

# MSPO CERTIFICATION SUMMARY REPORT

**AUMKAR PLANTATIONS SDN BHD**

**SURVEILLANCE 03**

Onsite Audit Date: 13/06/2022 – 15/06/2022 & 17/06/2022

TUV NORD (Malaysia) Sdn Bhd  
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# MSPO Certification Summary Report

Company Name: Aumkar Plantations Sdn Bhd

Certifying Unit: Aumkar Plantations Sdn Bhd

Client Number: 92- 088

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>GAP</b>	Good Agricultural Practice
<b>GPS</b>	Global Positioning System
<b>ISCC</b>	International Sustainability & Carbon Certification
<b>ISO</b>	International Standard Organisation
<b>MSPO</b>	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>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>WHO</b>	World Health Organization
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysian Palm Oil Certification Council
<b>SDS</b>	Safety Data Sheet

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### 1. INTRODUCTION

Aumkar Plantation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance three (03) audit for its estates according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

#### 1.1. Objective

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

#### 1.2. Scope

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

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

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

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

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

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

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

The audit team appointed consists of one team leader and 4 team members. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of the report.

##### Qualification of the Lead Auditor: Joseph Sim Siaw Seng

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	4 years of working experiences in Health and Safety and 3 years of working experiences in 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 MS2530 scheme.
Field working experience in the palm oil sector or demonstrable equivalent	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001:2018 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.

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

### Qualification of Team 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	Mohamad Norhisham Bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	Yes
	Khairul Anwar Bin Ismail	Graduate In Agricultural Science.	
	Sheron Pui Ling Wui	Bachelor in Medical Science.	
	Chan Shi Lie	Graduate in Bachelor of Media Technology (Major in Broadcasting).	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	
	Sheron Pui Ling Wui	3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit.	
	Chan Shi Lie	6 years working experience in oil palm plantations.	
Successfully completed MPOCC endorsed lead auditor trainings	Mohamad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series of	Yes

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Requirement	Name of Assessor	Qualification	Compliance
	Khairul Anwar Bin Ismail	standards for Lead Auditors.	
	Sheron Pui Ling Wui		
	Chan Shi Lie		
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohamad Norhisham Bin Mohd Salleh	Qualified and appointed as auditor for MSPO scheme.	Yes
	Khairul Anwar Bin Ismail		
	Sheron Pui Ling Wui		
	Chan Shi Lie		
Field working experience in the palm oil sector or demonstrable equivalent	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	
	Sheron Pui Ling Wui	3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit.	
	Chan Shi Lie	6 years working experience in oil palm plantations.	
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	
	Sheron Pui Ling Wui	3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit.	
	Chan Shi Lie	6 years working experience in oil palm plantations.	
	Mohamad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 9001, 14001,	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Khairul Anwar Bin Ismail	45001 Lead Auditor course.	
	Sheron Pui Ling Wui		
	Chan Shi Lie		
Health and safety auditing of the estate processes and activities  Or  Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Mohamad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
	Khairul Anwar Bin Ismail		
	Sheron Pui Ling Wui		
	Chan Shi Lie		
Workers welfare and social auditing experience  or  Successfully attended SA8000 or related social or ethical accountability codes	Mohamad Norhisham Bin Mohd Salleh	Successfully completed Basic SA 8000 training.	Yes
	Khairul Anwar Bin Ismail		
	Sheron Pui Ling Wui		
	Chan Shi Lie		
Environmental and ecological auditing or experience with organic agriculture.  or  Successfully completed Environmental Management Systems ISO 14001 standard	Mohamad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Khairul Anwar Bin Ismail		
	Sheron Pui Ling Wui		
	Chan Shi Lie		
Completed High Conversation Value assessment	Mohamad Norhisham Bin Mohd Salleh	Attended and completed the HCV-HCS for producers online course.	Yes
	Khairul Anwar Bin Ismail		
	Sheron Pui Ling Wui		
	Chan Shi Lie		
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Mohamad Norhisham Bin Mohd Salleh	Able to communicate in Bahasa Malaysia and English.	Yes
	Khairul Anwar Bin Ismail		
	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, Mandarin and English.	
	Chan Shi Lie		

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## 2. METHODOLOGY

The audit approach consists of the following steps:

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

### Surveillance Three (03) Audit:

Surveillance three (03) audit carried out onsite from 13/06/2022 – 15/06/2022 and 17/06/2022 covering the following activities but not limited to below:

Onsite:

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

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

### On-site Assessment

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

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

In accordance to MPOCC Guidance on Remote Audits due to Covid-19 Pandemic Restrictions Version 4.0 dated 26/10/2021 with reference to the latest announcement by the Government on the interstate travel approval for fully vaccinated individual "Pergerakan rentas negeri – dibenarkan bagi yang lengkap vaksin" on the 11th October 2021, the Accredited Certification Bodies (ACBs) and Certification Bodies (CBs) shall in their best position strive to ensure that an on-site audit by the Audit Team be conducted.

