



MSPO CERTIFICATION SUMMARY REPORT

APOGEE PLANTATION SDN. BHD.

SURVEILLANCE 03

Onsite Audit Date: 20/06/2022 – 21/06/2022

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MSPO Certification Summary Report

Company Name: Apogee Plantation Sdn Bhd.

Certifying Unit: Apogee Plantation Sdn. Bhd,

Client Number: 92-091

Audit Type: ASA 03

Mode of Audit: Onsite



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Abbreviations

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

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1. INTRODUCTION

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

1.1. Objective

The objective of this surveillance three (03) audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

The assessment is based on the documentation established by the Apogee Plantation Sdn. Bhd.

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

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

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

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

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

1.3. Appointment and qualification of team members

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

Qualification of the Lead Auditor: Mohamad Norhisham Bin Mohd Salleh

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

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

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Attended and completed the HCV-HCS for producer online course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

Qualification of Team Member

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

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Requirement	Name of Assessor	Qualification	Compliance
equivalent sustainability certification schemes.			
Field working experience in the palm oil sector or demonstrable equivalent	Khairul Anwar Bin Ismail	5 years working experience in palm oil plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Anwar Bin Ismail	5 years working experience in palm oil plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Khairul Anwar Bin Ismail	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Completed High Conversation Value assessment	Khairul Anwar Bin Ismail	Attended and completed the HCV-HCS for producer online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Khairul Anwar Bin Ismail	Able to communicate in Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

Surveillance Three (03) Audit:

The surveillance three (03) audit conducted onsite from 20/06/2022 – 21/06/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below;
 - Policies;
 - Estate map;
 - Land titles;
 - Standard Operating Procedures;
 - Work Flow Charts;
 - Management Plans;
 - Operating licenses and approvals;
 - Operating records;
 - Training records;
 - Applicable Legislation Documents;
- Onsite visit, observations and inspection of estate facilities and field activities;
- Interview operation personnel and field workers for understanding of work assigned;

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- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit;
- Assessment reporting.

On-site

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

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

Table 2-1: Estate Selected

Name of Estate	Coordinates
Apogee Plantation Sdn. Bhd.	N 5°34'17.9", E 117°23'02.0"

Non-conformance:

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

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

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3. ORGANISATION INFORMATION

Apogee Plantation Sdn. Bhd. is an oil palm plantation company located at at Block 5, Lot 2 & 3, Ground Floor Bandar Indah, 90706 Sandakan, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Apogee Plantation Sdn. Bhd.	Mile 69, Jalan Telupid, Telupid, Beluru, Sabah, Malaysia	N 5°34'17.9", E 117°23'02.0"

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2022 to Dec 2022)
	Total*	Production**	
Apogee Plantation	274.06 Ha	244.36 Ha	6,000.00 mt
Total	274.06 Ha	244.36 Ha	6,000.00 mt

*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 Estate

Year / Estate	Apogee Plantation Sdn Bhd
2002	109.54
2003	123.89
2004	10.93
Total Mature	244.36
Total Immature	-
Total	244.36

3.3. Replanting program for each estate

Year of replanting	Planted area (ha) in each division	Total area to be replanted (ha)
NIL	NIL	NIL
TOTAL	-	-

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3.4. Maps of Estate Location

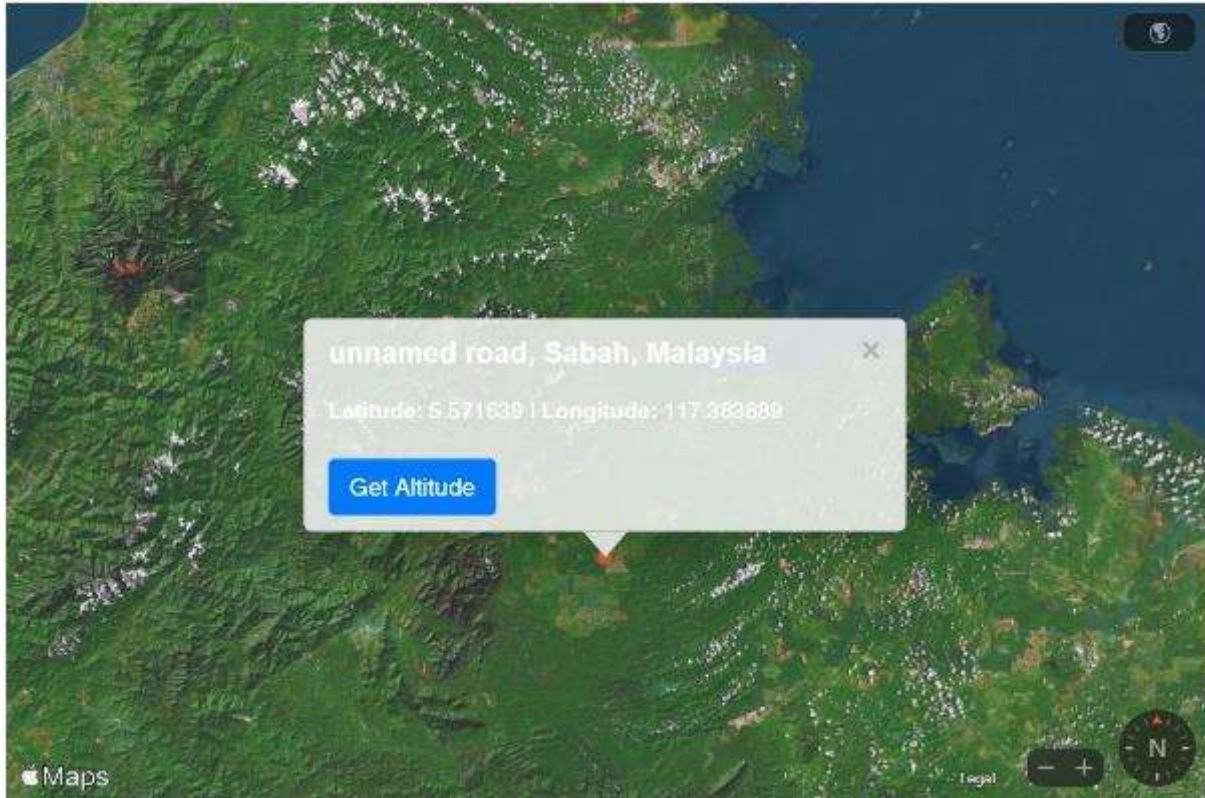


Figure 1; Apogee Plantation Sdn. Bhd. location.

