

# MSPO CERTIFICATION SUMMARY REPORT

AUMKAR OIL MILL

SURVEILLANCE 03

Onsite Audit Date: 16/06/2022

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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 03

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 conduct Surveillance 03 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 two 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: Mohamad Norhisham Bin Mohd Salleh

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

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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 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 and appointed as lead auditor for MSPO scheme.
Good Milling Practices. Palm oil milling working experience or auditing experience	Qualified and appointed as lead auditor for MSPO scheme.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO 9001:2015 Lead Auditor course.
Health and safety auditing on the mill processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO 45001:2018 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with mill processes and activities. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course.
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.

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### Qualification of Team Members

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
	Joseph Sim Siaw Seng	Graduate in Occupational Safety and Health Certificate.	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
	Joseph Sim Siaw Seng	4 years of working experience in Health and Safety and 3 years of working experience in plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Khairul Anwar Bin Ismail	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
	Joseph Sim Siaw Seng	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 equivalent sustainability certification schemes.	Khairul Anwar Bin Ismail	Qualified as auditor based on audit log.	Yes
	Joseph Sim Siaw Seng	Qualified as auditor based on audit log.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Khairul Anwar Bin Ismail	5 years working experience in palm oil plantations.	Yes
	Joseph Sim Siaw Seng	4 years of working experience in Health and Safety and 3 years of working experience in plantations.	Yes
Good Milling Practices. Palm oil milling working experience or auditing experience	Khairul Anwar Bin Ismail	5 years working experience in palm oil plantations.	Yes
	Joseph Sim Siaw Seng	4 years of working experience in Health and Safety and 3 years of working experience in 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
	Joseph Sim Siaw Seng	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
	Joseph Sim Siaw Seng	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
	Joseph Sim Siaw Seng	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
	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Completed High Conversation Value assessment	Khairul Anwar Bin Ismail	Attended and completed the HCV-HCS for producer online course.	Yes
	Joseph Sim Siaw Seng	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
	Joseph Sim Siaw Seng	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 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 Three (030 Audit:

Surveillance three (03) audit conducted onsite on 16/06/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below;
  - Policies;
  - Mill location map;
  - 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;

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

### On-site

The audit of the mill is conducted 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 2021 to Dec 2021			Actual volumes Jan 2022 to May 2022			Projected volume Jun 2022 to Dec 2022		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
163,105.84	34,239.24	7,800.84	60,954.22	12,802.91	2,891.05	104,729.00	22,517.00	4,713.00