All ACBs and CBs are to adhere to the National Security Council (NSC) announcement of the National Recovery Plan (NRP) and the Enhanced Movement Control Order (EMCO) by referring to their official website at: <https://www.mkn.gov.my/web/ms/covid-19/> (EMCO) by referring to their official website at : <https://www.mkn.gov.my/web/ms/covid-19/>.

### NRP

All MSPO 2530 Series & Supply Chain on-site MSPO audits are allowed on all the NRP Phases, with the following conditions: -

- a. 50% capacity meeting room space and following strict SOPs.
- b. For Peninsular - Crossing-state borders and districts must adhere to the conditions and SOPs set by the NSC.
- c. For the States of Sabah & Sarawak, the Crossing-state borders are only allowed from 1st November 2021 onwards and must adhere to the conditions and SOPs set by the respective state NSC guidelines.

For the onsite surveillance audit, the selected estates based on the formula  $S = 1\sqrt{n}$  where  $S$  = sample size and  $n$  = number of estates with a risk factor of 1 for regular risk which is in accordance to MSPO certification procedure.

Based on the formula, the sample size for the estates  $S = 1\sqrt{10} = 3.16$ , therefore round up to the next integral of 4 estates. Thus, a total of 4 estates selected for the onsite assessment and inspection as listed in Table 2-1 below:

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**Table 2-1: Estate(s) Selected**

Name of Estates	Coordinates
Tingkayu Estate	5.25333333°N; 118.45055556°E
Aumsawit Estate	5.33083333°N; 118.58444444°E
Sapang & Lahunai Estate	5.03500000°N; 118.59361111°E
Aumgreen Estate	5.22472222°N, 118.52638889°E

### Non-conformance:

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

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

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### 3. ORGANISATION INFORMATION

The certified estates are owned by Aumkar Plantations Sdn Bhd located at KM 37, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak, Sabah, Malaysia.

The details of the estates as below:

Name of Estate	Location	Coordinates
Tingkayu Estate	KM 37, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.25333333°N; 118.45055556°E
Bandau Estate	KM 37, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.25333333°N; 118.45055556°E
Aumsawit Estate	KM 33, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.33083333°N; 118.58444444°E
Aumpalm Estate	KM 33, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.43805556°N; 118.03055556°E
Aumexpress Estate	KM 33, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.12305556°N; 118.50500000°E
Aumsubha Estate	KM 33, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.32166667°N; 118.52222222°E
Sg. Tingkayu Estate	KM 33, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.26722222°N; 118.51777778°E
Sapang & Lahunai Estate	Jalan Kg. Gading – Gading Kunak, Semporna Highway, 91300 Sabah.	5.03500000°N; 118.59361111°E
Kalumpang Estate	Batu 40, Jalan Tawau - Semporna, 91207 Sabah.	4.72416667°N; 118.35111111°E
Aumgreen Estate	KM 33, Jalan Tingkayu, Kunak – Lahad Datu Highway, 91207 Kunak Sabah	5.22472222°N, 118.52638889°E

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (June 2022 to Dec 2022)
	Total*	Production**	
Tingkayu Estate	1,862.18	1,550.23	11,175.00
Bandau Estate	518.14	459.17	6,515.00
Aumsawit Estate	2,037.59	1,917.15	22,690.00
Aumpalm Estate	830.76	737.62	9,110.00
Aumexpress Estate	380.20	364.00	4,050.00
Aumsubha Estate	393.70	332.96	1,220.00
Sg. Tingkayu Estate	706.63	627.66	6,600.00
Sapang & Lahunai Estate	1,098.03	1,094.03	8,300.00