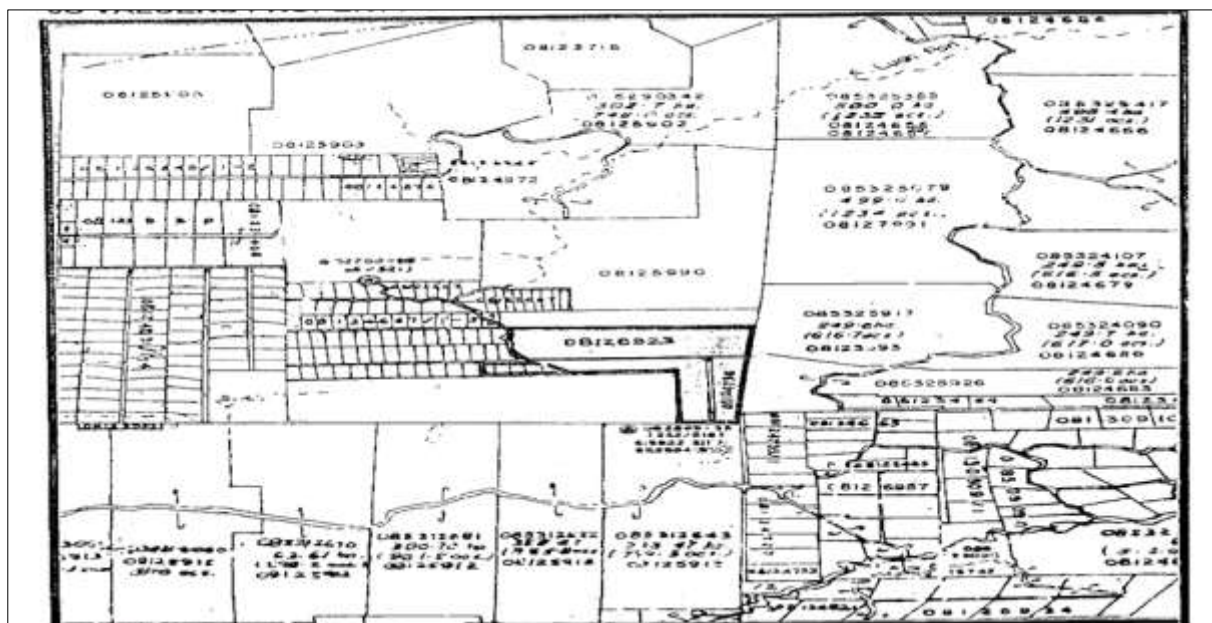


Figure 2: Apogee Plantation Sdn. Bhd. estate map.

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4. CERTIFICATION ASSESSMENT

4.1. ASA

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

4.1.1. Surveillance Three (03):

The onsite surveillance three (03) audit is conducted from 20/06/2022 to 21/06/2022 covering one esstate estates – Apogee Plantation Sdn. Bhd.

During the last surveillance audit, there three Opportunities for Improvement (OFI) are raised.

During this surveillance 03 audit, there is one major and three Opportunity for Improvement (OFI) are raised.

The major non-conformances raise during the surveillance 03 audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

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

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

4.2. Stakeholders' Consultation

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 20/05/2022 to announce the audit of the certified unit. As at audit date on 20/06/2022 there are no comments received.