#### 3.2. Maps of Mill Location

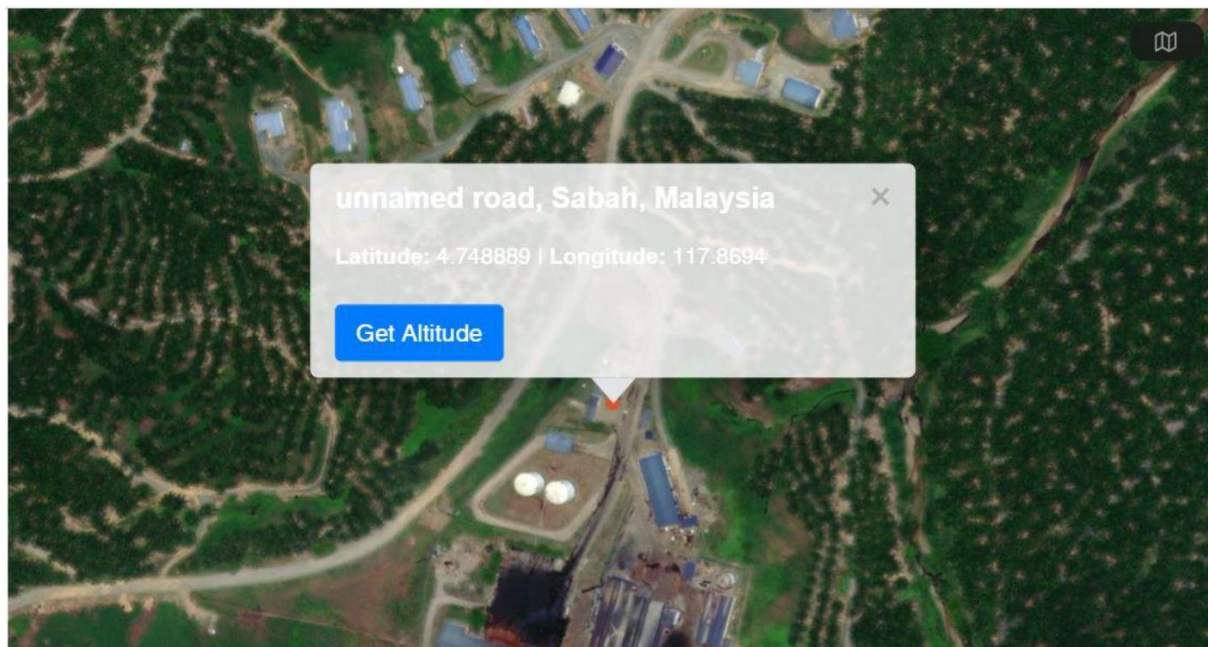


Figure 1: Aumkar Oil Mill location.

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 03

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 Three (03) Audit:

The surveillance 03 audit is conducted on 16/06/2022.

During the last surveillance audit 02 there is one (01) Minor and Opportunities for Improvement (OFI) are raised.

During this surveillance 03 audit, the minor 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.

The minor non-conformance raise during the surveillance 02 audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

During this surveillance 03 audit, one Major non-conformance and three (3) 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 conducted for this surveillance audit TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 17/05/2022 to announce the audit of the certified unit. As at audit date on 16/06/2022 there are no comments received.

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### 4.3. Summary of Findings

#### Principle and Criteria Assessment Summary

The assessment team conducted 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

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, store attendant and FFB grader and general workers informed, they are briefed on MSPO policy dated 07/05/2022.</p>	Yes
4.1.1.2	<p>AOM MSPO policy dated 18/02/2019 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 conducted on 25/03/2022.</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 conducted on 25/03/2022 with no findings.</p>	Yes
4.1.2.3	<p>Internal audit results are presented in the management review meeting conducted on 30/01/2022.</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 30/05/2022.</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></ol>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	3. Internal audit findings; 4. Communication with stakeholders 2021 and 2022; 5. Information on organization performance (2020 vs 2021); 6. Improvement plan; 7. Continuous Improvement Plan.	
4.1.4.1	AOM established Continuous Improvement Plan 2022, dated 24/03/2022.  The CIP includes safety, environmental and social impacts.	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.  AOM established list of implementation planning and revision history for new technologies and techniques for its mill.  Training on Biogas engine dated 03/04/2022 reviewed.	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; 2. Formal community meeting; 3. Workers consultation.  Stakeholders list established and updated on 01/02/2022 includes the surrounding neighbouring estates, smallholders, dealers, suppliers and customer.  Internal stakeholders meeting carried out on 19/03/2022 discussed on MSPO audit, company policies, safety / health and SOP complaint & grievance.  External stakeholders had been notified on company compliance to MSPO standard, Safety and health requirements, environmental requirements, complaints and grievance reporting system, sexual harassment reporting via memo dated on 08/02/2022.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Topics of briefing are social and safety issues faced by the workers.</p> <p>Site interviews with sampled workers consisting of store attendant, FFB grader and general workers informed they had been briefed on 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 31/03/2022.</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 19/03/2022 discussed on MSPO audit, company policies, safety / health and SOP complaint &amp; grievance.</p> <p>Consultation and communication flow chart displayed at notice boards.</p> <p>Site interviews with sampled workers consisting of store attendant, FFB grader and general workers informed they had been briefed on company policies and information displayed at notice boards.</p>	Yes
4.2.2.2	<p>AOM appointed Sustainability Palm Oil (SPO) team member as person in charge for consultation and communication with the stakeholders.</p> <p>Reviewed and verified appointment letter for SPO team member at AOM dated 20/11/2020.</p>	Yes
4.2.2.3	<p>AOM established list of Internal and external stakeholders updated on 01/02/2022.</p> <p>Stakeholders list includes the surrounding neighbouring estates, smallholders, dealers, suppliers and customer.</p> <p>Internal stakeholders meeting carried out on 18/12/2020 discussed on MSPO audit, company policies, safety / health and SOP complaints &amp; grievance.</p>	Yes



