

# MSPO CERTIFICATION SUMMARY REPORT

**AUMKAR OIL MILL**

**SURVEILLANCE 04**

**Onsite Audit Date: 22/06/2023**

**TUV NORD (Malaysia) Sdn Bhd**

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**MSPO Certification Summary Report**

Company Name: Aumkar Plantations Sdn. Bhd.

Certifying Unit: Aumkar Oil Mill

Client Number: 92-089

Audit Type: ASA 04

Mode of Audit: Onsite

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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>GMP</b>	Good Milling Practices
<b>GPS</b>	Global Positioning System
<b>ISO</b>	International Standard Organisation
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysian Palm Oil Certification Council
<b>MSPO</b>	Malaysian 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>SDS</b>	Safety Data Sheet
<b>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>WHO</b>	World Health Organization

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### 1. INTRODUCTION

Aumkar Plantations Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to carry out surveillance four (04) audit for its palm oil mill according to MS 2530-4:2013 Part 4 General principles for palm oil mills.

#### 1.1. Objective

The objective of this surveillance audit is to assess palm oil mill by an independent certification body with the aim for compliance of the standards.

#### 1.2. Scope

The certification is based on the documentation established by Aumkar Oil Mill.

The supporting documents 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 2530-4:2013 Part 4 General principles for palm oil mills. 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 of the guidelines applied are checked:

1. Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mill audit guidance;
2. Palm Oil Supply Chain Traceability Requirements.

#### 1.3. Appointment and Qualification of team members

The audit team appointed consists of the team leader and 2 team members. The team contributes to the review of documents, assessment of the project activity and preparation of this report.

##### Qualification of the Lead Auditor: Khairul Anwar Bin Ismail

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	Graduate in Agricultural Science

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Requirement	Qualifications
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 training	Successfully completed MS 2530 series standards for Lead Auditors.
Carried out 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 plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities 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.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers online course.

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

### Qualification of Team Members

Requirement	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	Ariff bin Lokman	Graduate in Plantation Industry and Management.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
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)	Ariff bin Lokman	7 years working experience in oil palm plantation.	Yes
	Mohammad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations	
Successfully completed MPOCC endorsed lead auditor training	Ariff bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	
Carried out a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an	Ariff bin Lokman	Qualified as auditor based on audit log.	Yes

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Requirement	Assessor	Qualification	Compliance
auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Good Milling Practices. Palm oil milling working experience or auditing experience	Ariff bin Lokman	Qualified and appointed as lead auditor for MSPO scheme.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed ISO 9001:2015 Lead Auditor course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Ariff bin Lokman	Successfully completed SA 8000 Basic training.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed Basic SA 8000 training.	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 Lead auditor course.	
Attended High Conversation Value Assessment training	Ariff bin Lokman	Attended and completed the HCV-HCS for producers' course.	Yes

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Requirement	Assessor	Qualification	Compliance
	Mohammad Norhisham Bin Mohd Salleh	Attended and completed the HCV-HCS for producer online course.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Ariff bin Lokman	Able to communicate in both Bahasa Malaysia and English.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Able to communicate in both 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 with operational personnel, stakeholders and its contractors; review of documentation;
- Reporting;
- Resolution of non-conformance (NC);
- Draft audit reporting;
- Technical review;
- Final audit reporting;
- Final approval, certification decision and issuance of certificate.

**Surveillance Four (04) Audit**

The surveillance four (04) audit carried out onsite on 22/06/2023 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below;
  - Policies;
  - Standard Operating Procedures including Mill Operation Manual;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents;
- Inspection, observations and inspection of mill facilities and activities;
- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Reports established;

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- Work plans established;
- Review and closed out of non-conformance raised in last audit;
- Assessment reporting.

**On-site Assessment**

The audit of the mill is carried out according to the MS 2530-4: 2013 Part 4: General principles for palm oil mills.

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

**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 and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be reviewed and verified during the next audit.

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### 3. ORGANISATION INFORMATION

Aumkar Oil Mill is the subsidiary of Aumkar Plantation Sdn. Bhd. located at KM 37, Jalan Tingkayu, 91207, Kunak, Sabah, Malaysia.

The mill began operation in 2007 with an operating capacity of 45 MT per hour.

Name of Mill	Location	Coordinates
Aumkar Oil Mill	Kunak, Sabah, Malaysia.	N 4.748889°, E 117.8694°

#### 3.1. Production volume

Volume for the past year Jan 2022 to Dec 2022			Actual volume Jan 2023 to May 2023			Projected volume June 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
160,651.81	33,241.23	7,547.07	71,414.48	14,837.75	3,442.21	179,834	38,664.3	8,092.53

#### 3.2. Maps of Mill Location

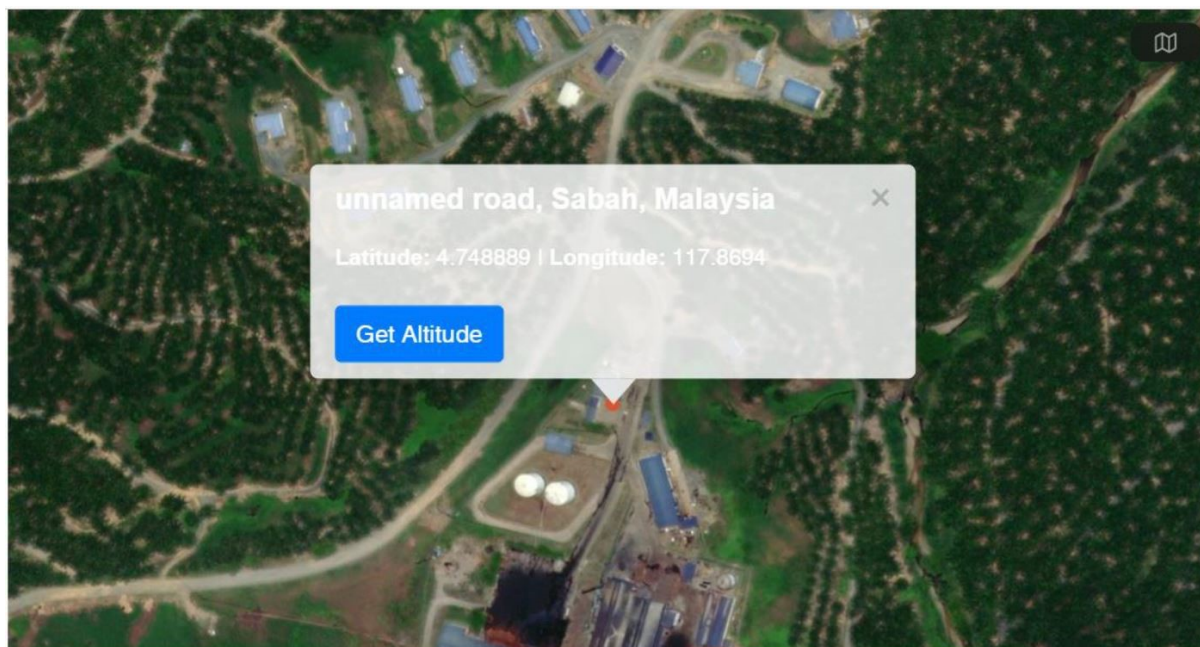


Figure 1: Aumkar Oil Mill location

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**4. CERTIFICATION ASSESSMENT****4.1. ASA 04**

The objective of the audit is to assess the activities of the mill are in compliance with MS 2530-4: 2013 Part 4: General principles for palm oil mills.