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4.3. Summary of Assessment

Principle and Criteria Assessment Summary

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Apogee Plantation established the Sustainability Policy (MSPO policy) dated 01/01/2019 signed by Managing Director.</p> <p>The policy available in Bahasa Malaysia and English and publicly available at office notice board.</p> <p>Sustainability policy briefing is conducted on 10/05/2022 for internal stakeholders and external stakeholders.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they are briefed on MSPO policy.</p>	Yes
4.1.1.2	<p>Apogee Plantation established the Sustainability Policy (MSPO policy) dated 01/01/2019 signed by Managing Director.</p> <p>Apogee Plantation included a statement on commitment to continuous improvement in the Sustainability policy.</p> <p>The policy states "we are committed to adhere to MSPO Certification principles and criteria that will ensure sustainability and continuous improvement".</p>	Yes
4.1.2.1	<p>Apogee Plantation established SOP for internal audit, updated on 22/10/2019.</p> <p>The internal audit SOP stated internal audit will be conducted at least once a year.</p> <p>Latest internal audit is conducted on 08/03/2022.</p>	Yes
4.1.2.2	<p>Apogee Plantation established SOP for internal audit, updated 22/10/2019. The result of internal audit conducted on 08/03/2022 is identified based on categories. There are two findings raised during internal audit.</p> <p>Example:</p> <p>Finding: Disposal method of scheduled wastes;</p> <p>Root cause analysis: Availability of scheduled wastes authorised contractor;</p> <p>Action plan: To dispose scheduled wastes via authorised contractor;</p> <p>PIC: Plantation Manager;</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Time frame: On going.</p> <p>Document review on Continuous Improvement Plan (CIP) updated on 10/05/2022, the issue has been identified for continuous improvement.</p> <p>Document review on scheduled waste record, the volume is below 20 mt and not more than 180 days. Interview with estate management informed estate had contacted authorised contractor for the disposal.</p>	
4.1.2.3	<p>Apogee Plantation conducted management review meeting on 12/05/2022.</p> <p>Internal audit results and action plan are discussed in the management review meeting minutes.</p>	Yes
4.1.3.1	<p>Apogee Plantation conducted management review dated 12/05/2022 includes:</p> <ul style="list-style-type: none"> • Internal audit review; • MSPO compliance; • Operation matters; • Complaint and grievances issues; • Employee's safety & health issues; • Employee's welfare & benefits. 	Yes
4.1.4.1	<p>Apogee Plantation established Continual Improvement Programme (CIP) updated on 10/05/2022.</p> <p>The CIP includes:</p> <ul style="list-style-type: none"> • Environment; • Waste reduction; • Pollution and emission; • Social impact. <p>Review on CIP table include activity, unit, time frame implement date, person in-charge, improvement action to be taken, expected outcome and completion date.</p> <p>Example:</p> <p>Action plan:</p> <p>Protection and preservation of buffer zones on planted areas.</p> <p>Expected outcome:</p> <p>Watercourse through plantation having buffer zone, maintained and preserved.</p> <p>Time frame:</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Ongoing Responsibility: Estate manager and mandor.	
4.1.4.2	Apogee Plantation established the flowchart for new technology information and technique dated 29/03/2019. The flowchart includes the initial part of communication with new technology supply or product, implementation and monitoring for further improvement. Site interview with estate management informed no new techniques or new technology implemented as at audit date.	Yes
4.1.4.3	The flowchart for new technology information and technique highlighted that workers will be informed on the new information, technique and technology when it is ready for implementation. Site interview with estate management, informed there is no new technology currently implemented at the estate.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	Apogee Plantation external stakeholders meeting was carried out on 18/04/2022. Stakeholders meeting include the briefing on social, environment and legal issues, policies, compliant and grievance SOP, communication SOP and list of publically available information. The available documents are in both Bahasa Malaysia and English languages. Apogee Plantation established list of publicly available document and information dated 18/04/2022. The available documents are in both Bahasa Malaysia and English languages and displayed at estate notice board. As of audit date, no request of information observed in the record book.	Yes
4.2.1.2	Apogee Plantation establish list of publicly documents updated on 18/04/2022. Example of publicly documents: <ul style="list-style-type: none"> • Company Policies; • Complaint and Grievances; • Information procedure. Example of confidential documents:	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Financial Statements. 	
4.2.2.1	<p>Apogee Plantation established Consultation and Communication Procedure updated 06/08/2019 has includes the complaints and grievances procedure.</p> <p>Apogee Plantation defined the time frame to resolve complaints and grievances as below:</p> <ul style="list-style-type: none"> Complaint and Grievance: 30 days; Sexual Harassment: 14 days. <p>Document review on stakeholders meeting minutes, the procedure is communicated on 18/04/2022 to workers and external stakeholders dated through email.</p>	Yes
4.2.2.2	<p>Apogee Plantation Consultation and Communication Procedure stated office executive is the appointed person to handle consultation and communication.</p>	Yes
4.2.2.3	<p>Apogee Plantation established list of stakeholders that include authorities, neighbouring estates, contractors, suppliers and mills.</p> <p>Review on the stakeholders request information log book, there is no request for information from stakeholders and confirmed with estate manager.</p>	Yes
4.2.3.1	<p>Apogee Plantation established standard operating procedure (SOP) on traceability system dated 01/07/2019.</p> <p>List of documents involved in traceability are:</p> <ul style="list-style-type: none"> Harvesting records; FFB Delivery Notes; Weighbridge Tickets. 	Yes
4.2.3.2	<p>Apogee Plantation monitor the traceability system records on daily basis at estate operation and monthly basis at head office.</p> <p>Internal audit carried out on 08/03/2022 includes traceability as part of element audited. No finding had been raised for traceability.</p>	Yes
4.2.3.3	<p>Apogee Plantation appoints Estate Manager as person in charge to maintain the traceability system records in estate as stated in Traceability SOP.</p>	Yes
4.2.3.4	<p>Apogee Plantation maintain records of sales and delivery of FFBs.</p> <p>Review on Apogee Plantation FFB delivery chit and mill weighbridge ticket dated 28/05/2022 from estate to mill are well maintained.</p> <p>Example:</p> <p>FFB delivery chit information;</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> 1. DO Number: A6546; 2. Date: 28/05/2022; 3. Vehicle no: SS662K. <p>Mill weighbridge ticket information;</p> <ol style="list-style-type: none"> 1. Ticket no: 27002; 2. DO number: A6546; 3. FFB net weight: 14.90 mt; 4. Date: 28/05/2022. <p>All the stated information can be trace to Apogee Plantation FFB delivery note.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>Apogee Plantation established Summary of Licenses 2022, updated on 17/05/2022.</p> <p>Example of licenses and validity date:</p> <ul style="list-style-type: none"> • MPOB License No: 5023160200 valid until 31/07/2022; • Business license No: A 245072 valid until 31/12/2022. 	Yes
4.3.1.2	<p>Apogee Plantation established master list of legal requirements updated on 17/05/2022.</p> <p>Example:</p> <ul style="list-style-type: none"> • Employment Information Act 1953; • Employment Provident Fund Act 1991; • Environment Protection Enactment 2002; • Environmental Quality (Amendment) Act 2012; • Prevention and Control of Infectious Diseases Act1988 (as at 1 July 2020); • Minimum Wages Order 2022; • Occupational Safety and Health 1994 Act. 	Yes
4.3.1.3	<p>Apogee Plantation established List of Laws, Regulations and Guidelines Descriptions updated on 17/05/2022.</p> <p>The list is reviewed annually and will be updated when necessary.</p> <p>The latest update of the list include:</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	1. Minimum Wages Order 2022; 2. Occupational Safety and Health 1994 Act.	
4.3.1.4	Apogee Plantation List of Laws, Regulations and Guidelines Descriptions updated on 17/05/2022 stated person in charge for legal update is Office Executive.	Yes
4.3.2.1	Apogee Plantation land titles are native titles issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users since the owner is native people.	Yes
4.3.2.2	Apogee Plantation land titles are native titles issued by Sabah Land Authority. Document review on APSB land titles, the actual usage of land is cultivation of agricultural crops of economic value.	Yes
4.3.2.3	Apogee Plantation land titles includes maps, total area, location and boundary stone numbering. Field visit at estate boundary marker is marked with a boundary stone and wooden stick in red.	Yes
4.3.2.4	Apogee Plantation land titles are issued by State Land Department and no disputed related to the land titles. Therefore, no disputes found during document review.	Yes
4.3.3.1	Apogee Plantation land titles are native titles issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	There is no customary right land leased or owned by Apogee Plantation. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by Apogee Plantation. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	Apogee Plantation established SIA updated on 12/05/2022. The SIA report include feedback from internal and external stakeholders, impacts, action plan, person in charge and time frame. Apogee Plantation conducted internal and external stakeholders meeting on 18/04/2022. The SIA assessment includes positive impacts, promoting measure, negative impacts and mitigation measures. The identified positive impacts are addressed. Example:	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Providing workers with housing and other necessities.</p> <p>Expected outcome: Maintain and increase the living qualities of employees;</p> <p>Timeframe: Continuous programme;</p> <p>Review and monitor: Scheduled inspection and maintenance of housing and amenities;</p> <p>Person in charge: Estate manager.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they are satisfied with amenities provided by estate management..</p>	
4.4.2.1	<p>Apogee Plantation established a flow chart for complaint and grievances dated 25/03/2019.</p> <p>The flowchart described the process of complaint and grievances starting from rising, receiving complaint form to resolution of complaint.</p> <p>Estate Manager appointed as person in charge to handle matters related to complaint and grievances.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they understand the complaint and grievances process.</p>	Yes
4.4.2.2	<p>Apogee Plantation complaint and grievance record book is reviewed with no complaints and grievances lodged by internal and external stakeholders as of audit date.</p>	Yes
4.4.2.3	<p>Apogee Plantation's complaint and grievance form and box are located at Apogee Plantation estate office and security post gate.</p> <p>Field interviews with sampled harvesters and sprayers informed they are aware of the location of complaint box and form.</p>	Yes
4.4.2.4	<p>Apogee Plantation conducted complaint and grievances briefing to workers on 01/04/2022.</p> <p>Field interviews with sampled harvesters and sprayers informed they attended the training conducted and understand the procedure.</p>	Yes
4.4.2.5	<p>The Apogee Plantation complaint and grievance record book reviewed with no complaints and grievances lodged as at audit date.</p> <p>The complaint log book is maintained since 2019 until audit date.</p>	Yes
4.4.3.1	<p>Apogee Plantation contributed to local people by offering jobs opportunity for local community and provide free transportation for school children.</p>	Yes
4.4.4.1	<p>Apogee Plantation established OSH policy dated 01/06/2019 signed by Managing Director.</p> <p>The policy states "The company recognize its employees as the most important and biggest asset. It strives to continuously provide a safe and healthy environment in all company's workplaces. The joint effort of the</p>	Yes