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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>External stakeholders had been notified of company compliance to MSPO standard, Safety and health requirements, environmental requirements, complaints and grievance reporting system, sexual harassment reporting via memo dated on 08/02/2022.</p> <p>Record review shows there are no requests from stakeholders.</p>	
4.2.3.1	<p>APOM 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> </ol> <p>Type of documents for FFB received:</p> <ol style="list-style-type: none"> <li>1. FFB Delivery Note issued by suppliers and mill weighbridge ticket;</li> <li>2. Type of documents for CPO and PK delivery;</li> <li>3. 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 31/05/2022.</p>	Yes
4.2.3.3	<p>Aumkar mill appointed Sustainability Palm Oil Officer (SPO) to manage the traceability system.</p> <p>Reviewed and verified appointment letter for SPO team member dated 20/11/2020.</p>	Yes
4.2.3.4	<p>AOM maintained sales and delivery records for year 2022.</p> <p>Sampled records for AOM are available and well maintained.</p> <p>Example:</p> <p>FFB delivery chit from Estates on 07/02/2022:</p> <ol style="list-style-type: none"> <li>1. DO Number;</li> <li>2. Date;</li> </ol>	Yes



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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>3. Supplier;</p> <p>4. FFB net weight;</p> <p>5. MPOB licence no;</p> <p>6. Ticket no.</p> <p>Mill weighbridge to refinery on 09/03/2022:</p> <p>1. Ticket no;</p> <p>2. DO Number;</p> <p>3. CPO net weight;</p> <p>4. Date;</p> <p>5. MPOB licence no;</p> <p>6. Buyer.</p> <p>APOM CSFFB, CSPO, CSPK, CSPKO &amp; CSPKC Supply chain system for estates, mills, warehouse &amp; Trading companies SOP SCS-APSB-01 dated 26/04/2022 states retention period of documents is at least 3 years.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>AOM established list of license updated 01/06/2022.</p> <p>Reviewed updated licenses:</p> <p>1. MPOB license valid from 01/09/2021 until 31/08/2022;</p> <p>2. JTK employee salary deduction permit valid until 21/02/2023.</p>	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> <p>1. Employee Provident Fund Act 1991;</p> <p>2. Environmental Quality Act 1974;</p> <p>3. Immigration Act 1959/1963;</p> <p>4. Occupational Safety and Health Act 1994 (Act 514);</p> <p>5. Prevention and Control of Infectious Disease Act 1988 (Declaration of infection Local Areas Order 2020);</p> <p>6. Occupational Safety &amp; Health (Amendment) Act A1648 2022;</p> <p>7. Minimum Wages Order 2022.</p>	Yes
4.3.1.3	<p>AOM updated legal register 2022 dated 01/06/2022.</p> <p>Example:</p> <p>1. Occupational Safety &amp; Health (Amendment) Act A1648 2022;</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	2. Minimum Wages Order 2022.	
4.3.1.4	AOM Human Resources is the appointed person in charge of compliance and legal requirement. Reviewed appointment letter dated 01/01/2022.	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 Social Impact Assessment updated on 01/03/2022. The assessment include engaging both external and internal parties:  Internal stakeholders meeting conducted 19/03/2022 includes management team and workers.  External stakeholders meeting conducted on 20/12/2021 via email send to all relevant stakeholders.  AOM Social Impact Assessment includes monitoring and action plan for negative and positive impacts.  Example:  Positive impact: Transportation for school childrens;  Action plan: Mill management has provided school bus for workers children's;  Person in charge: Mill Manager;  Status: Ongoing.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
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, store attendant and FFB grader and general workers informed, briefing on complaint and grievance had been conducted on 14/08/2021.</p> <p>Grievance training for year 2022 scheduled to be carried out on August 2022.</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.</p>	Yes
4.4.2.3	<p>Complaint form available at the office.</p> <p>Site interviews with sampled workers consisting of security, store attendant and FFB grader and general workers informed, briefing on complaint and grievance had been conducted dated 14/08/2021.</p>	Yes
4.4.2.4	<p>AOM conducted awareness training on complaints and grievance dated 14/08/2021.</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	<p>Review on AOM grievance and complaint records are maintained for the year 2019, 2020 and 2021.</p>	Yes
4.4.3.1	<p>AOM contributes to local development.</p> <ol style="list-style-type: none"> <li>1. Hiring locals as workers;</li> <li>2. Provided facilities such as canteen and shop lots for local to rent and sell their products;</li> <li>3. Buying FFB from local FFB dealers;</li> <li>4. Provided free electrical power grid to neighboring outgrowers.</li> </ol>	Yes
4.4.4.1	<p>AOM established Occupational Safety &amp; Health Policy updated 18/02/2020 signed by Company Director.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<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 mill operators informed they have been briefed on OSH policy.</p>	
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 mill operators 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: Biogas Plant</p> <p>Activity: "Operasi harian Enjin Biogas";</p> <p>Hazard: "Engine driver terdedah kepada bunyi bising";</p> <p>Causes and Effect: "Hilang pendengaran";</p> <p>Existing Risk Control: PPE earmuff, SOP, "Taklimat keselamatan harian";</p> <p>Likelihood, Severity &amp; Risk Rating: L-1, S-4, R-4 low risk;</p> <p>Recommended Control Measures: "Sentiasa membuat pemeriksaan telinga di klinik kesihatan secara berkala";</p> <p>PIC: Engineer;</p> <p>Date Review: Yearly 07/01/2022.</p> <p>Document reviews on mill training records and site interviews with biogas plant operators informed they understand the risk of specific task and attended the Biogas Station training on 24/03/2022.</p> <p>Biogas plant operators have conducted audiometric test and all are fit to work.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>c. i AOM established Annual Training Programme FY2022 includes safe work practices of all mill operation activities.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Chemical handling SOP training for chemical handler's team dated 02/06/2022;</li> <li>Biogas &amp; Effluent SOP training for mill operators dated 24/03/2022;</li> <li>Tools and Machinery handling SOP training for workshop operators dated 09/06/2022.</li> </ul> <p>Document review on training records and site interviews with sampled mill operators informed they have been briefed on safe work practices of their individual tasks.</p>	Yes
	<p>c. ii 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>Sulphuric Acid 0.02, revision dated 01/07/2017;</li> <li>Sodium Hydroxide solution 4.5N, revision date 01/07/2017;</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>During 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 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 interviews with sampled mill operators informed they are provided with PPE according to individual task.</p>	Yes
	<p>e AOM established standard operating procedure for chemical handling dated 27/04/2022 to ensure mill chemical substances are handle according to Safety &amp; Health and Occupational Safety &amp; Health Act (OSHA).</p>	Yes