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Kalumpang Estate	607.43	603.73	7,450.00
Aumgreen Estate	402.40	350.16	3,450.00
<b>Total</b>	<b>8,837.06</b>	<b>8,036.71</b>	<b>80,560.00</b>

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

*\*\*Immature + Mature Area*

### 3.2. Planting program for each estates

Year / Estate	Tingkayu	Bandau	Aumsawit	Aumpalm	Aumexpress	Aumsu bha	Sg.Tingkayu	Sapang & Lahunai	Kalumpang	Aumgreen
1995	-	-	-	-	83.02	-	-	44.70	-	-
1996	398.05	-	-	17.65	-	-	-	60.04	-	-
1997	161.36	-	22.92	49.01	-	124.15	71.30	18.10	-	-
1998	-	-	-	8.44	-	-	-	437.92	-	-
1999	-	49.05	-	66.66	-	-	-	-	-	-
2000	77.24	-	49.02	-	-	-	-	32.52	-	-
2001	22.08	-	90.35	160.27	-	-	64.90	-	-	-
2002	80.64	-	-	-	-	-	48.00	2.94	-	32.31
2003	65.19	-	158.65	-	-	-	87.90	-	-	-
2004	7.94	-	76.49	-	101.95	-	82.40	27.61	-	61.11
2005	106.04	-	674.54	431.01	82.11	-	43.80	27.78	-	-
2006	27.81	372.54	294.02	-	-	-	35.20	14.21	-	-
2007	-	-	67.10	-	-	-	-	-	-	-
2008	65.85	-	-	-	96.92	-	-	-	-	67.57
2009	18.26	-	39.52	2.86	-	-	-	-	197.24	78.42
2010	7.44	-	-	-	-	-	-	43.13	-	-
2011	-	-	-	-	-	-	-	14.18	-	-
2012	-	-	-	-	-	-	-	-	-	102.73
2014	-	-	-	-	-	-	-	-	244.29	-
2015	17.50	17.35	-	1.72	-	-	-	-	-	-
2016	-	-	-	-	-	-	90.40	41.60	60.00	-
2017	-	-	-	-	-	8.26	-	24.30	-	-
2018	-	-	-	-	-	-	-	166.90	-	-
2019	9.76	-	357.14	-	-	-	-	-	-	-
<b>Total Mature</b>	<b>1,065.16</b>	<b>438.94</b>	<b>1,829.75</b>	<b>737.62</b>	<b>364.00</b>	<b>132.41</b>	<b>523.90</b>	<b>955.93</b>	<b>501.53</b>	<b>342.14</b>
2020	159.03	-	-	-	-	110.84	99.53	52.17	-	8.02

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2021	193.13	20.23	30.63	-	-	89.71	-	85.93	-	-
2022	132.91	-	56.77	-	-	-	4.23	-	102.20	-
<b>Total Immat ure</b>	<b>485.07</b>	<b>20.23</b>	<b>87.4</b>	<b>-</b>	<b>-</b>	<b>200.55</b>	<b>99.53</b>	<b>138.1</b>	<b>102.20</b>	<b>8.02</b>
<b>Total</b>	<b>1,550.23</b>	<b>459.17</b>	<b>1,917.15</b>	<b>737.62</b>	<b>364.00</b>	<b>332.96</b>	<b>627.66</b>	<b>1,094.03</b>	<b>603.73</b>	<b>350.16</b>

### 3.3. Replanting program for each estates

Estates	Year of planting					Total area to be replanted (ha)
	2022	2023	2024	2025	2026	
Tingkeyu	132.91	166.00	20.96	167.64	122.83	610.34
Bandau	-	-	49.05	-	-	49.05
Aumsawit	56.77	-	162.29	-	-	219.06
Aumpalm	-	-	-	-	-	-
Aumexpress	-	-	-	-	-	-
Aumsubha	-	124.15	8.26	-	-	132.41
Sg.Tingkeyu	4.23	-	-	-	-	4.23
Sapang & Lahunai	-	-	-	-	-	-
Kalumpang	102.2	-	-	-	-	102.2
Aumgreen	-	-	-	-	-	-
<b>TOTAL</b>	<b>296.11</b>	<b>290.15</b>	<b>240.56</b>	<b>167.64</b>	<b>122.83</b>	<b>1,117.29</b>

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### 3.4. Maps of Estates Location