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	<p>management and all level of employees is very crucial in order to achieve this noble aspiration.”</p> <p>Site observation confirmed OSH policy is displayed at the estate notice board.</p> <p>Document review on meeting minutes, workers are briefed on the policy and safety management plan on 01/04/2022.</p>	
4.4.4.2	<p>a</p> <p>Apogee Plantation established Occupational Safety and Health policy updated 01/06/2019 signed by Managing Director.</p> <p>Remote document reviewed on company policies briefing includes OSH policy briefing conducted on 01/04/2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed of the safety and health practices in the workplace.</p>	Yes
	<p>b</p> <p>Apogee Plantation HIRARC is establish for respective operation activities applicable to the estate base on the risk assessment table, updated on 17/05/2022.</p> <p>The table with headings: Activity, Hazard, Risk and Effects, Risk Assessment (Consequences, Likelihood, Risk Risking), Existing Control, Risk Control Proposal, PIC, Risk Assessment after Control (Consequences, Likelihood, Risk rating, Description) Date review.</p> <p>Example:</p> <p>Activity: Cutting and stacking fronds;</p> <p>Hazard: Cut or prick by frond thorn;</p> <p>Risk and Effect: Scratch, bruise or injuries to hand, fingers and feet;</p> <p>Risk Assessment: Losses of lives;</p> <p>Consequence: 3;</p> <p>Likelihood: 4;</p> <p>Risk Rating: 12;</p> <p>Existing Control: Regular training/briefing given to workers;</p> <p>Risk Control Proposal: Consistant monitoring of current risk control;</p> <p>PIC: Estate Manager/ mandore;</p> <p>Risk Assessment after control;</p> <p>Consequence: 3;</p> <p>Likelihood: 3;</p> <p>Risk Rating: 9;</p> <p>Description: M;</p> <p>Next review date: 27/08/2021.</p>	Yes

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	<p>Review on HIRARC table and site interview with estate management, Apogee Plantation review HIRARC yearly with the latest updated on 17/05/2022.</p> <p>Field interviews with sampled harvesters and sprayers informed they have been briefed on safe work practises on 01/04/2022.</p>	
c i	<p>Apogee Plantation workers are briefed on safe work practices SOP on 01/04/2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they briefed on safe work practices.</p>	Yes
c ii	<p>Apogee Plantation SDS is available at chemical, fertilizer and diesel stores.</p> <p>Example:</p> <ul style="list-style-type: none"> - Chemical Petronas Hydraulic 46 (mineral or synthetic oil) revision date 10/03/2017; - Starane TM200EC herbicide, published on 25/03/2016. <p>Document review on SDS is available in English and Bahasa Malaysia language.</p> <p>Site verification the chemical store is in good condition and locked. Liquid chemical placed in tray below and powder chemical placed on top.</p>	Yes
d	<p>Apogee Plantation established records of PPEs issuance and review on the records are maintained and updated.</p> <p>Type of PPE for activity in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: Fertilizer Application;</p> <p>Goggles, Face Mask, Apron, Rubber Boots and Rubber Gloves.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed there were provided with PPE by company.</p> <p>Document review on the PPE issuance record is well maintained.</p>	Yes
e	<p>Apogee Plantation established SOP for safe work procedure chemical mixing dated 01/07/2019 with pictorial diagram made available at chemical store and pre-mixing area.</p> <p>Document review on CHRA is conducted on 05/03/2019 and valid for 5 years.</p> <p>Site verification at chemical store, all chemicals have original labelling and in original packaging.</p>	Yes
f	<p>Apogee Plantation appoints Estate Manager to be the person in-charge of safety and health.</p>	Yes

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	<p>g Apogee Plantation has a total number of 34 workers. Establishment of Safety and Health Committee is not applicable as per Occupational Safety and Health Act 1994 section 30 requirements.</p> <p>Discussion on safety and health agenda and was documented in the Internal stakeholders meeting on 18/04/2022.</p>	Yes
	<p>h Apogee Plantation established ERP in OSHMP section 4 Emergency Response and list of emergency contact persons and numbers.</p> <p>Site verification, observed emergency contact details are display at the estate office notice board.</p> <p>Document review training record on emergency drill and fire drill is conducted on 18/04/2022.</p>	Yes
	<p>i Apogee Plantation first aid training conducted on 23/06/2019 by Red Crescent Sandakan.</p> <p>The security post guard, estate clerk and estate supervisor are trained as first aiders.</p> <p>First aid kits available at work site, estate office and housing manage by estate manager and mandore.</p>	Yes
	<p>j Apogee Plantation JKKP8 form for year 2021 submitted to DOSH on 31/12/2021. No injuries or accident reported in year 2021.</p> <p>Records of injuries are kept and maintained at estate office</p>	Yes
4.4.5.1	<p>Apogee Plantation established Human Rights Policy dated 01/01/2019 signed by Managing Director.</p> <p>Site observation confirmed Human Right policy is displayed at estate notice board.</p> <p>Document review on stakeholders meeting minutes, Human Right policy was briefed to workers on 18/04/2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they are briefed on the Good Social Practice policy.</p>	Yes
4.4.5.2	<p>Apogee Plantation Recruitment and Selection Policy dated 01/01/2019 include a statement "Commit to the fair treatment of its staff or users of its services, regardless of nationality, age, gender, religion, responsibilities for dependents, age, physical and / or mental disability or offending background."</p> <p>Field interviews with sampled harvesters and chemical sprayers informed no discrimination practices in estate.</p>	Yes
4.4.5.3	<p>Apogee Plantation established employment contract for workers.</p> <p>The employment contract includes the agreed piece rate or hourly rate and salary during holiday & medical leave.</p>	Yes

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	<p>Apogee Plantation has revised piece rate wage in accordance with Minimum Wages Order 2022.</p> <p>Based on pay slips review, workers are paid according to the agreed piece rate or hourly rate.</p>	
4.4.5.4	<p>Apogee Plantation does not engage contractors for field activities in the plantation.</p> <p>Therefore, no documents established for review.</p>	Yes
4.4.5.5	<p>Apogee Plantation established summary list of workers dated 05/05/2022 includes name, gender, DOB, Nationality, passport number, DOJ and job description.</p>	Yes
4.4.5.6	<p>Apogee Plantation established employment contract signed by both estate management and workers.</p> <p>Employment contract details in accordance to Sabah Labour requirements that include annual leave, public holidays, sick leave, maternity leave and working hours.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they are briefed on employment contract signed and its contents. They are provided a copy for their safekeeping.</p>	Yes
4.4.5.7	<p>Apogee Plantation used the check roll records system to monitor the workers reporting work and record workers working hours on daily basis.</p> <p>Site visit observed, working hours are displayed at estate office notice board.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they understand the estate working hours.</p>	Yes
4.4.5.8	<p>Apogee Plantation working hours are complying with Sabah Labour Ordinance 1950 (Chapter 67).</p> <p>Standard working hours throughout the estate within Apogee Plantation: Working hours: 6.00 am to 02.00 pm; Break time: 11.00 am to 12.00 noon.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they understand on estate working hours.</p>	Yes
4.4.5.9	<p>Apogee Plantation established pay slip records to document workers' wages.</p> <p>Reviewed and verified pay slip for May 2022, workers are paid on piece rated basis for harvesting and pruning as described in the contract agreement.</p>	Yes
4.4.5.10	<p>Apogee Plantation provides benefits to foreign workers such as medical, annual leave, sick leave, SOCSO and public holidays as listed in the employment contract.</p>	Yes