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	<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 manager as person's in-charge for safety and health dated 22/03/2022.	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 conducted quarterly and attended by both workers and management representatives.</p> <p>The latest SHC meeting carried out on 28/03/2022.</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 interviews with sampled mill operators informed they have been briefed on Emergency Response Procedure dated 03/06/2022.</p>	Yes
i	<p>AOM assigned mill operators to attend the First Aid Training conducted by Hospital Assistant.</p> <p>10 employees attended the internal first aid training and appointed as competent first aider dated 22/03/2022.</p> <p>List of first aiders displayed at all mill office notice boards.</p> <p>Site verification and interviews with sampled mill operators informed first aid kits are available at mill office, workshop and chemical store.</p>	Yes
j	AOM established monthly Accident KPI to monitor the accidents and injuries record.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		<p>JKKP 8 report for year 2021 submitted on 11/01/2022. No accidents is reported in year 2021.</p> <p>Document review on the Accident KPI for year 2022, there is no accidents reported until the audit date.</p>	
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 conducted on 19/05/2022.</p> <p>Site interviews with sampled workers consisting of security, store attendant and FFB grader and general workers 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 conducted on 19/05/2022.</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 contract agreement for workers.</p> <p>Document review the workers' pay slip indicates the workers' pay according to their employment agreement.</p> <p>Review on list of allowances paid to mill workers against their payslip are consistent.</p> <p>Site interviews with sampled workers consisting of ramp attendant, workshop attendant and general workers informed they are briefed on contract agreement, minimum wages and allowance.</p> <p><b>Major Non-conformity 01:</b></p> <p>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.</p>		No
4.4.5.4	<p>AOM monitored contractor workers' pay base on pay slip provided.</p> <p>Review on contractor workers' pay slip confirm mill management monitor on their payment monthly.</p>		Yes
4.4.5.5	AOM established updated employees list.		Yes