**4.1.1. Surveillance Audit:**

The surveillance four (04) audit is carried out on 22/06/2023.

During the last surveillance audit, one Major non-conformance and three (3) Opportunities for Improvements (OFIs) were identified.

During this surveillance 04 audit, the major non-compliance raised in the last audit, the audit team has review by means of physical inspection of mill, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

During this surveillance 04 audit, one (01) Opportunities for Improvements (OFIs) were identified.

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

The number of audit findings raised in this audit refer to Section 4.6 of this audit 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 carried out for this surveillance audit.

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 23/05/2023 to announce the audit of the certified unit. As at audit date on 22/06/2023 there are no comments received

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### 4.3. Summary of Findings

Principle and Criteria Assessment Summary
<p>The assessment team carried out a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits where all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-4. The summary of the assessment can be seen 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</p>

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Aumkar Oil Mill (AOM) adopted Aumkar Plantations Sdn. Bhd (APSB) MSPO policy dated 10/02/2020 signed by Company Director states that as a responsible and sustainable palm oil producer and committed to sustainable development and continuous improvement.</p> <p>The policy is in both English and Bahasa Malaysia.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed, they are briefed on MSPO policy dated 03/03/2023.</p>	Yes
4.1.1.2	<p>AOM MSPO policy dated 10/02/2020 includes a statement on commitment to continuous improvement.</p> <p>APSB is committed to sustainability development and continuous improvement on milling operation through MSPO standard.</p>	Yes
4.1.2.1	<p>AOM established Standard Operating Procedure (SOP) Inspection Visit, Internal Audit &amp; Management Review Flowchart for Internal Audit system dated 25/03/2020. The frequency for internal audits is a yearly basis.</p> <p>The latest internal audit was carried out on 21/03/2023 - 23/03/2023.</p> <p>Review on internal audit report has includes the compliance and non-compliance section.</p>	Yes
4.1.2.2	<p>AOM established Standard Operating Procedure (SOP) Inspection Visit, Internal Audit &amp; Management Review Flowchart for Internal Audit system dated 25/03/2020.</p> <p>Document review, latest internal audit carried out on 21/03/2023 - 23/03/2023 with no findings.</p>	Yes
4.1.2.3	<p>Internal audit results are presented in the management review meeting carried out on 29/03/2023.</p> <p>The outcome of the internal audit discussed in the management review.</p>	Yes
4.1.3.1	<p>AOM conducts management review meeting on 29/03/2023.</p> <p>The meeting agenda includes:</p> <ol style="list-style-type: none"> <li>1. Status of action from previous management review;</li> <li>2. Previous external audit finding and solutions;</li> <li>3. 2023 Internal audit findings;</li> </ol>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	4. Communication with stakeholders 2023; 5. Information on organization performance (2021 vs 2022); 6. Improvement plan as of March 2023; 7. Opportunity for improvement (Continuous Improvement Plan).	
4.1.4.1	AOM established Continuous Improvement Plan 2023, dated 17/03/2023. The CIP includes safety, environmental and social impacts. Example: Aspect: Environmental; Plan: BIO CNG installation as initiative to reduce the diesel usage fo lorry; Responsibility: Mill manager; Plan Date: 2021 – 2023; Status: Completed. Review the delivery order dated 15/05/2023 confirm the BIO CNG lorry had been delivered and operated. Site interview with general clerk confirmed BIO CNG had been operated.	Yes
4.1.4.2	AOM established SOP New Project, Information, Techniques, Equipment, Resources etc. dated 12/05/2019. The procedure describe: 1. Identification; 2. Implementation and control; 3. Completion of implementation and application. Review AOM List of implementation planning and revision history dated 22/03/2023. 1 unit New 950 KW Gas engine had been implemented. Review the SOP for Gas engine lorry provided by the supplies “HOHAN –N Series Driver manual 2 <sup>nd</sup> Version” dated April 2019. Training on Gas engine lorry SOP dated 20/03/2023.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	AOM established SOP for Stakeholders Consultation revision 02 updated on 01/05/2019. The SOP describe: 1. Identification of stakeholders;	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>2. Formal community meeting;</p> <p>3. Workers consultation.</p> <p>Stakeholders list is established and updated on 11/04/2023 includes the surrounding neighboring estates, smallholders, dealers, suppliers and customer.</p> <p>Internal stakeholders meeting carried out remotely on January 2023 discussed on MSPO audit, company policies, safety / health and SOP complaint &amp; grievance.</p> <p>External stakeholders meeting carried out on 17/01//2023 attended by government agency, suppliers, buyers. Meeting agendas includes company policies and procedures, social impacts and action plan.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed they are aware of company policies and information displayed at notice boards.</p>	
4.2.1.2	<p>AOM has established a list of publicly available document. Latest update is on 06/04/2023.</p> <p>The list of document includes;</p> <ol style="list-style-type: none"> <li>1. Company Policy;</li> <li>2. Management Plan;</li> <li>3. Continuous Improvement plan;</li> <li>4. Safe operating procedure;</li> <li>5. List of stakeholders.</li> </ol> <p>All documents are confidential and only available upon request.</p>	Yes
4.2.2.1	<p>AOM established SOP Stakeholders Consultation date of issue 27/04/2022.</p> <p>SOP describes:</p> <ol style="list-style-type: none"> <li>1. Definition of stakeholders;</li> <li>2. Community consultation conduct twice a year;</li> <li>3. Workers management consultation conduct quarterly.</li> </ol> <p>Internal stakeholders meeting carried out on February 2023 and carried out remotely.</p> <p>Consultation and communication flow chart displayed at notice boards were reviewed and verified.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed they are aware of company policies and information displayed at notice boards.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.2.2	<p>AOM appointed Sustainability Palm Oil (SPO) team member, Mill engineer as person in charge for consultation and communication with the stakeholders.</p> <p>Reviewed and verified appointment letter for SPO team member at APOM dated 22/03/2023.</p>	Yes
4.2.2.3	<p>AOM established list of Internal and external stakeholders updated on 11/04/2023.</p> <p>Stakeholders list is established and updated on 11/04/2023 includes the surrounding neighboring estates, smallholders, dealers, suppliers and customer.</p> <p>Internal stakeholders meeting carried out on February 2023 carried out remotely includes awareness on MSPO audit, company policies, safety / health and SOP complaint &amp; grievance.</p>	Yes