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4.4.5.11	<p>Apogee Plantation adopted the industry best practices for workers housing quarters with electricity and water supplies.</p> <p>Site visit to Apogee Plantations living quarters observed basic amenities and sufficient space for workers.</p>	Yes
4.4.5.12	<p>Apogee Plantation establish Prevention and Eradication of Sexual Harassment in work place policy dated 01/01/2019 signed by Managing Director.</p> <p>Document review confirmed policy states the commitments and action taken on harassment complaints.</p> <p>There are no complaints related to sexual harassment.</p> <p>Field interviews with sampled harvesters and chemical sprayers confirm there were briefed and understand the Harassment policy. They informed no sexual harassment occur in their workplace.</p>	Yes
4.4.5.13	<p>Apogee Plantation establish Equal Opportunity Employment & Freedom of Association policy dated 01/01/2019 signed by Managing Director.</p> <p>The policy includes a statement “The freedom of association shall be initiated according to the Labour Laws and Immigration Act of Malaysia” and display at estate notice board.</p> <p>Workers are briefed during internal stakeholders meeting on 18/04/2022 includes Equal Opportunity Employment & Freedom of Association policy</p>	Yes
4.4.5.14	<p>Apogee Plantation Recruitment and Selection policy dated 01/01/2019 include a statement the minimum employment age is 18 years and available at estate notice board.</p> <p>Review on workers master list and interviews with sampled harvesters and chemical sprayers informed no child and young labour working at this estate.</p>	Yes
4.4.6.1	<p>Apogee Plantation established training procedure dated 10/08/2019 and annual training programme.</p> <p>Type of training conducted:</p> <ul style="list-style-type: none"> • Orientation and training for new estate worker/staff conducted on 01/04/2022; • MSPO Policies and company SOP briefing conducted on 18/04/2022. 	Yes
4.4.6.2	<p>Apogee Plantation established employee matrix which allocated training based on workers job scope.</p>	Yes
4.4.6.3	<p>Apogee Plantation Continuous Training Programme established on 01/01/2022 which includes training for health, safety, environment and social.</p> <p>For examples:</p> <ul style="list-style-type: none"> • MSPO Company Policies Briefing on January 2022; 	Yes

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Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> SOP Briefing on Related Work Scope / Operation on January 2022; Demonstration of Emergency Procedure on January 2022. 	

Principle 5: Environment, natural resources, biodiversity and ecosystem services								
Indicator	Summary of Assessment	Compliance						
4.5.1.1	<p>Apogee Plantation established Environmental Quality Policy dated 22/07/2020 signed by Managing Director.</p> <p>The policy states:</p> <ol style="list-style-type: none"> Company are committee to conduct Oil Palm Business in such a manner that potential impact on the environment is minimized; To run the business in compliance with all relevant environmental legislation and we shall strive to use pollution prevention and environmental best practices in all we do. <p>APSB established Environmental Management Plan (EMP) updated on 19/05/2022. The plan includes objectives, compliance to laws and regulation, environmental aspects and impacts and action plan.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they were briefed on environmental policy and EMP dated 18/04/2022.</p>	Yes						
4.5.1.2	<table border="1"> <tr> <td>a</td> <td> <p>Apogee Plantation established Environmental Quality Policy describes purpose and objectives.</p> <ol style="list-style-type: none"> To ensure a continuous awareness of the need to check and monitor key environmental components for Apogee Plantation Sdn Bhd (APSB) and take appropriate remedial measures to avoid environmental degradation; To protect the environment of APSB from neglect, mismanagement and irresponsible activities in daily operations; To ensure conformation to all the activities are within the law/Acts and legislation of State and Nation. </td> <td>Yes</td> </tr> <tr> <td>b</td> <td> <p>Apogee Plantation established EMP updated on 19/05/2022.</p> <p>Example:</p> <p>Activities: Fertilizer Application;</p> <p>Environment Aspect: Reused empty Fertilizer bag;</p> <p>Environment Positive impact: Reduced scheduled wastes;</p> <p>Mitigation/improvement plan: Awareness training for 3R;</p> <p>Monitoring plan: Empty Fertilizer Bag records;</p> <p>Responsibility: Store Keeper.</p> <p>3R training had been carried out dated 05/03/2022.</p> </td> <td>Yes</td> </tr> </table>	a	<p>Apogee Plantation established Environmental Quality Policy describes purpose and objectives.</p> <ol style="list-style-type: none"> To ensure a continuous awareness of the need to check and monitor key environmental components for Apogee Plantation Sdn Bhd (APSB) and take appropriate remedial measures to avoid environmental degradation; To protect the environment of APSB from neglect, mismanagement and irresponsible activities in daily operations; To ensure conformation to all the activities are within the law/Acts and legislation of State and Nation. 	Yes	b	<p>Apogee Plantation established EMP updated on 19/05/2022.</p> <p>Example:</p> <p>Activities: Fertilizer Application;</p> <p>Environment Aspect: Reused empty Fertilizer bag;</p> <p>Environment Positive impact: Reduced scheduled wastes;</p> <p>Mitigation/improvement plan: Awareness training for 3R;</p> <p>Monitoring plan: Empty Fertilizer Bag records;</p> <p>Responsibility: Store Keeper.</p> <p>3R training had been carried out dated 05/03/2022.</p>	Yes	
a	<p>Apogee Plantation established Environmental Quality Policy describes purpose and objectives.</p> <ol style="list-style-type: none"> To ensure a continuous awareness of the need to check and monitor key environmental components for Apogee Plantation Sdn Bhd (APSB) and take appropriate remedial measures to avoid environmental degradation; To protect the environment of APSB from neglect, mismanagement and irresponsible activities in daily operations; To ensure conformation to all the activities are within the law/Acts and legislation of State and Nation. 	Yes						
b	<p>Apogee Plantation established EMP updated on 19/05/2022.</p> <p>Example:</p> <p>Activities: Fertilizer Application;</p> <p>Environment Aspect: Reused empty Fertilizer bag;</p> <p>Environment Positive impact: Reduced scheduled wastes;</p> <p>Mitigation/improvement plan: Awareness training for 3R;</p> <p>Monitoring plan: Empty Fertilizer Bag records;</p> <p>Responsibility: Store Keeper.</p> <p>3R training had been carried out dated 05/03/2022.</p>	Yes						

