>	
Briefing to workers conducted and will do it once a year.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
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.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Cheong, Chun Yuen (Robert)	<b>Date of Closure:</b> 15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

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Non Conformity Number <20>			
<b>Indicator # and Description</b>	4.6.1.3 A visual identification or reference system shall be established for each field.		
<b>Location:</b>	Amyrol and Ramai estates		
<b>Description of Finding / Objective Evidence:</b>			
Onsite observation confirm there is no signage to identify the blocks.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Sheron Pui Ling Wui	<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>		19/11/2019	
<b>Root Cause Analysis (by company):</b>			
Lack of manpower			
<b>Correction (by company):</b>			
Our company has done the block marking for both estates to make it easier to identify the blocks.			
<b>Corrective / Preventive Action (by company)</b>			
Signage available to identify blocks and will monitor to make sure the block marking are still clear to identify.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
The site visit confirmed block markers are installed in every block with information of block number, year planting, area and number of palm.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 15/12/2019	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

Non Conformity Number <21 >	
<b>Indicator # and Description</b>	4.4.1.1: Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.
<b>Location:</b>	Amyrol office
<b>Description of Finding / Objective Evidence:</b>	

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Non Conformity Number <21 >			
SIA review found the assessment did not include:			
<ol style="list-style-type: none"> <li>1. Assessment did not involve workers</li> <li>2. No timeframe to mitigate negative impact</li> <li>3. No person in charge to ensure the implementation of action taken.</li> </ol>			
<b>Classification</b>	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor		
<b>Raise by:</b>	Sheron Pui Ling Wui <table border="1" style="float: right; margin-left: 20px;"> <tr> <td><b>Date Raise:</b></td> <td>20/09/2019</td> </tr> </table>	<b>Date Raise:</b>	20/09/2019
<b>Date Raise:</b>	20/09/2019		
<b>Deadline for implementation</b>	19/10/2019		
<b>Root Cause Analysis (by company):</b>			
Lack of knowledge			
<b>Correction (by company):</b>			
The SIA has been done on 24.10.2019. Refer documents (NC No 21)			
<b>Corrective / Preventive Action (by company)</b>			
Briefing and training will be conducted once a year (October)			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
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.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Name of Auditor:</b>	<b>Date of Closure:</b>		
Sheron Pui Ling Wui	15/12/2019		
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>		

Non Conformity Number <22>	
<b>Indicator # and Description</b>	4.5.1.4: A programme to promote the positive impacts should be included in the continual improvement plan. (MINOR)
<b>Location:</b>	Amyrol and Ramai estates
<b>Description of Finding / Objective Evidence:</b>	
<ol style="list-style-type: none"> <li>a) The established EAIA did not identify positive impacts to be promoted</li> <li>b) The CIP did not include plans to promote positive impacts.</li> </ol>	
<b>Classification</b>	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor

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Non Conformity Number <22>	
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)
<b>Date Raise:</b>	20/09/2019
<b>Deadline for implementation</b>	19/10/2019
<b>Root Cause Analysis (by company):</b>	
Lack of understanding	
<b>Correction (by company):</b>	
Our company has redone the EAIA and promote the positive impact. Refer to documents (NC No 22)	
<b>Corrective / Preventive Action (by company)</b>	
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.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
The revised EAIA and CIP include positive impacts to be promoted. Further verification during next audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b>	<b>Date of Closure:</b>
Cheong, Chun Yuen (Robert)	15/12/2019
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

### Opportunities for Improvement (OFI)

Nr.	Indicator	Indicator Description	Opportunity for Improvement
1	4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	Amyrol could consider to made the complaint form available beside the complaint box.
2	4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment	Amyrol may consider improve the workers list details
3	4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers	Amyrol may consider improve communication with workers on their rights and social benefits.

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Nr.	Indicator	Indicator Description	Opportunity for Improvement
		own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.	
4	4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses	1. The records of domestic wastes disposed at Amyrol estate could be improved. 2. The disposal of domestic wastes at Ramai estate could be improved.
5	4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent	Amyrol established waste management identification table could be improve on the type of GHG emission
6	4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented	Amyrol establish action plan could be improve on the type of pollutants and emissions.



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### 5. Conclusion

Amyrol (Sabah) Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct certification audit for its Amyrol and Ramai estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There are 22 Major NCs raised and closed out successfully after a re-audit conducted. There are 2 minor non-conformances action plans are submitted and accepted. The implementation of Minor NC(s) will be review and verify during the next audit.

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.

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 estates:	2
Total certified production area:	116.51 Ha
Certified FFBS January to November 2019:	3,016.58 Mt
Projected FFBS December 2019	276 Mt
Projected FFBS Jan to December 2020	3,747 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

<input checked="" type="checkbox"/>	Recommended for Certification
<input type="checkbox"/>	Recommended for Continuity of Certification
<input type="checkbox"/>	Recommended for Suspension of Certification

Puchong, 02/01/2020

Cheong, Chun Yuen (Robert)  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 02/01/2020

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

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### 7. List Of Interviewees

**Table 7-1: List of Interviewed Persons and Stakeholders**

No.	Name	Organisation / Function
1	Lim Vui Guon	Mirau Jaya / Manager
2	Luong Kee Heng	Mirau Jaya / Driver
3	Tajuddin Failee	Genting Bukit Sekong Estate / Field Supervisor

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

This report is sent to the certification body or bodies, 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.

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### Annex / Enclosures

Annex /  
corresponding audit documentation

- P&C Audit Report / Checklists
- Audit Plan
- Additional annexes, number