4.2.3.1	<p>AOM established CSFFB, CSPO, CSPK, CSPKO &amp; CSPKC Supply Chain system for estates, mills, warehouse &amp; Trading companies SOP SCS-APSB-01 dated 26/04/2022.</p> <p>A flow chart for traceability is included in the SOP outlining the process from receiving of FFB to delivery of CPO and PK.</p> <p>The SOP describes physical handling of MSPO certified products throughout the process.</p> <ol style="list-style-type: none"> <li>1. Delivery Order of FFB;</li> <li>2. Weighbridge tickets;</li> <li>3. FFB grading chit;</li> <li>4. FFB processing log sheet;</li> <li>5. CPO / PK storage;</li> <li>6. Sales contract of CPO / PK.</li> <li>7. Type of documents for FFB received;</li> <li>8. FFB Delivery Note issued by mill or suppliers and mill weighbridge;</li> <li>9. Type of documents for CPO and PK delivery;</li> <li>10. Delivery Note, weighbridge ticket issued, WB from receiving party and summary of delivery.</li> </ol>	Yes
4.2.3.2	<p>AOM admin officer conducts daily inspection for received FFB and delivery of CPO and PK.</p> <p>Reviewed and verified traceability inspection records on 27/05/2023.</p> <p>AOM carried out in internal audit dated 21/03/2023 – 23/03/2023. There is no finding for mill.</p>	Yes
4.2.3.3	<p>A traceability committee member is appointed to manage the traceability system.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Reviewed and verified organization chart updated on 22/03/2022 and appointment letter for SPO team member at APOM dated 22/03/2022.	
4.2.3.4	<p>AOM maintained sales and delivery records for year 2023.</p> <p>Sampled records for AOM are available and well maintained.</p> <p>Example:</p> <p>FFB delivery - Internal supplier.</p> <p>Delivery Order (DO) from Bandau Estate to Aumkar Oil Mill, DO number 83754, dated 21/06/2023 and other traceability documents are reviewed</p> <p>CPO delivery – External buyer.</p> <p>Mill DO to refinery A, DO number: CPO018631 dated 17/03/2023 and other traceability documents are reviewed.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>AOM established list of license, Permit and Approval Certificate updated 03/05/2023.</p> <p>Reviewed updated licenses:</p> <ul style="list-style-type: none"> <li>MPOB license valid from 01/09/2022 until 31/08/2023;</li> <li>JTK employee salary deduction permit valid until 21/02/2023;</li> <li>Trading license validity from 05/01/2023 until 31/12/2023.</li> </ul>	Yes
4.3.1.2	<p>AOM established Legal Register dated 01/06/2022.</p> <p>Reviewed legal register, the applicable requirement to Mill as follow:</p> <ul style="list-style-type: none"> <li>Employee Provident Fund Act 1991;</li> <li>Environmental Quality Act 1974;</li> <li>Akta Kawalan Bekalan Act 1961;</li> <li>Occupational Safety and Health Act 1994 (Act 514);</li> <li>Occupational Safety &amp; Health (Amendment) Act A1648 2022;</li> <li>Minimum Wages Order 2022.</li> </ul>	Yes
4.3.1.3	<p>AOM updated legal register 2022 dated 01/06/2022.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Occupational Safety &amp; Health (Amendment) Act A1648 2022;</li> <li>Akta Kawalan Bekalan Act 1961;</li> <li>Minimum Wages Order 2022.</li> </ul>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.4	AOM Mill Manager is the appointed person in charge of compliance and legal requirement. Reviewed appointment letter dated 20/11/2020.	Yes
4.3.2.1	AOM is located within Tingkayu estate, reviewed on estate map and land title verify the location of APOM. Therefore does not diminish the land used rights of other users.	Yes
4.3.2.2	AOM is located within Tingkayu estate. Tingkayu estate is owned by APSB with the land title is county lease of land tenure 99 years.	Yes
4.3.2.3	The land title include Tingkayu estate map. AOM established layout map of mill and located in Tingkayu estate.	Yes
4.3.2.4	AOM is located within Tingkayu estate and does not border with other estates. Therefore no issue of land dispute or encroachment.	Yes
4.3.3.1	AOM is located within the Tingakayu estate. Thus, no encroachment of land.	Yes
4.3.3.2	AOM is located within Tingkayu estate. The estate map is review to confirm the mill location.	Yes
4.3.3.3	AOM is located within Tingkayu estate and no issue of land dispute or encroachment. Thus, no FPIC required.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	AOM established SOP Social Impact Assessment dated 01/11/2018. The assessment include engaging both external and internal parties:  AOM has carried out for both parties, internal and external stakeholders meeting dated 17/03/2023 includes management team, workers and relevant stakeholders.  The SIA includes matters: <ol style="list-style-type: none"> <li>1. Daily operation;</li> <li>2. Bad workers culture;</li> <li>3. Local opportunities;</li> <li>4. Transportation;</li> <li>5. Cooperate contribution.</li> </ol> The SIA includes summary of positive and negative impacts with time bound plan to monitor for completion.  The positive impacts are continuously promoted include monitoring on time frame.	Yes

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Company Name: Aumkar Plantations Sdn. Bhd.

Certifying Unit: Aumkar Oil Mill

Client Number: 92-089

Audit Type: ASA 04

Mode of Audit: Onsite

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The SIA will be reviewed once a year with feedback from the stakeholders.	
4.4.2.1	<p>AOM adopted APSB SOP complaint and grievances and product quality management, revision 01, dated 05/01/2022.</p> <p>The SOP describes internal and external grievance issue to be addressed within 10 days. Unresolved complaints will be submitted to Manager within 10 days.</p> <p>The procedure include the complaint flowchart which is displayed at the notice boards.</p> <p>Person in charge to resolve complaint is the Mill Manager.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed, briefing on complaint and grievance had been carried out on 22/06/2023.</p>	Yes
4.4.2.2	<p>AOM adopted APSB SOP complaint and grievances and product quality management, revision 01, dated 05/01/2012.</p> <p>The SOP describes internal and external grievance issue to be address within 10 days. If the complaint not able to be resolved will submit to manager to be resolved within 10 days.</p> <p>Review on complaints records, the latest complaint dated 12/07/2021 regarding landslide at shop. The issue had been resolved within 10 days dated 20/07/2021. There is no complaint lodge for year 2022 until audit date.</p>	Yes
4.4.2.3	<p>Complaint form available at the office.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed, briefing on complaint and grievance had been carried out dated 22/06/2023.</p>	Yes
4.4.2.4	<p>AOM carried out awareness training on complaints and grievance dated 29/08/2022 and 03/03/2023.</p> <p>Review of briefing record, the topic consist of procedure for filling grievance form, person in charge and response time.</p>	Yes
4.4.2.5	Review on AOM grievance and complaint records are maintained for the year 2019 until audit date.	Yes
4.4.3.1	<p>AOM contributes to local development.</p> <ul style="list-style-type: none"> <li>Hiring locals as workers;</li> <li>Provided facilities such as canteen and shop lots for local to rent and sell their products;</li> <li>Buying FFB from local FFB dealers;</li> <li>Provided free electrical power grid to neighboring outgrowers.</li> </ul>	Yes