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled harvesters and chemical sprayers informed they are brief on 3R training dated 05/03/2022.	
4.5.1.3	<p>Apogee Plantation established Environment Management Plan updated on 19/05/2022 include mitigation for negative impact and promote positive.</p> <p>Example negative impact:</p> <p>Activity: Storage of chemicals;</p> <p>Aspect: Spillage of chemicals and subsequent release into the environment;</p> <p>Impacts: Soil pollution;</p> <p>Risk: Moderate;</p> <p>Action Plan: Pre-mix room is set up and also use for chemical storage with area locked and only accessible by authorized personnel;</p> <p>Person in charge: Estate Manager.</p> <p>Onsite visit at pre-mix room, the chemical sump had been constructed to avoid the chemical release to environment.</p> <p>Example of positive impact:</p> <p>Activity: Pond;</p> <p>Aspect: Protection and Preservation of buffer zones in planted areas;</p> <p>Impacts: Reduced pollution to water, biodiversity and community impacts;</p> <p>Risk: Moderate;</p> <p>Action Plan: Training of estate workers and supervision not to do any chemical or weeding near the buffer zone;</p> <p>Person in charge: Estate Manager.</p> <p>Field interviews with sampled chemical sprayers informed they were briefed on protection and preservation of buffer zone on 18/04/2022.</p>	Yes
4.5.1.4	<p>Apogee Plantation established Continual Improvement Plan updated on 10/05/2022.</p> <p>Improvement action: To socialize all RTE species to employees and internal stakeholders if any;</p> <p>Expected outcome: Enhanced awareness of protected RTE species;</p> <p>Timeframe: Completed;</p> <p>Person in charge: Estate Manager.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they are briefed on protected RTE species within the estate area.</p>	Yes
4.5.1.5	Apogee Plantation carried out briefing on Environmental Policy to workers dated 18/04/2022.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The objective in Environmental Management Plan has been informed to the workers on 18/04/2022. One of the objectives highlighted as below:</p> <p>To protect the environmental of APSB from neglect, mismanagement and irresponsible activities in daily operations.</p>	
4.5.1.6	<p>Apogee Plantation most recent environmental meeting carried out on 18/04/2022.</p> <p>The meeting includes workers to discuss related environmental issue.</p> <p>Document review on APSB environmental meeting minute, no environmental issue raised by workers.</p> <p>The frequency of the meeting is to be carried out once a year.</p>	Yes
4.5.2.1	<p>Apogee Plantation established baseline value for diesel consumption from year 2018 to 2020.</p> <p>Three years baseline value for fossil fuel usage is established from year 2018 and 2020 to monitor and compare the actual diesel usage in year 2021.</p> <p>Diesel usage has decrease in 2021 compared to the baseline mainly due to reduce in tractor usage.</p>	Yes
4.5.2.2	<p>Apogee Plantation established budgeted diesel usage for year 2022 and compared with monthly actual diesel consumption.</p> <p>Document review the current actual diesel and electricity usage for 2022 is below the budget.</p> <p>Diesel usage updated until April 2022 are lower than the budgeted due to low crops production.</p>	Yes
4.5.2.3	<p>Apogee Plantation installed solar panel as source of electricity for estate office as per planned in Consumption of Non-Renewable Energy (Diesel) Summary Report.</p>	Yes
4.5.3.1	<p>Apogee Plantation established Waste Management Plan updated on 19/05/2022 identifying wastes category as solid, liquid and gas.</p> <p>Example:</p> <p>Solid: Pruned oil palm fronds; Source: Field;</p> <p>Liquid: Used lubricant oil; Source: FFB tractor;</p> <p>Gas: Carbon monoxide; Source: Smoke from FFB tractor.</p> <p>Field visit identified the pruned fronds were stacked at the dedicated frond row.</p>	Yes

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	Reviewed the tractor maintenance record dated May 2022, the tractor had been maintained regularly.	
4.5.3.2	<p>a Apogee Plantation established Waste Management Plan updated on 19/05/2022.</p> <p>The sources of wastes and pollutions are identified and monitored.</p> <p>Waste: Pruned oil palm fronds;</p> <p>Source: Harvesting activity;</p> <p>Location: Field / Block;</p> <p>Action Plan: To implement correct method for fronds stacking; cut into three or more portion, stake thin layer close to the ground;</p> <p>Monitoring Plan: Pruning programme as per recommended by management. Workers carried out pruning on the month of May to June;</p> <p>Responsibility: Estate Manager.</p> <p>Field visit and interviews with sampled harvesters and chemical sprayers informed cut off fronds are stacked properly at field.</p> <p>Major NC 1</p> <p>Review on APSB scheduled waste monitoring record for year 2022 confirmed scheduled waste generated. However, no evidence of scheduled waste amounts updated on eSWIS platform.</p>	No
	<p>b Apogee Plantation Waste Management Plan identify type of wastes generated that could be reduce, reuse & re-cycle.</p> <p>Example:</p> <p>Waste: Empty chemical container;</p> <p>Method: Reused;</p> <p>Usage for: Chemical pre-mix.</p> <p>Reviewed the reused empty chemical container record dated May 2022.</p>	Yes
4.5.3.3	<p>Apogee Plantation established the SOP on handling of used chemical that classified under Environment Quality (Scheduled Waste) Regulations 2005 datedon 23/07/2020.</p> <p>The SOP stated to ensure proper storage and disposal of used chemical such as spent engine oil, gear oil, lubricant, filter and rags.</p> <p>Site interview with estate manager informed scheduled wastes are collected by service contractor after vehicle services.</p> <p>Empty chemical containers are triple rinsed, marked and reused for chemical spraying activity.</p>	Yes