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Indicator	Summary of Assessment	Compliance
	The list includes workers name, nationality, marital status, and date of join, date of birth, occupation and wages.	
4.4.5.6	AOM established employment contract which are complying with Sabah Labour Ordinance.  Employment agreement for workers are reviewed, example: 1. Worker A, security date of join 21/06/2008; 2. Worker B, processing date of join 13/06/2013.	Yes
4.4.5.7	AOM use thumbprint system for recording working hours and overtime for staff and workers.  Documents review, the time attendance report for the month of May 2022 includes the working hours and overtime.	Yes
4.4.5.8	Overtime requisition form available to capture overtime perform by workers.  Review the overtime check roll for the month of May 2022.  The workers have sign as acknowledgement of overtime records and verified by Mill Manager.  Site interviews with sampled workers consisting of security, store attendant and FFB grader and general workers informed they had been briefed on the working hours and overtime rate as stated in their employment agreement.	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 workers' pay slip for the month of May 2022, workers monthly and overtime pay in line accordance to Minimum Wage Order and employment agreement.  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.	Yes
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.	Yes



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Indicator	Summary of Assessment	Compliance
	<p>The policy states:</p> <ol style="list-style-type: none"> <li>1. Type of harassment on workplace;</li> <li>2. Company commitments and action taken on harassment complaints.</li> </ol> <p>Document review, there are no complaints related to sexual harassment.</p> <p>Review on Gender Committee meeting minute dated 14/01/2022.</p> <p>The meeting minutes include agenda such as review on previous meeting minutes, awareness on housing compound safety and cleanliness &amp; gender committee programme.</p> <p>Next gender meeting will is scheduled to be conducted on August 2022.</p>	
4.4.5.13	<p>AOM adopted APSB Social and Human Right policy signed by Company Director dated 02/07/2018.</p> <p>The policy states:</p> <ol style="list-style-type: none"> <li>1. Respect the union rights and freedom to join union;</li> <li>2. Respect the right to live free from discriminations;</li> </ol> <p>The ECC meeting is conducted once a year.</p> <p>Document review, the latest ECC meeting minutes dated 19/03/2022.</p>	Yes
4.4.5.14	<p>AOM adopted APSB Social and Human Right policy signed by Company Director, dated 02/07/2018.</p> <p>The policy describes will not hire underage person as employee.</p> <p>Review on list of mill's workers confirm there is no underage worker employed.</p>	Yes
4.4.6.1	<p>AOM establish annual training programme for year 2022 dated 12/01/2022.</p> <p>Review on training document and attendance list, photos and training material of particular training.</p> <p>Example training conducted:</p> <ol style="list-style-type: none"> <li>1. Engine room SOP Training dated 15/04/2022;</li> <li>2. Press station training dated 05/02/2022;</li> <li>3. CPO and PK dispatch training dated 08/02/2022;</li> <li>4. Domestic waste training 14/08/2021;</li> <li>5. Noise impairment training 19/05/2022.</li> </ol>	Yes
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 2022.</p>	Yes

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <ol style="list-style-type: none"> <li>1. ERP mill Training on September 2022;</li> <li>2. Grievance training on August 2022;</li> <li>3. Scheduled waste training on October 2022;</li> <li>3. Emergency spill kit training on October 2022.</li> </ol>	

### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>AOM adopted APSB 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>AOM carried out policy briefing to workers on 04/05/2022.</p> <p>Environmental Protection policy displayed at notice boards.</p> <p>AOM established Environmental Aspect Impact Register (EAIR) for year 2021 updated on 14/03/2022.</p> <p>AOM EPM include the activity, environment aspect, environment impact, mitigation or improvement plan, monitoring, timelines and PIC.</p>	Yes
4.5.1.2	<p>a AOM established EAIR updated 14/03/2022.</p> <p>AOM adopted APSB Environmental Protection Policy dated 18/02/2020 signed by Company Director.</p> <p>The Environmental Protection Policy describes the mill objective as below:</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>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
	b	<p>AOM aspect and impact are identified in the EAIR including aspect, impact, action plan and monitoring, monitoring document and management review comment.</p> <p>Example:</p> <p>Area: Dryer Station;</p> <p>Activities: Dryer Operation;</p> <p>Aspect: Spillage of lubricant from gearbox;</p> <p>Impact: Soil &amp; Water Pollution;</p> <p>Action Plan: Schedule preventive maintenance Schedule for cleaning oil traps;</p> <p>PIC: SPO Officer;</p> <p>Status: Done &amp; On Going.</p> <p>Reviewed the oil trap monitoring record and Schedule waste record dated April 2022.</p>	Yes
4.5.1.3		<p>AOM EAIR established include action to mitigate negative impact and promote positive impacts.</p> <p>Example:</p> <p>Negative Impact;</p> <p>Activities: Dryer Operation;</p> <p>Aspect: Spillage of lubricant from gearbox;</p> <p>Impact: Soil &amp; Water Pollution;</p> <p>Action Plan: Schedule preventive maintenance Schedule for cleaning oil traps;</p> <p>PIC: SPO Officer;</p> <p>Status: Done &amp; On Going.</p> <p>Reviewed the oil trap monitoring record and Schedule waste record dated April 2022.</p>	Yes
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: Fiber and shell;</p> <p>Positive impact: Continually used as renewable energy source.</p>	Yes
4.5.1.5		<p>AOM established training programme for year 2022 dated 12/01/2022 include environmental topics.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Training for Environment Emergency Response Plans carried out on 03/06/2022.</p> <p>Site interview with sampled maintenance worker informed they had been briefed on environment emergency response plans.</p>	
4.5.1.6	<p>AOM carried out environmental meeting on quarterly basis. The latest meeting carried out on 28/03/2022.</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	<p>AOM established records of diesel per tonne FFB from 2017 to 2022.</p> <p>Baseline values for diesel usage has been set on yearly basis.</p> <p>Diesel per tonne FFB is higher compared to the average baseline value from 2015 to 2019.</p> <p>This is due to the usage of diesel genset as biogas engine had breakdown.</p> <p>Monitoring of usage of electricity and diesel is on monthly basis.</p>	Yes
4.5.2.2	<p>Reviewed and verified AOM budget for diesel consumption for the year for year 2021.</p> <p>Actual usage of fuel is higher compared to the budget in 2021. This is due to the usage of diesel genset as biogas engine had a breakdown.</p> <p>Monitoring of diesel usage per ton FFB process is on annual basis while there are records of monitoring on a monthly basis.</p>	Yes
4.5.2.3	<p>AOM produce renewable energy using biogas system to generate electricity supplying to mill and nearby estate.</p>	Yes
4.5.3.1	<p>AOM Waste Management Plan (WMP) is included in the EAIR updated on 14/03/2022.</p> <p>The WMP includes source, type of waste, process, waste classification, performance measure and waste management.</p> <p>Example:</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</p> <p>Lagenda Bumi Emas Sdn Bhd is appointed for collection of scheduled wastes;</p> <p>PIC: Executive.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Reviewed the Scheduled waste production report for May 2022.	
4.5.3.2	<p>a AOM established waste management plan updated on 03/01/2021.</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 Lagenda Bumi Emas Sdn Bhd is appointed for collection of scheduled wastes;</p> <p>PIC: Executive.</p> <p>Reviewed the scheduled waste production report for May 2022 and Consignment note for scheduled waste collection by Lagenda Bumi Emas Sdn Bhd.</p>	Yes
	<p>b Wastes generated from 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 composts for field application at plantation.</p> <p>Reviewed and verified EFB dispatched to estate records dated 16/06/2022 for Tingkayu estate.</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>AOM scheduled wastes are collected and disposed by DOE authorised contractor on 03/02/2022.</p> <p>Scheduled waste inventory is updated using E-SWIS system.</p> <p>There are supporting records from the Department of Environment visit on 09/02/2022 stating compliance towards Scheduled Waste Regulation 2005.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Latest DOE visit on 09/02/2022 did not have any non-conformity for the mill.</p> <p>Competent person for scheduled waste management is the Mill Manager.</p>	
4.5.3.4	<p>All domestic wastes from mill and housing disposed at landfill located in Tingkayu estate.</p> <p>Domestic wastes are collected twice in a week. Reviewed and verified waste collection record on 16/05/2022 and 30/05/2022.</p> <p>Site inspection carried out at landfill in Tingkayu Estate.</p> <p>Landfill is well managed.</p> <p>Distance of landfill area from nearest waterways is approximately 2 KM.</p>	Yes
4.5.4.1	<p>AOM established Waste Management Plan (WMP) updated 14/02/2022.</p> <p>The plan has includes polluting activities such as scheduled wastes, processing wastes, domestic wastes and greenhouse gaseous emission.</p> <p>The WMP identified the solid, liquid and gaseous wastes.</p> <p>Assessment monitoring for polluting activities such as Isokinetic stack emission for Oxide of Sulfur and Oxide of Nitrogen for PM10, PM2.5, NO2, SO2, CO and CO3 has been carried out according to the DOE license specifications and results of emissions are within the respective specifications.</p> <p>Greenhouse gas emission from diesel mainly Carbon Monoxide (CO) is monitored by fuel monitoring records on a monthly basis.</p> <p>Reviewed and verified diesel monitoring record for the year 2021 and January to May 2022.</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>Maintain and monitor diesel usage of vehicles effectively to reduce GHG emissions.</p> <p>Implementation:</p> <p>AOM established and maintain diesel consumption records on a monthly basis.</p> <p>Referring the 5 years diesel consumption records there are reduction in usage of diesel in 2015 to 2019 due to biogas implementation.</p>	Yes
4.5.4.3	APOM Palm Oil Mill Effluent (POME) is treated using the biogas system.	Yes