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Client Number: 92-089

Audit Type: ASA 04

Mode of Audit: Onsite

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.4.1	<p>AOM established Occupational Safety &amp; Health Policy updated 18/02/2020 signed by Company Director.</p> <p>The policy stated on the commitment of the company in complying with the OSH Act 1994, Factory &amp; Machinery Act 1967 and other related applicable requirements.</p> <p>Site visits at notice board, OSH policy is displayed and can be accessed by workers.</p> <p>Document reviews on briefing records and site interviews with sampled workers consisting of security and store attendant informed they have been briefed on OSH policy.</p>	Yes
4.4.4.2	<p>a</p> <p>AOM established Occupational Safety &amp; Health Policy updated 18/02/2020 signed by Company Director.</p> <p>Site visits at notice boards, OSH policy is displayed and can be accessed by workers.</p> <p>Document reviews on briefing records and Site interviews with sampled workers consisting of security and store attendant informed they have been briefed on OSH policy.</p>	Yes
	<p>b</p> <p>AOM established HIRARC for respective operation activities applicable to the mill based on the risk assessment table and updated on 07/01/2022.</p> <p>The table with headings: Activity, Hazard, Risk and Effects, Existing Risk Control, Risk Analysis (Likelihood, Severity and Risk), Recommended Control Measures, PIC (Due date / Status) and Date review.</p> <p>Example: <b>Boiler area</b></p> <p>Activity: "Membuka valve paip stim utama dan valve paip stim yang lain";</p> <p>Hazard: "Tangan terkena stim yang keluar dari valva yang bocor";</p> <p>Causes and Effect: "Melecur pada tangan";</p> <p>Existing Risk Control: PPE, SOP, "Taklimat keselamatan harian";</p> <p>Recommended Control Measures: "Menukar valve paip stim yang bocor &amp; memastikan penggunaan PPE semasa operasi";</p> <p>PIC: Engineer;</p> <p>Date Review: Yearly 07/01/2022.</p> <p>Document reviews on mill training records and site interviews with boiler operator informed they understand the risk of specific task and attended the Boiler Station training on 31/03/2023.</p> <p>Boiler operators have carried out audiometric test dated 11/10/2022 and all are fit to work.</p>	Yes

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Mode of Audit: Onsite

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Indicator	Summary of Assessment	Compliance
	<p>c. i</p> <p>AOM established Annual Training Programme FY2023 includes safe work practices of all mill operation activities.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Kernal Plan SOP training for chemical handler's team dated 15/03/2023;</li> <li>Biogas &amp; Effluent SOP training for mill operators dated 20/03/2023;</li> <li>CPO &amp; PK Despatch SOP training for workshop operators dated 07/04/2023.</li> </ul> <p>Document review on training records and site interviews with sampled workers consisting of security and store attendant informed they have been briefed on safe work practices of their individual tasks.</p>	Yes
	<p>c. ii</p> <p>AOM SDSs for chemicals and lubricants are available at office and storage facilities such as chemicals stores, lubricants stores and workshops.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Sodium Sulfite &amp; Metabisulfite, revision dated 01/12/2019;</li> <li>Salt (Qwatso) (milivest), revision date 07/01/2022;</li> <li>Shell Rimula R3+30 revision dated 23/01/2021.</li> </ul> <p>SDS available in dual language, English and Bahasa Malaysia for all mills.</p> <p>Site visits, observed chemicals and lubricants are in original label packaging and stored in proper storage facilities with sufficient ventilations for all mills.</p>	Yes
	<p>d</p> <p>AOM established records of PPEs issuance for all mill operators. All the PPE issuance records are maintained and updated.</p> <p>Type of PPEs for activities is in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: Mixing Calcium Carbonate at Claybath;</p> <p>PPE: Leather gloves, safety vest, safety helmet, dusk mask and safety boots.</p> <p>Document review on PPE issuance records and site Site interviews with sampled workers consisting of security and store attendant informed they are provided with PPE according to individual task.</p>	Yes
	<p>e</p> <p>AOM established standard operating procedure for chemical handling dated 27/04/2022 to ensure mill chemical substances</p>	Yes