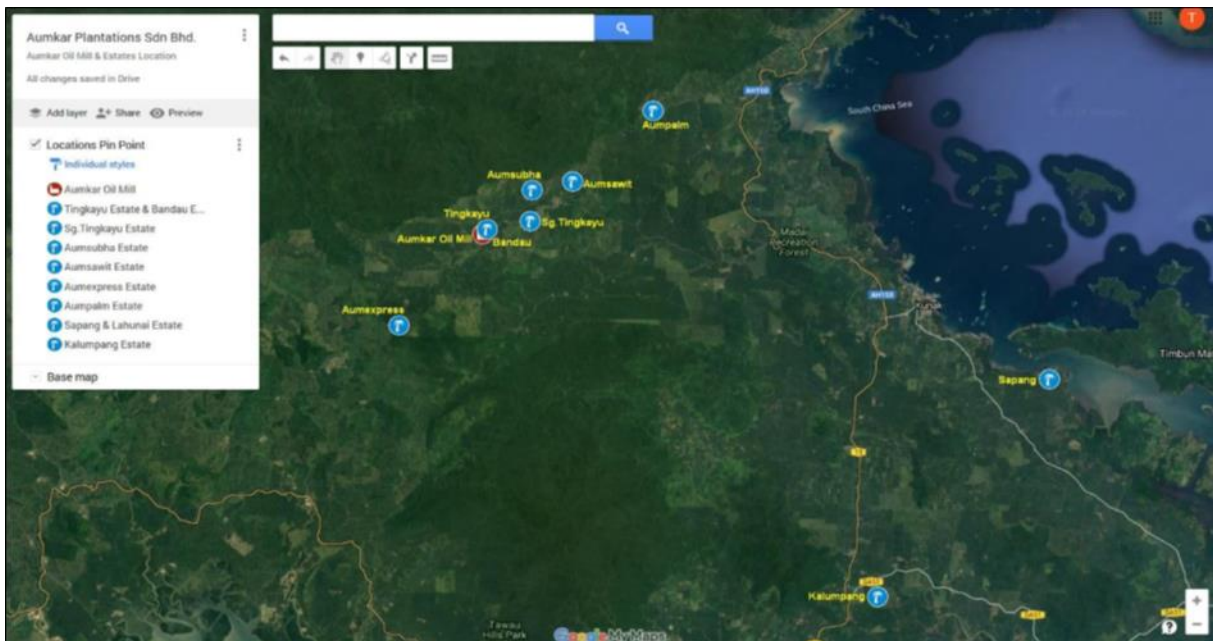


Figure 1: Aumkar Plantation Estates

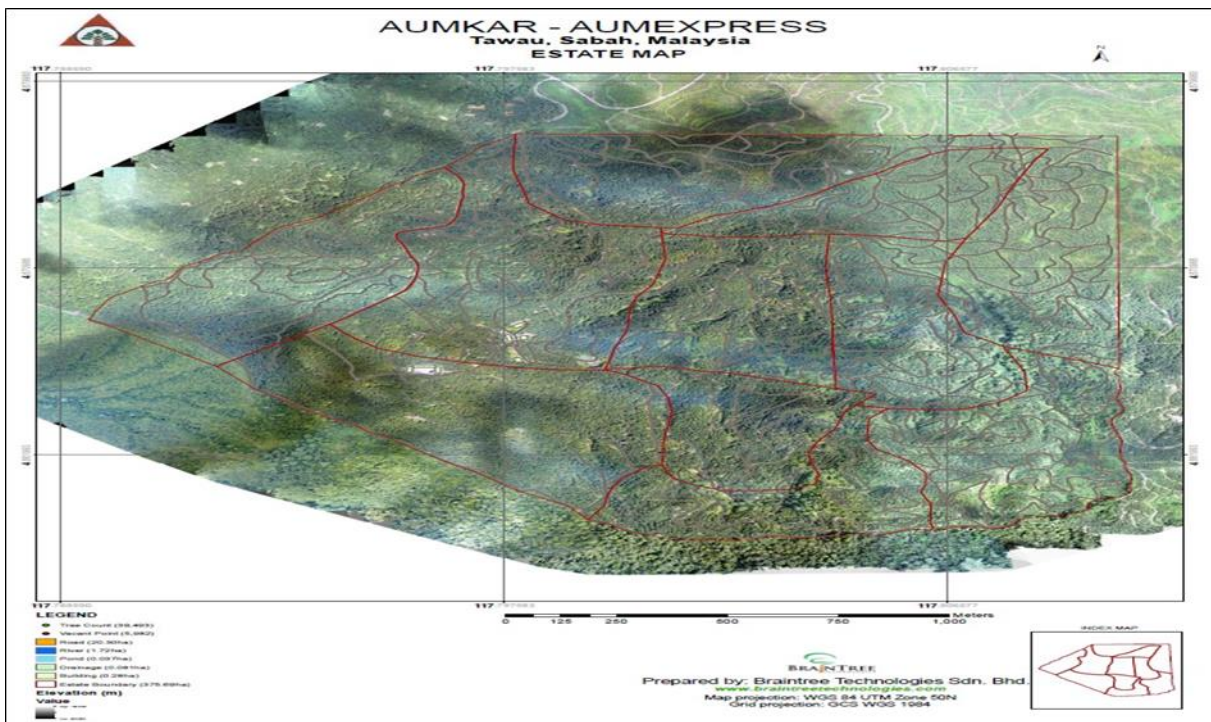