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### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment	Compliance
	<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.</p> <p>Example:</p> <p>Effluent test report dated 22/04/2022 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 below permissible limit of 20mg/l under the specifications of the DOE license for APOM.</p>	
4.5.5.1	<p>a</p> <p>APOM established Water management plan dated 11/03/2022.</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>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 mill operators informed that water supply is sufficient and quality of water is satisfactory.</p> <p>Raw water quality test was carried out by accredited external laboratory on 24/01/2022.</p> <p>Raw water testing is carried out annually.</p> <p>Reviewed and verified of storage tanks provided at worker quarters for domestic usage are in good condition.</p>	Yes
	<p>b</p> <p>Treated POME is discharge for Biogas plant and recycle for compost production.</p> <p>Outgoing water from the mill effluent tested by SAMM accredited external laboratory on 22/04/2022 has been reviewed and verified.</p> <p>All results are within specifications.</p> <p>Final discharge is monitored on a monthly basis and reported to DOE.</p>	Yes
	<p>c</p> <p>AOM established Water Management Plan dated 11/03/2022 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 2021 and January to May 2022 is maintained.</p> <p>Installation of turbine excess cooling water pipeline back to water clarifier to minimize water usage and avoid wastage.</p>	Yes

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### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment	Compliance
4.5.5.2	AOM do not implement open discharge of POME into water course. The treated POME from Biogas plant had been recycle into compost production.	Yes

### 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. Chemical Handling updated 27/04/2022;</li> <li>2. Biogas Plant updated 17/02/2022;</li> <li>3. Compost Plant updated 17/02/2022.</li> </ol> <p>Training on Compost Plant conducted on 22/04/2022.</p> <p>Site interviews with sampled mill operators 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 26/04/2022;</li> <li>• Installed CEMS for monitoring of stack emissions and opacity with direct reporting to DOE with latest submission on 14/05/2022.</li> </ul> <p>AOM conducted awareness training on mill best practices as below:</p> <ul style="list-style-type: none"> <li>• SOP Transfer carriage, sterilizer &amp; tippler training dated 13/04/2022;</li> <li>• SOP Store training dated 24/03/2022.</li> </ul>	Yes
4.6.2.1	<p>AOM established business management plans for year 2022 until year 2026. 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 2022 until year 2032 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 07/02/2022 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 07/12/2021.  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. 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.
	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.