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Mode of Audit: Onsite

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>are handle according to Safety &amp; Health and Occupational Safety &amp; Health Act (OSHA).</p> <p>Some of the procedures outlined are receiving &amp; storage of chemical, chemical dispenses from store to mixing area and scheduled waste disposal.</p> <p>Site verifications at chemical store is in good condition and locked. Safe and Standard Operating Procedures (SSOP) of "<i>Chemical Handling</i>" is displayed at mill notice board.</p> <p>All chemical products are stored in original label and packaging. Liquid chemical placed in tray below and powder chemical placed on top.</p>	
f	AOM appointed mill engineer as person's in-charge for safety and health dated 23/03/2022.	Yes
g	<p>AOM carried out Safety and Health Committee (SHC) meetings on a quarterly basis which is in compliance to Occupational Safety &amp; Health Act 1994.</p> <p>The meeting agenda includes:</p> <ul style="list-style-type: none"> <li>• Work safety, PPE, harvesting, handling chemicals and accidents / injuries record.</li> </ul> <p>Document review on minutes of OSH meeting is carried out quarterly and attended by both workers and management representatives.</p> <p>The latest SHC meeting carried out on 17/03/2023 &amp; 08/06/2023.</p>	Yes
h	<p>AOM established Accident and Emergency Response Procedure with list of emergency contact numbers and emergency evacuation plan.</p> <p>The Emergency Response Procedure and emergency contact details are displayed on the notice board at mill office.</p> <p>Document review on training records and Site interviews with sampled workers consisting of security and store attendant informed they have been briefed on Emergency Response Procedure dated 13/09/2022 &amp; 16/03/2023.</p>	Yes
i	<p>AOM assigned mill operators to attend the First Aid Training carried out by Hospital Assistant.</p> <p>9 employees attended the internal first aid training and appointed as competent first aider dated 31/05/2023.</p> <p>List of first aiders displayed at all mill office notice boards.</p> <p>Site verification and interviews with sampled workers consisting of security and store attendant informed first aid kits are available at mill office, workshop and chemical store.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
	j	<p>AOM established monthly Accident KPI to monitor the accidents and injuries record.</p> <p>JKKP 8 report for year 2022 submitted on 11/01/2023. There are 3 accidents is reported in year 2022 with below 4 days medical leave.</p> <p>Document review on the all medical leave has been paid by mill management.</p>	Yes
4.4.5.1	<p>AOM adopted APSB Social and Human Rights Policy signed by Company Director dated 10/02/2020.</p> <p>The policy states free from discrimination and respect the right of workers.</p> <p>Policy training was carried out on 03/03/2023.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed, they had been brief on Social and Human Right policy.</p>		Yes
4.4.5.2	<p>AOM adopt APSB Equal Opportunity Policy sign by Company Director dated 18/02/2019.</p> <p>The policy states on company commitment to ensure no discrimination in all level of workforce and demonstrate equality.</p> <p>Policy training was carried out on 03/03/2023.</p> <p>Site interviews with sampled workers consisting of security, store attendant and FFB grader and general workers informed no discrimination occur at the workplace.</p> <p>Review on complaint record, no complaint lodged for related the discrimination issue.</p>		Yes
4.4.5.3	<p>AOM established employment agreement for workers in line with legal requirement.</p> <p>Document review on employment agreement verify RM57.69 per day. Pay slip review which includes allowance, daily pay rate and overtime are verify and comply with Minimum Wages Order 2022. Overtime is paid at rate of one and a half times the hourly rate of pay on normal working days and two times the hourly rate on rest day.</p> <p>The employment agreement is in Bahasa Malaysia language which is able to be understood by the Indonesian workers.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed they were briefed on the employment agreement signed and mutually agreed with daily rate as describe in the employment agreement.</p>		No
4.4.5.4	<p>AOM monitored contractor workers' pay base on pay slip provided.</p> <p>Pay slip for the month of January 2023 for sampled contractor workers.</p>		Yes

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Mode of Audit: Onsite

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Document reviews on sampled workers payslip, confirmed the payment made is based on daily rate agreeable by contractor and workers.	
4.4.5.5	AOM established updated employees list. The list includes workers name, nationality, marital status, and date of join, date of birth, occupation and wages.	Yes
4.4.5.6	AOM established employment contract which are complying with Sabah Labour Ordinance. Employment agreement for workers are reviewed, example: <ul style="list-style-type: none"> <li>Worker A, FFB grader operator date of join 07/10/2019;</li> <li>Worker B, boiler operator date of join 03/01/2022.</li> </ul>	Yes
4.4.5.7	AOM use thumbprint system for recording working hours and overtime for staff and workers. Site inspections observed working hours is displayed at mill notice boards. Site interviews with sampled workers consisting of security and store attendant informed they understand the working hours and overtime.	Yes
4.4.5.8	AOM established the working hour and break time as below. Office working hours: Working hours: 7:00 am – 3.00 pm; Rest hours: 12:00 pm -1:00 pm. Shift: Morning shift: 7.00 am – 3.00 pm; Afternoon shift: 3.00 pm – 11.00 pm; Rest hours: 1hour. Review on payslips, payment of overtime is at rate of 1.5 times the hourly rate of pay on normal working days and two times the hourly rate on rest day. Site interviews with sampled workers consisting of security and store attendant informed they understand the working hours and overtime time.	Yes
4.4.5.9	AOM provide pay slips to all workers documenting the wage, overtime, holiday pay, EPF contribution for local workers and SOCSO subscription for all workers. Reviewed the sampled workers' pay slip for the month of April 2023, workers monthly and overtime pay in line accordance to Minimum Wage Order and employment agreement.	Yes

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Indicator	Summary of Assessment	Compliance
	Overtime rate is according to Sabah Labour Ordinance requirements of 1.5 times hourly rate for normal overtime and 2.0 times hourly rate for rest day and public holidays.	
4.4.5.10	AOM provides benefits such as housing, medical, water and electricity supply, Humana school for foreign children, canteen, childcare center, sport amenities and contribution for festive season.	Yes
4.4.5.11	AOM adopt industry best practice for workers housing.  Site visit observed , AOM living quarters provided with sufficient space for a family or those unmarried, water, electricity, recreational area, gardening area and housing compound are well maintained.	Yes
4.4.5.12	AOM adopted APSB Harassment policy signed by Company Director, dated 02/07/2018.  The policy is displayed on mill's notice board.  The policy states: 1. Type of harassment on workplace; 2. Company commitments and action taken on harassment complaints. Document review, there are no complaints related to sexual harassment. Review on Gender Committee meeting minute dated 17/05/2023.  The meeting minutes include agenda such as review on previous meeting minutes, awareness on housing compound safety and cleanliness & gender committee programme.	Yes
4.4.5.13	AOM adopted APSB Social and Human Right policy signed by Company Director dated 02/07/2018.  The policy states: 1. Respect the union rights and freedom to join union; 2. Respect the right to live free from discriminations; The ECC meeting is carried out once a year. Document review, the latest ECC meeting minutes dated 19/03/2022.	Yes
4.4.5.14	AOM adopted APSB Social and Human Right policy signed by Company Director, dated 02/07/2018.  The policy describes will not hire underage person as employee. Review on list of mill's workers confirm there is no underage worker employed.	Yes
4.4.6.1	AOM establish annual training programme for year 2022 dated 12/01/2022.  Review on training document and attendance list, photos and training material of particular training.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example training carried out:</p> <ul style="list-style-type: none"> <li>• Engine room SOP Training dated 28/03/2023;</li> <li>• Press station training dated 11/03/2023;</li> <li>• CPO and PK dispatch training dated 07/04/2023;</li> <li>• Boiler plant training 31/03/2023;</li> <li>• Water treatment plant training 07/04/2023.</li> </ul>	
4.4.6.2	<p>AOM established training matrix for their workers.</p> <p>Review on training matrix, training provided is based on the work description.</p>	Yes
4.4.6.3	<p>AOM established annual training programme for the year 2023 dated 03/01/2023.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Domestic waste &amp; landfill training on September 2022;</li> <li>• Suggestion &amp; complaint training on August 2023;</li> <li>• Scheduled waste training on October 2023;</li> <li>• Emergency spill kit training on October 2023.</li> </ul>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>AOM adopted Aumkar Plantation Sdn Bhd Environmental Protection Policy dated 18/02/2020 signed by Company Director.</p> <p>The policy describes:</p> <ul style="list-style-type: none"> <li>• Ensuring individuals comply with safety and environmental protection procedures;</li> <li>• Complying with the relevant legislative requirement;</li> <li>• Complying with regulations concerning schedule waste, effluent and clean air emission;</li> <li>• Promoting continuous improvement on environmental standards;</li> <li>• Establishing individual responsibilities to ensure the environmental quality is well preserved;</li> <li>• Keep good records and housekeeping method regarding environmental issues.</li> </ul> <p>APOM carried out policy briefing to workers during morning briefing on 03/03/2023.</p>	Yes