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4.5.3.4	<p>Apogee Plantation established SOP for empty chemical container handling dated 23/07/2020.</p> <p>The procedure describe:</p> <ol style="list-style-type: none"> 1. Empty chemical containers must be triple rinsed, label, punctured and kept at proper storage; 2. Empty chemical containers shall be disposed via authorized contractor. <p>Onsite visit at chemical store, the used empty chemical containers marks with "X" and reuse for chemical premix purposes only.</p> <p>Empty chemical containers are triple rinsed, marked and reused for chemical spraying activities.</p>	Yes
4.5.3.5	<p>Apogee Plantation established landfill area for domestic waste disposal.</p> <p>Field visit at estate landfill, the landfill located more than 50 meters from workers housing area. The open landfill has been fenced up and marked with operational period.</p>	Yes
4.5.4.1	<p>Apogee Plantation established Waste Management Plan updated on 19/05/2022.</p> <p>The plan identified solid, liquid and gaseous wastes.</p> <p>Example:</p> <p>Solid wastes</p> <p>Source: Housing compound;</p> <p>Example: Domestic waste;</p> <p>GHG produce: Methane.</p> <p>Gaseous wastes</p> <p>Source: Farm tractor / Generator set;</p> <p>Example: Fumes releasing;</p> <p>GHG produce: Carbon monoxide, Carbon dioxide.</p> <p>Liquid wastes</p> <p>Source: Chemical mixing;</p> <p>Example: Chemical spillage at field;</p>	Yes
4.5.4.2	<p>Apogee Plantation established Waste Management Plan updated on 19/05/2022 include action plan to reduce pollutants.</p> <p>Example:</p> <p>Source: Farm tractor;</p> <p>Waste: CO₂, CO;</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Treatment method: Regular vehicle maintenance.</p> <p>Reviewed vehicles inspection record, farm tractor is regularly service and maintained to reduce significant pollutions.</p>	
4.5.5.1	<p>a Apogee Plantation established Water Management Plan updated on 19/05/2022.</p> <p>Source of water:</p> <ol style="list-style-type: none"> 1. Rain water; 2. Pond water as alternative source for emergency situation during drought. <p>Water usage:</p> <ol style="list-style-type: none"> 1. Rain water: <ul style="list-style-type: none"> • Domestic and office; • Chemical mixing. 2. Catchment Pond: <ul style="list-style-type: none"> • Chemical mixing and vehicle washing. 	Yes
	<p>b Apogee Plantation does not have streams, rivers or waterways within its estate.</p> <p>Estate map is reviewed and verified.</p> <p>Therefore, no monitoring established for outgoing water.</p>	Yes
	<p>c Apogee Plantation monitor the efficiency usage of water by:</p> <ol style="list-style-type: none"> 1. Rainfall records for monitoring and optimizing water usage; 2. Empty chemical containers rinsing and washing water reused for chemical spraying. <p>Onsite visit at worker housing and interviews with sampled harvester and chemical sprayers informed water from rain harvesting are used for domestic usage.</p>	Yes
	<p>d Apogee Plantation does not have streams, rivers or waterways within estate area.</p> <p>Buffer zone is established for protection of pond area.</p> <p>Interview with sampled harvesters and chemical sprayers informed the briefed on marked palms as buffer zone area. These areas are restricted for chemical spraying and fertilizer application.</p>	Yes
	<p>e Apogee Plantation does not have streams, rivers or waterways within estate area</p> <p>Buffer zone is established for protection of pond area.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Interview with sampled harvesters and chemical sprayers informed they are briefed on demarcated palms as buffer zone area. These areas are restricted for chemical spraying and fertilizer application.	
	f Site interview with Apogee Plantation management and field visit confirmed there is no bore wells constructed to extract ground water.	Yes
4.5.5.2	Review on Apogee Plantation map and field visit confirmed there is no river passing through the estate. Therefore, no construction of bunds, weirs and dams.	Yes
4.5.5.3	Apogee Plantation established Water Management Plan updated on 19/05/2022 describes that rain harvesting is practices by estate for domestic use. Onsite visit at worker housing and interviews with sampled harvesters and sprayer informed rain water was collected for domestic usage.	Yes
4.5.6.1	a Apogee Plantation established Monitoring Checklist of Biodiversity area dated April 2022. The checklist includes monitoring of wildlife sighted based on different location in the estate. Example of location: 1. Buffer zone and reserves area; 2. Estate blocks. Field interviews with sampled harvesters and chemical sprayers informed no hunting are allowed and any sighted of wildlife to inform the management.	Yes
	b Apogee Plantation identified wildlife within estate with list below updated on 19/05/2022: 1. Collared dove; 2. Red Jungle Fowl. Interview with sampled harvesters and chemical sprayers informed they are aware on type of protected wildlife such as 'Jungle fowl' and no illegal hunting within the plantation area.	Yes
4.5.6.2	a Apogee Plantation established Environmental Quality Policy include statement "Ensure protection of RTEs species living in HCV areas, if any and ensure that biodiversity is protected and enhanced. Apogee Plantation establish monitoring checklist to monitor any presence of RTE at the estate blocks, housing area, and buffer zone. The monitoring was updated on April 2022.	Yes
	b Field visit and interviews with sampled harvesters and chemical sprayers informed signage installed to inform public and workers on no hunting and capturing of any wildlife.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Briefing on prohibitions on hunting and capturing wildlife carried out on 18/04/2022.	
4.5.6.3	Apogee Plantation established monitoring checklist to monitor RTE within the estate blocks, housing compound and buffer zone. Updated wildlife monitoring checklist review dated April 2022. The list includes wildlife such as collared dove and red jungle fowl.	Yes
4.5.7.1	Apogee Plantation established Environmental Quality Policy dated 22/07/2020 signed by Managing Director. The policy statement includes the statement of zero burning practice as per described in Malaysia Law (A1102 Act / Environmental Quality Act 2001) that state that there shall be no burning of any kind except where deemed necessary with prior approval of the relevant authorities. This includes domestic wastes, agricultural wastes and biomass or by products generated by estate. Field interviews with sampled harvesters and chemical sprayers informed they are briefed of the zero burning policy and do not practice any burning.	Yes
4.5.7.2	There is no disease observed on palm oil tree at Apogee Plantation that required burning for treatment via pictorial evidence verification. Therefore, no special approval for open burning from relevant authorities	Yes
4.5.7.3	Site interview with estate in charge and field visit, no disease observed at field operations that required burning method to be treated Therefore, no application for approval of controlled burning.	Yes
4.5.7.4	Apogee Plantation adopted the Field Handbook: Oil Palm Series for Immature Volume 2 & Mature Volume 3 by Ian Rankie and Thomas Fairhurst – September 1999 for their replanting management practice. The SOP states that all palm must be felled, chipped and shredded during replanting activities. Apogee Plantation replanting programme will be commenced on 2025. Thus, no replanting activities taking place at estate.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	Apogee Plantation established SOPs for best practices as follows: <ul style="list-style-type: none"> • Manuring SOP, last amended 01/07/2019; • Spraying SOP, last amended: 01/07/2019; • Chemical mixing, last amended 01/07/2019; • Harvesting SOP, last amended 01/07/2019. 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Training for SOP has been conducted to make sure that the SOP are consistently implemented:</p> <p>Example:</p> <ul style="list-style-type: none"> • Orientation and training for new workers dated 01/04/2022; • Company SOPs training dated 18/04/2022. <p>Field interviews with sampled harvesters and chemical sprayers informed that they have been briefed of work procedures.</p>	
4.6.1.2	<p>Apogee Plantation adopted the Field Handbook: Oil Palm Series for Immature Volume 2 & Mature Volume 3 that include the soil conservation measure.</p> <p>The procedure stated to prevent erosion, cover plants should be established on slopes as soon as possible after land clearing.</p> <p>Apogee Plantation planting statement stated no replanting conducted since oil palm are in their productive age.</p> <p>Altitude of terrace using tool "GPS Coordinate Malaysia" is 74m from sea level that is in line with code of practices provided by MPOB for best agricultural practices.</p>	Yes
4.6.1.3	<p>Apogee Plantation established permanent block markers for each block that include block size, block number, dated of planting and planting material.</p>	Yes
4.6.2.1	<p>Apogee Plantation has established Summary of Projected Cash flow and Management Plan dated 01/06/2022 for 5 year from 2022 to 2026.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Price forecast; 2. Estimation of FFB produced (yield/ha); 3. Operation expenses; 4. Admin expenses and capital expenditure. 	Yes
4.6.2.2	<p>There is no replanting activity for Apogee Plantation since the palm are still in the production phase.</p> <p>The expected 1st replanting is in year 2025.</p>	Yes
4.6.2.3	<p>Apogee Plantation established 5 years financial management plan from 2022 to 2026 includes following:</p> <ul style="list-style-type: none"> • Cost per ton; • Expected FFB output; • Yield per ha; • Price forecast. 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Site interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.	
4.6.2.4	Apogee Plantation established monthly monitoring for the costing and FFB. The previous month actual had been used as the references to monitor the achievement. Apogee Plantation has established the WhatsApp group meeting to discuss crop production and financial performance.	Yes
4.6.3.1	Apogee Plantation establish pricing mechanism for purchase of chemicals and fertilizer using quotation and purchase order. Example: Purchase order for chemical and fertilizer is recorded and maintained. The quotation and purchase order describes the product, price and terms and conditions.	Yes
4.6.3.2	Apogee Plantation purchased fertilizer from the suppliers using purchase order. The invoices dated 15/11/2021 from supplier describes the product pricing and payment terms. Document review on payment voucher issued to supplier is paid in timely manner as agreed by both parties.	Yes
4.6.4.1	Site interview with Apogee Plantation management informed they does not engage contractors. Therefore, no documents established. Document reviewed on stakeholders list interview with estate in charge confirmed no contractor engaged.	Yes
4.6.4.2	Site interview with Apogee Plantation management informed does not engage contractors. Therefore, no documents established. Document reviewed on stakeholders list and interview with estate in charge confirmed no contractor engaged.	Yes
4.6.4.3	Site interview with Apogee Plantation management informed they does not engage contractors. Therefore, no documents established. Document reviewed on stakeholders list and interview with estate in charge confirmed no contractor engaged.	Yes
4.6.4.4	Site interview with Apogee Plantation management informed they does not engage contractors. Therefore, no documents established. Document reviewed on stakeholders list interview with estate in charge confirmed no contractor engaged.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Apogee Plantation land titles and planting statement documents are review and there is no new land acquire. The last planting is year 2004. Field visit and interview with Apogee Plantation management team informed no high biodiversity area within the estate.	Yes
4.7.1.2	Apogee Plantation planting statement is review and field observation confirmed no replanting programme for year 2022. Thus, there is no PMM conducted.	Yes
4.7.2.1	Apogee Plantation estate map, planting statement and field observation are review and confirmed there is no peat land.	Yes
4.7.3.1	Apogee Plantation estate map, planting statement and field observation confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	Apogee Plantation estate map, planting statement and field observation confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	There is no new planting established within Apogee Plantation area, therefore no management plan nor SOP established.	Yes
4.7.3.4	There are no smallholders' scheme in Apogee Plantation certification. Therefore, not applicable.	Yes
4.7.4.1	Apogee Plantation planting statement is reviewed and field observation confirmed there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	Apogee Plantation planting statement is reviewed and field observation confirmed there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	Apogee Plantation planting statement and and field observation confirmed there is no new planting. Therefore, no topography map established.	Yes
4.7.5.2	Apogee Plantation planting statement and field observation confirmed there is no new planting. Therefore, no monitoring management plans for fragile and marginal soil established.	Yes
4.7.5.3	Apogee Plantation planting statement is reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	Apogee Plantation planting statement is review and interview with estate management team confirmed there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	Apogee Plantation planting statement is review and field observation confirmed there is no new planting. There are no sacred sites, therefore no management plan established.	Yes
4.7.6.3	Apogee Plantation planting statements are review and field observation confirmed there is no new planting. Therefore, no compensation or agreement established.	Yes