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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.

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.

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

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

Non Conformity Number < 01 >						
Indicator # and Description:	4.4.1.1 Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. (MINOR)					
Location:	Aumkar Oil Mill					
Description of Finding / Objective Evidence:						
AOM Social Impact Assessment (SIA) dated 01/03/2021 did not include stakeholders' feedback and mitigation plans.						
Classification	<input type="checkbox"/> Major		<input checked="" type="checkbox"/> Minor			
Raise by:	Khairul Anwar Bin Ismail	Date Raise:	18/06/2022			
Deadline for implementation		17/07/2022				
Root Cause Analysis (by company):						
<p>SIA was reviewed annually once and usually conducted on November-December in accordance to Group stakeholders meeting we conduct in Aumkar Humana School cause easier to obtain feedback from stakeholders. However, due to MCO during this pandemic all group activities were postponed until MCO is lifted.</p> <p>We did give out feedback forms to our stakeholders were not able to obtain it in timely manner as we faced travel restrictions and severe network issues in our surrounding premises, which made us not to be able to communicate with stakeholders to obtain the feedback form.</p>						
Correction (by company):						
<p>We arranged for Sustainability Manager to gather the feedback from the stakeholders manually by visiting them and managed to obtain the feedback from internal and external stakeholder, subsequently we did the summary for feedback with positive and negative impact as well as the action plan to resolve the feedback. ( can be referred to the attachment of the summary and feedback forms as supporting evidence)</p>						
Corrective / Preventive Action (by company)						
<p>Moving forth, we will ensure that feedback forms will be collected in timely manner by the respective Mill SPO team member subsequently included in the SIA whenever possible, with the summary of feedback given accordingly.</p> <p>Management will assess network availability with the local network provider, then to conduct stakeholder feedback gathering more effectively through online as to ensure safety of all personnel in accordance to the SOP.</p>						

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Non Conformity Number < 01 >	
Review of Correction & Corrective / Preventive Action	
AOM Social Impact Assessment (SIA) dated 25/06/2021 include the stakeholders' feedback and mitigation plans for positive and negative impacts.	
The submitted documents sufficient to close the nonconformity. Further verification will be reviewed during 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 Auditor:</b> Khairul Anwar Bin Ismail	<b>Date of Closure:</b> 16/06/2022
Review of Implementation	
AOM carried out latest Social Impact Assessment (SIA) dated 03/03/2022. AOM Internal and external stakeholders meeting was carried out remotely on 28/02/2022 and 20/12/2021 respectively. "Borang maklumbalas Penilaian Impak Positif dan Negatif" form is used to record responds from stakeholders.	
Based on document reviews and interviews with mill management team, the implementation is considered sufficient.	
<b>Name of Lead Auditor :</b> Mohamad Norhisham Bin Mohd Salleh	<b>Date of Review:</b> 16/06/2022

### 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

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		
Description of Finding / Objective Evidence:			
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		

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Non Conformity Number < 01 >	
<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>	
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
<b>Review of Implementation</b>	
.	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. (MAJOR)	Mill	AOM may could improve legal updating process in Regulation Changes and Legal Compliance System SOP.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
2.	4.4.4.2	The occupational safety and health plan shall cover the following: (MAJOR) g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly.	Mill	AOM could improve safety and health meeting agenda for medical surveillance and audiometric test results.
3.	4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	Mill	AOM could improve Environmental Aspects and Impacts register (EAIA) monitoring plan.

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### 5. CONCLUSION

Aumkar Plantations Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 03 audit for its mill, Aumkar Oil Mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

There is one Major NC raised in this audit 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 2530-4:2013. Part 4 General principles for palm oil mills.

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

Certified CPO January to May 2022:	12,802.91	mt
Certified PK January to May 2022:	2,891.05	mt
Projected CPO June to December 2022:	22,517.00	mt
Project PK June to December 2022:	4,713.00	mt

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### 6. RECOMMENDATION

The audit team conducted 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
X	Recommended for Continuity of Certification upon Closure of Non-conformity
	Recommended for Suspension of Certification

Puchong, 07/07/2022

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

Puchong, 14/07/2022

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 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