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Mode of Audit: Onsite

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Policy displayed at notice boards has been reviewed and verified.</p> <p>APOM established Environmental Management Plan for year 2023 updated on 14/03/2023.</p> <p>Example of content:</p> <p>Area: FFB Inspection;</p> <p>Activities: FFB grading;</p> <p>Aspect: Generation of noise from the vehicles;</p> <p>Impact: Noise pollution;</p> <p>Action Plan; Communicate with transporter and vehicle monthly inspection;</p> <p>PIC: Maintenance team.</p> <p>Latest vehicle monthly inspection record was done on 31/03/2023.</p>	
4.5.1.2	<p>a AOM adopted Aumkar Plantation Sdn Bhd Environmental Protection Policy dated 18/02/2020 signed by Company Director</p> <p>The Environmental Protection Policy describe the mill objective:</p> <p>To ensure a safe and healthy working environment by complying with Environmental Quality Act 1974, where this policy will be strongly adhered by our plantation and mill.</p> <p>AOM established Environmental Aspect &amp; Impact Assessment updated 17/04/2023 as part of action plan for environmental policy and objectives. .</p>	Yes
	<p>b AOM aspect and impact are identified in the EIA including aspect, impact, action plan and monitoring, monitoring document and management review comment.</p> <p>Example:</p> <p>Area: Mill operation;</p> <p>Negative impact: Pollution from mill operation and mill effluent.</p> <p>Action plan:</p> <p>Provide measures to contain all pollution waste;</p> <p>Survey- water quality survey of waterways.</p> <p>Monitoring of surface water quality: DO, turbidity, TSS, COD, BOD, coliform, oil and grease.</p> <p>Latest effluent test carried out on 01/06/2023 indicates result are within permissible level by DOE.</p>	Yes
4.5.1.3	<p>The Environmental Management plan established include action to mitigate negative impact and promote positive impacts.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Area: Landfill;</li> <li>Environmental Impacts:</li> <li>Negative Impact: Contamination of surface and groundwater;</li> <li>Plans and monitoring program: Collection of domestic waste is twice a week; proper landfill management;</li> <li>Documents to be reviewed: AOM rubbish collection book.</li> </ul> <p>Reviewed and verified pictorial evidence of landfill area. Landfill is well managed.</p> <p>Reviewed and verified bins for storage of recycling items.</p> <p>Domestic waste are collected twice in a week. Reviewed and verified waste collection record on 10/06/2023 and 17/06/2023.</p>	
4.5.1.4	<p>AOM established program to promote and maintain the existing positive impacts as describe in the Environmental Impact Assessment Management Plan.</p> <p>Example:</p> <p>Source: EFB plant;</p> <p>Activities: Pressing of EFB;</p> <p>Positive impact: Reuse of biomass to the boiler and Compost plant.</p>	Yes
4.5.1.5	<p>AOM established training programme for year 2023 dated 03/01/2023 include environmental topics.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>Scheduled waste training carried out on 22/10/2022;</li> <li>Emergency spill kit training dated 31/10/2022;</li> <li>Recycle training carried out on 22/08/2022;</li> <li>ERP training carried out on 03/06/2022.</li> </ol> <p>Site interviews with sampled workers consisting of security and store attendant informed they has been trained on environmental awareness.</p>	Yes
4.5.1.6	<p>AOM carried out environmental meeting on quarterly basis. The latest meeting carried out on 09/06/2023.</p> <p>Participants include in the meeting are mill management, laboratory, workshop, process and general workers as well as supervisors.</p> <p>The meeting discussed on responsibility each of committee members, matter arising in the last meeting, environmental control plan and matters to report in the next meeting.</p>	Yes
4.5.2.1	AOM established records of diesel / mt of FFB from 2018 to 2022.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																				
Indicator	Summary of Assessment	Compliance																		
	<p>Baseline values for diesel usage has been set based on the average of the respective years.</p> <p>Baseline value for year 2022 diesel/FFB Mt is lower compared to the average baseline value from 2018 to 2021. This is due to biogas plant fully utilized for power generation</p>																			
4.5.2.2	<p>Reviewed and verified budget for diesel consumption for the period of January to May 2023.</p> <table border="1"> <thead> <tr> <th>Month</th><th>FY 2023 actual (L)</th><th>FY 2023 budget (L)</th></tr> </thead> <tbody> <tr> <td>January</td><td>19,612</td><td>32,577</td></tr> <tr> <td>Feb</td><td>11,826</td><td>55,529</td></tr> <tr> <td>March</td><td>10,461</td><td>61,107</td></tr> <tr> <td>April</td><td>7,602</td><td>22,456</td></tr> <tr> <td>May</td><td>14,684</td><td>28,765</td></tr> </tbody> </table> <p>Total diesel usage until May 2023 are lower that the budgeted due to power generation by Biogas Plant.</p>	Month	FY 2023 actual (L)	FY 2023 budget (L)	January	19,612	32,577	Feb	11,826	55,529	March	10,461	61,107	April	7,602	22,456	May	14,684	28,765	Yes
Month	FY 2023 actual (L)	FY 2023 budget (L)																		
January	19,612	32,577																		
Feb	11,826	55,529																		
March	10,461	61,107																		
April	7,602	22,456																		
May	14,684	28,765																		
4.5.2.3	AOM has use renewable energy using biogas system to generate electricity supplying to mill and nearby estate.	Yes																		
4.5.3.1	<p>AOM established Environmental Aspect &amp; Impact Assessment updated 17/04/2023 which includes waste management.</p> <p>Type of waste: Maintenance oil (used oil)</p> <p>Source of waste: Workshop;</p> <p>Pollutions: Soil &amp; Water Pollution;</p> <p>Monitoring plan: Proper schedule waste management are carried out by Contractor A which is appointed for collection of scheduled wastes;</p> <p>PIC: Executive.</p> <p>Review on scheduled wastes records, latest scheduled waste disposal dated 17/01/2023 with quantity of 3.6 Mt.</p>	Yes																		
4.5.3.2	<p>a AOM established Environmental Aspect &amp; Impact Assessment updated 17/04/2023 which includes waste management.</p> <p>Source of waste: Smoke for stack emission, air particulate pollution;</p> <p>Monitoring and action plan: Continuous emission monitoring (CEMS) which was carried out daily;</p> <p>CEMS report for date 21/06/2023 was reviewed and verified;</p> <p>Source of waste: Pollution from mill operation and mill effluent.</p>	Yes																		