Figure 2: Aumexpress Estate

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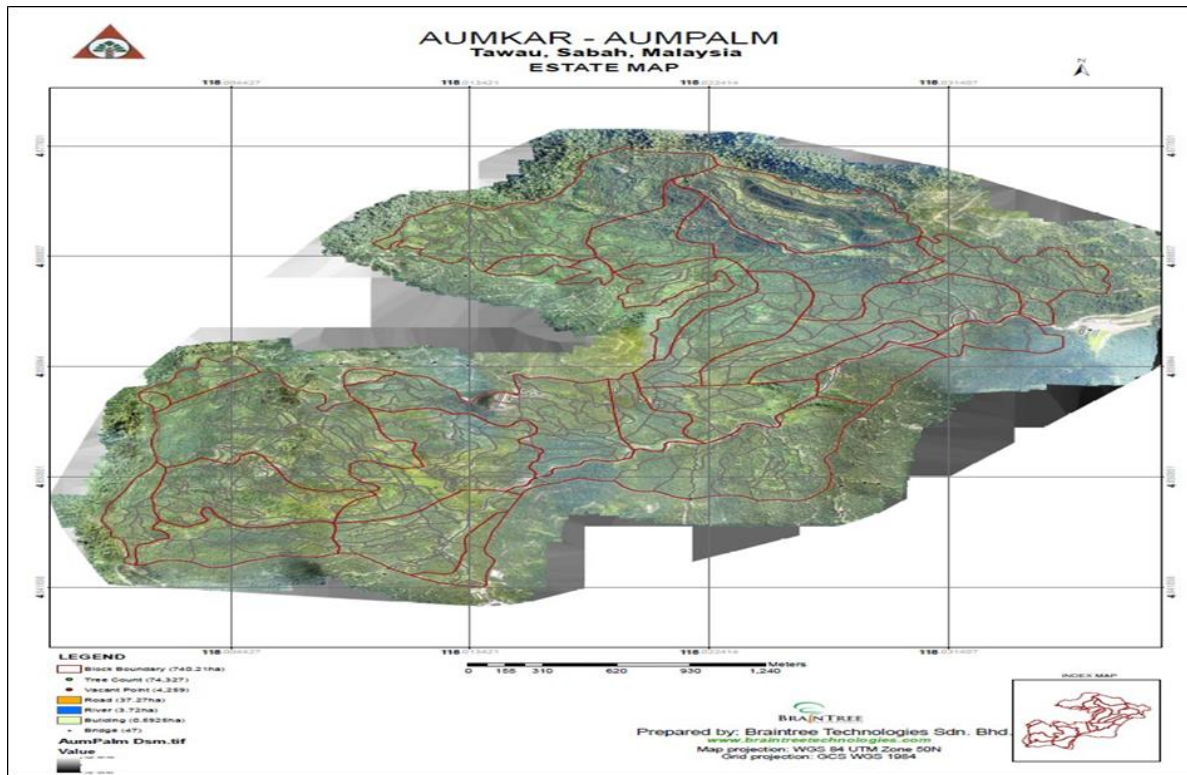