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4.7.6.4	Apogee Plantation planting statements are review and field observation confirmed there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	Apogee Plantation planting statement is review and there is no new planting. Therefore, no assessment to identify customary right established.	Yes
4.7.6.6	Apogee Plantation planting statement is review and field observation confirmed there is no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	Apogee Plantation planting statement is review and field observation confirmed there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	Apogee Plantation planting statement is review and there is no new planting. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

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

4.5. Detail of Audit Findings in last audit

AUDIT OUTCOME		
During last Audit	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

4.6. Detail of Onsite Audit Findings Identified during this audit

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

ONSITE AUDIT OUTCOME		
During this onsite audit,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

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Non Conformity Number < 01 >	
Indicator # and Description	4.5.3.2 A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a. Identifying and monitoring sources of waste and pollution
Location:	Estate
Description of Finding / Objective Evidence:	
Review on APSPB scheduled waste monitoring record for year 2022 confirmed scheduled waste generated. However, no evidence of scheduled waste amounts updated on eSWIS platform.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Khairul Anwar Bin Ismail Date Raise: 21/06/2022
Deadline for implementation	21/08/2022
Root Cause Analysis (by company):	
Schedule waste recording has consistently been done and updated by the Estate Management with licensed contracted finally coming into estate to disposed the schedule waste generated accordingly. However, the HQ and Estate management did not know that eSWIS will need updating online every time (not more than 30 days). This has since been rectified and HQ admin executive has been tasked with updating the eSWIS monthly from now	
Correction (by company):	
eSWIS updating will be done monthly from now	
Corrective / Preventive Action (by company)	
HQ Admin Executive has been assigned and appointed to task with the updating of the eSWIS online from now.	
Review of Correction & Corrective / Preventive Action	
eSWIS records sent to DOE for Apogee Plantation Sdn. Bhd. dated 22/06/2022 included wastes generated: 1. Used lubricant oil; 2. Used chemical containers. Based on documents reviewed, the major non-conformity is considered closed. Further verification on implementation will be verified on next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Khairul Anwar Bin Ismail	Date of Closure: 27/06/2022
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

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Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes	Estate Documents	APSB could improve list of publically available documents.
2.	4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).	Estate Documents	APSB could improve Tracebilty SOP.
3.	4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented	Estate	APSB could improve on diesel skid tank, genset and fertlizer store monitoring.

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5. CONCLUSION

Apogee Plantation sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance 03 audit consisting of one estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There is one Major NC raise and closed out successfully.

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

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

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

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

Total certified number of estate:	1
Total certified production area:	244.36 Ha
Certified FFBs January to May 2022:	2,431.04 Mt
Project FFBs January to December 2022:	6,000.00 Mt

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6. RECOMMENDATION

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

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

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

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

	Recommended for Certification
X	Recommended for Continuity of Certification upon Closure of Non-conformity
	Recommended for Suspension of Certification

Puchong, 06/07/2022

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

Puchong, 26/07/2022

Navin Baskram
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF STAKEHOLDERS

No stakeholders' consultation conducted in accordance to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit. Therefore, no stakeholders listed.

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

- P&C Audit Report / Checklists
- Audit Plan