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Monitoring and action plan: Final discharge water analysis carried out by third party laboratory to ensure no adverse effect to surrounding water source and soil.</p> <p>Latest effluent test report carried out on 25/05/2023 indicates the result are within permissible level set by DOE license.</p>	
	<p>b Wastes generated from AOM milling operation are identified and documented in the waste management plan.</p> <p>Stated in the plan palm kernel shell, mesocarp fibre, EFB are recycled to reduce dependency on non-renewable waste such as fossil fuel and supplied for field application as nutrient supplements for palms.</p> <p>Example:</p> <p>Palm kernel shell used as fuel for boiler.</p> <p>Mesocarp used as fuel for boiler operation.</p> <p>EFB recycle into composes (Compose Plant) for field application at plantation.</p>	Yes
4.5.3.3	<p>AOM established SOP for Scheduled Waste, revision 1 updated 07/05/2020.</p> <p>The procedure address the management of used chemical containers, used lubricant and oil, expired chemical handling, triple rinse method, storing &amp; disposed and scheduled waste labeling.</p> <p>The SOP established to comply with the Environmental Quality Act 1974 and Environmental Quality Regulations (Scheduled Waste) 2005.</p> <p>APOM scheduled wastes are collected and disposed by DOE authorized contractor on 17/01/2023.</p> <p>Scheduled waste inventory is updated using E-SWIS system.</p> <p>There are supporting records from the Department of Environment visit on 16/06/2023 stating compliance towards Scheduled Waste Regulation 2005.</p> <p>Competent person for scheduled waste management is the mill manager. Competence serial number is CePSWaM/02987.</p>	Yes
4.5.3.4	<p>All domestic waste from mill and housing disposed at landfill located in Tingkayu estate.</p> <p>Domestic waste are collected twice in a week. Reviewed and verified waste collection record on 10/06/2023 and 17/06/2023.</p> <p>Onsite inspection at landfill in Tingkayu Estate confirm the landfill condition is well managed.</p> <p>Distance of landfill area from nearest waterways is approximately 2 KM.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.4.1	<p>AOM established Environmental Aspect &amp; Impact Assessment updated 17/04/2023 which includes waste management.</p> <p>The plan has includes polluting activities such as scheduled wastes, processing wastes, domestic wastes and greenhouse gaseous emission.</p> <p>The EAIA identified the solid, liquid and gaseous wastes.</p> <p>Greenhouse gas emission from diesel mainly Carbon Monoxide (CO) is monitored by fuel monitoring records on a monthly basis.</p> <p>Assessment monitoring for polluting activities has been carried out according to the DOE license specifications and results of emissions are within the respective specifications.</p> <p>Reviewed and verified diesel monitoring record for the year 2023 from January to May 2023.</p>	Yes
4.5.4.2	<p>AOM established action plan to reduce identified significant pollutant and emission for smoke emissions, dust particulates and opacity.</p> <p>The action plan includes monitoring and continuous improvement programme to reduce the potential source of GHG Emission.</p> <p>Example:</p> <p>Source: POME;</p> <p>Negative Impact: Water, Soil &amp; Air Pollution;</p> <p>Improvement/ Mitigation Plan: Implement Biogas Plant and recycle for compost plant;</p> <p>Monitoring &amp; Action Plan : Monitoring Monthly of POME discharge analysis;</p> <p>PIC: Executives;</p> <p>Status : Continue monitoring;</p> <p>Records on a monthly basis.</p> <p>Review the effluent test report dated 01/06/2023 is documented.</p> <p>Monthly analysis of POME is carried out by an external laboratory (KI – Kepong Sabah Sdn. Bhd.</p> <p>Sampled test carried out on 01/06/2023 with the BOD result is below permissible limit of 200mg/l under the specifications of the DOE licensed for WHPOM.</p>	Yes
4.5.4.3	<p>Palm Oil Mill Effluent (POME) is treated using the biogas system.</p> <p>Final discharge of effluent is tested monthly for compliance to DOE discharge schedule.</p> <p>The competent person for CepPOME is the SPO officer. Serial number of competence is CePPOME/02987.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Effluent test report dated 01/06/2023 is documented.</p> <p>Monthly analysis of POME is carried out by an external laboratory.</p> <p>Sampled test carried out on 22/04/2022 with the BOD result is within the limit set on DOE license.</p>	
4.5.5.1	<p>a AOM established Water management plan dated 17/04/2023.</p> <p>The WMP identified source of water and usage.</p> <p>Source: Catchment pond collecting rain water;</p> <p>Usage: FFB processing, boiler and domestic use;</p> <p>Source : Sungai Tingkayu Estate;</p> <p>Usage: FFB processing, boiler and domestic use;</p> <p>Raw water: FFB process ration is at 1 M<sup>3</sup>/FFB Mt which in accordance with best practices.</p> <p>Site interviews with sampled workers consisting of security and store attendant informed that water supply is sufficient and quality of water is satisfactory.</p> <p>Reviewed of storage tanks provided at worker quarters for domestic usage are in good condition.</p>	Yes
	<p>b POME is discharge for Biogas plant and recycle for Compost production.</p> <p>Outgoing water from the mill effluent tested by KI- Kepong (Sabah) Sdn. Bhd. SAMM accredited external laboratory on 01/06/2023 has been reviewed and verified.</p> <p>All results are within specifications set by DOE.</p> <p>Final discharge is monitored on a monthly basis and reported to DOE. Latest final discharge water analysis carried out on 01/06/2023.</p>	Yes
	<p>c AOM established Water Management Plan dated 17/04/2023 includes the monitoring of water consumption for FFB processing, boiler operation and domestic use.</p> <p>AOM established monthly water usage monitoring record to monitor mill water usage. Water usage records year 2022 and January to May 2023 is maintained.</p> <p>Installation of turbine excess cooling water pipeline back to water clarifier to minimize water usage and avoid wastage.</p>	Yes
4.5.5.2	AOM established biogas plant to treat POME. POME final discharge method is discharge into land irrigation.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>AOM established Mill Operation Procedures Master List for mill operations activities updated 30/05/2022.</p> <p>Example list of SOPs as follow;</p> <ol style="list-style-type: none"> <li>1. Compost Dryer updated 10/01/2022;</li> <li>2. Engine Room updated 17/02/2022;</li> <li>3. Compost Plant updated 17/02/2022.</li> </ol> <p>Training carried out:</p> <ol style="list-style-type: none"> <li>1. SOP Biogas Engine training carried out on 17/03/2023;</li> <li>2. SOP compost plant training carried out on 15/03/2023;</li> <li>3. SOP Effluent Plant carried out on 20/03/2023.</li> </ol> <p>Site interviews with sampled workers consisting of security and store attendant informed they had been briefed on of mill SOPs and training has been carried out.</p>	Yes
4.6.1.2	<p>AOM implemented following best mill practices:</p> <ul style="list-style-type: none"> <li>• Monthly monitoring and testing of effluent by external 3rd party laboratory according to DOE requirements with latest results on 24/05/2023;</li> <li>• Installed CEMS for monitoring of stack emissions and opacity with direct reporting to DOE with latest submission on 31/05/2023;</li> <li>• Boiler man has permit to operate boiler dated 21/02/2023;</li> <li>• Mill manager and engineer holds a steam certificate dated 12/11/2015.</li> </ul> <p>AOM carried out awareness training on mill best practices as below:</p> <ul style="list-style-type: none"> <li>• SOP Biogas Engine training carried out on 17/03/2023;</li> <li>• SOP compost plant training carried out on 15/03/2023.</li> </ul>	Yes
4.6.2.1	<p>AOM established business management plans for year 2023 until year 2027. Attention was given to the CPO &amp; PK projection, cost of production and capex expenditure. Performances are discussed in the monthly meetings held at the mill office.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Production cost which covers CPO production, PK production, FFB price average, PK price average, OER, etc;</li> <li>• Labour cost covering supervision and wages;</li> <li>• Milling cost which covers administrative cost, manufacturing cost and variable cost.</li> </ul>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	10 years projection for capex business plan starting year 2023 until year 2033 reviewed.	
4.6.3.1	AOM purchase chemicals from supplier by issuing purchase order describing the product, price terms of payment and quantity required.  Example:  Document review on records of purchasing chemicals dated 23/02/2023 includes quotation, purchase order, delivery order, invoice and payment voucher are documented and maintained.	Yes
4.6.3.2	AOM purchase chemicals from supplier based on the chemical quotation received.  AOM issued purchase order for purchase of chemicals is based on the quotation from supplier with agreed price and terms of payment.  Document review on the payment record indicate payment is made timely according to the agreed terms and conditions.	Yes
4.6.4.1	AOM engage contractors for CPO & PK transportations. The contractors have been briefed on the MSPO requirements dated 30/05/2023.  Record of briefing is maintained for verification.	Yes
4.6.4.2	AOM established copies of the signed contract agreement with contractors.  Contract agreements reviewed has been duly signed by both parties prior commence of work.	Yes
4.6.4.3	Document review on the contract agreement of APOM with contractor under section 10.2 which states "The contractor/transporter also liable to be audited by the company or 3 <sup>rd</sup> party with regards to safety, sustainability and supply chain standards".  There is no objection by the management to accept MSPO approved auditors to verify the assessments through a physical inspection, if required.	Yes