Figure 3: Aumpalm Estate

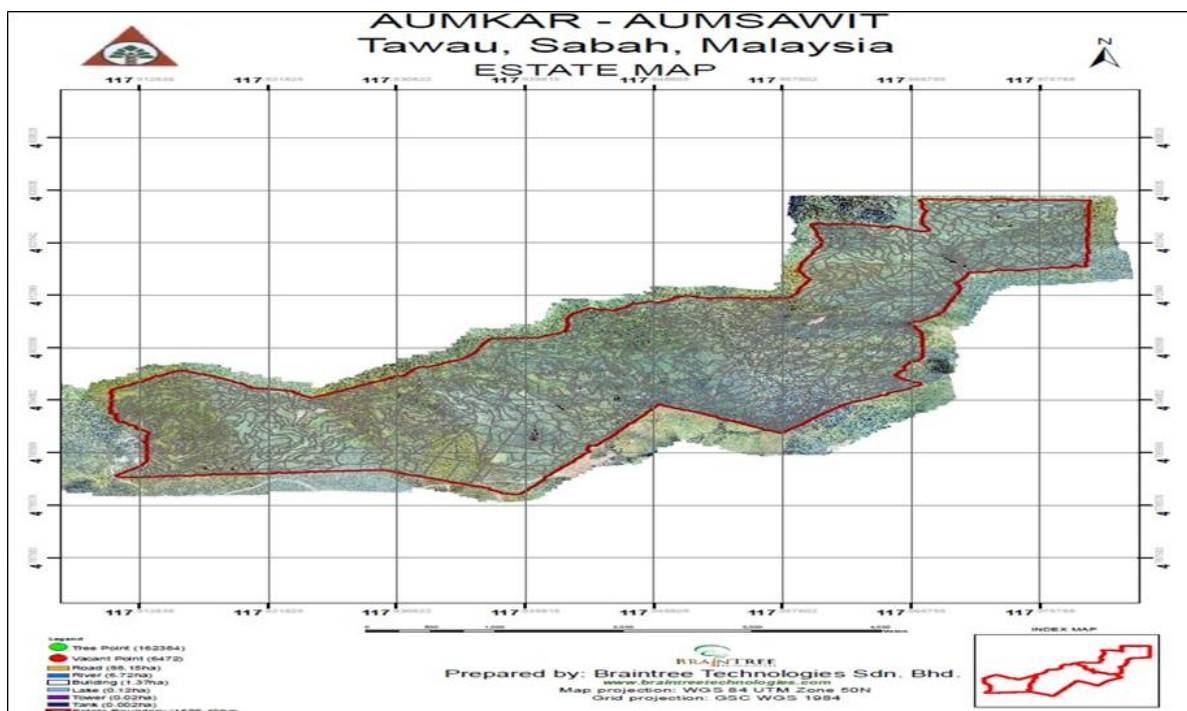


Figure 4: Aumsawit Estate

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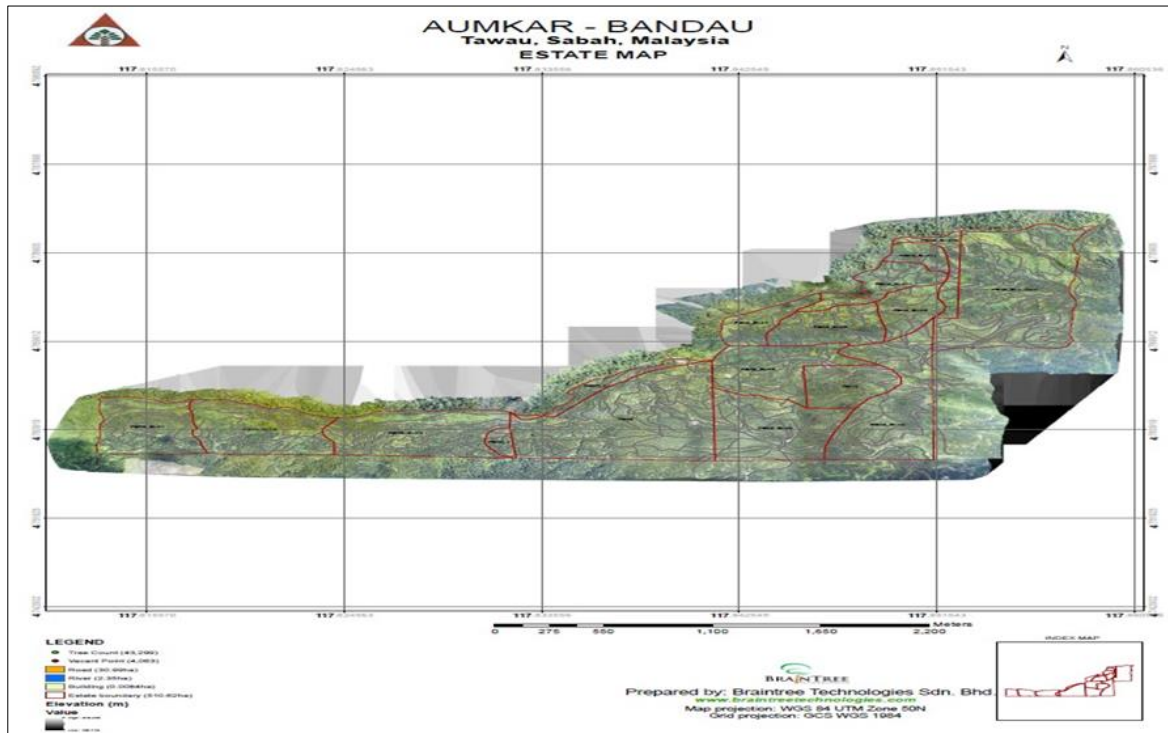