### 4.4. Use of Marks and/or Any Other References to Certification

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Aumkar Oil Mill operation or any on/off-products claim.

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

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.
X	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.

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

### 4.6. Detail of Audit Findings Identified during last audit

AUDIT OUTCOME		
During last Audit	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number < 01 >			
<b>Indicator # and Description</b>	4.4.5.3 Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. (MAJOR)		
<b>Location:</b>	Aumkar Oil Mill		
<b>Description of Finding / Objective Evidence:</b>			
Review on sampled worker's payslips for the month of May 2022, the payment made are not in accordance with the Minimum Wages Order 2022.			
<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>	17/06/2022
<b>Deadline for implementation</b>		17/08/2022	
<b>Root Cause Analysis (by company):</b>			
Aumkar Plantations Sdn Bhd is using IAS payroll system for collecting workers wage data. Government has announced the new Minimum Wage Order 2022 on 27 <sup>th</sup> April 2022. The management couldn't update the new rate in the IAS payroll system by 1 <sup>st</sup> May 2022. Therefore the system still uses Minimum Wage Order 2018 for May 2022 payment.			
<b>Correction (by company):</b>			
Company management agreed for May backdated pay according to Minimum Wage Order 2022.			
<b>Corrective / Preventive Action (by company)</b>			
Company management paid May backdated pay according to Minimum Wage Order 2022 in June 2022. The management will compile and implement all relevant regulation that implemented by government in future. Refer for the June 2022 payslip samples in the attachment. We have provided 3 worker samples for each sampling estates.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			

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Non Conformity Number < 01 >	
Review of sampled workers' payslips for June 2022 included: 1. Backdated new rate payment for May 2022; 2. New rate payment for June 2022. The revised pay rate follows Minimum Wages Order 2022. Workers acknowledged and accepted the payment based on the latest pay rate via thumbprint. Based on the document review, the major non-conformity is considered closed. Further verification on implementation will be verified on the next surveillance audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor:</b> Mohamad Norhisham Bin Mohd Salleh	<b>Date of Closure:</b> 13/07/2022
Review of Implementation	
AOM has updated list of legal register including new Minimum Wages Order 2022 dated 01/06/2022. Document review on the employment contract agreement confirmed the new Minimum Wages Order 2022 had been stated in the contract. The contract agreement signed by both employees and mill management. Document review on sample payslip for the month of April 2023 verified the payments made are in accordance to Minimum Wages Order 2022.	
<b>Name of Auditor:</b> Ariff Bin Lokman	<b>Date of Review:</b> 23/06/2023

### 4.7. 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,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

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Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.5.3.3	The palm oil mill 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. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Wastes) Regulations, 2005.	AOM	AOM could improve scheduled waste management practices such as availability of 7 <sup>th</sup> Schedule.

**MSPO Certification Summary Report**

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**5. CONCLUSION**

Aumkar Plantations Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for its mill, Aumkar Oil Mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews carried out 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 2530-4:2013. Part 4 General principles for palm oil mills.

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

Certified CPO January 2023 to May 2023:	14,837.75	mt
Certified PK January 2023 to May 2023:	3,442.21	mt
Projected CPO June 2023 to December 2023:	38,664.3	mt
Project PK June 2023 to December 2023:	8,092.53	mt

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### 6. RECOMMENDATION

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

The structure of the audit was in accordance with the audit plan included in to this summary report.

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 policy 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
<b>X</b>	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 06/07/2023



Khairul Anwar Bin Ismail  
 TUV NORD (Malaysia) Sdn Bhd  
 Audit Team Leader

Puchong, 06/07/2023



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

**MSPO Certification Summary Report**

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**7. LIST OF STAKEHOLDERS**

No stakeholders' consultation carried out 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 or weaknesses may still exist which were not expressly mentioned by the auditors in the final meeting or in the audit report.

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

- ☒ P&C Audit Report / Checklist(s)
- ☒ Audit Plan