Figure 5: Bandau Estate

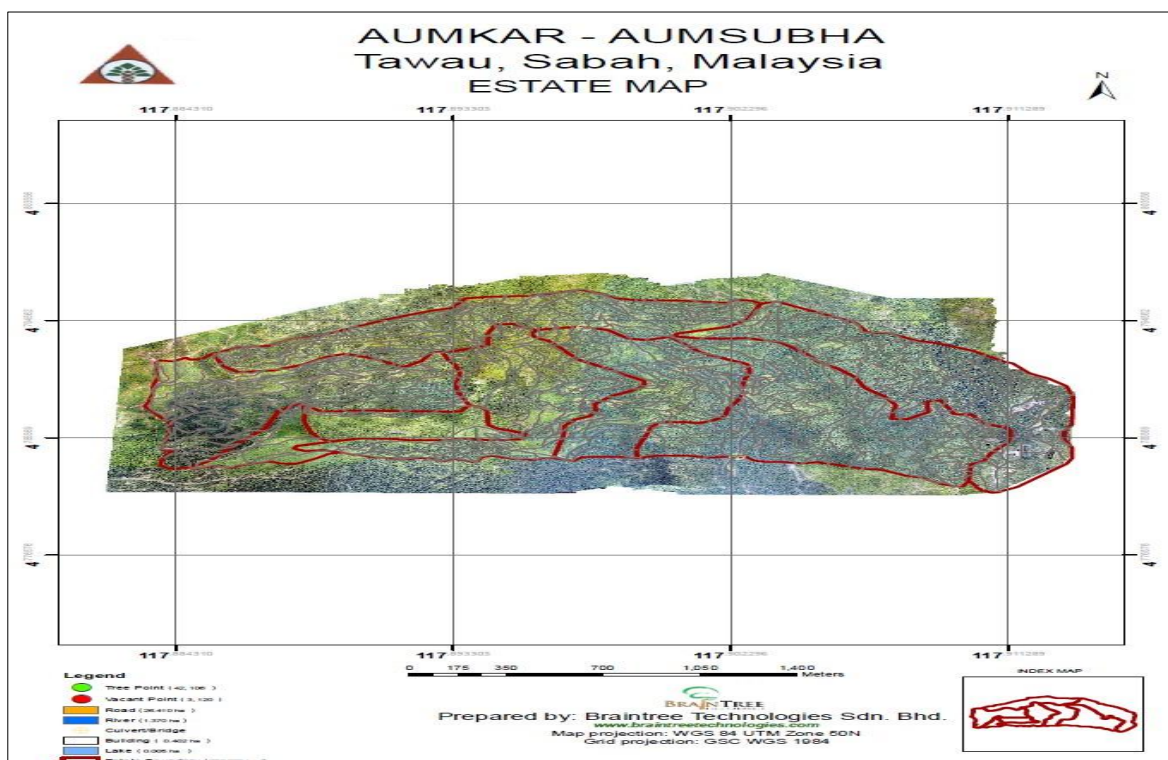


Figure 6: Aumsubha Estate

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Audit Type: ASA 03

Mode of Audit: Onsite

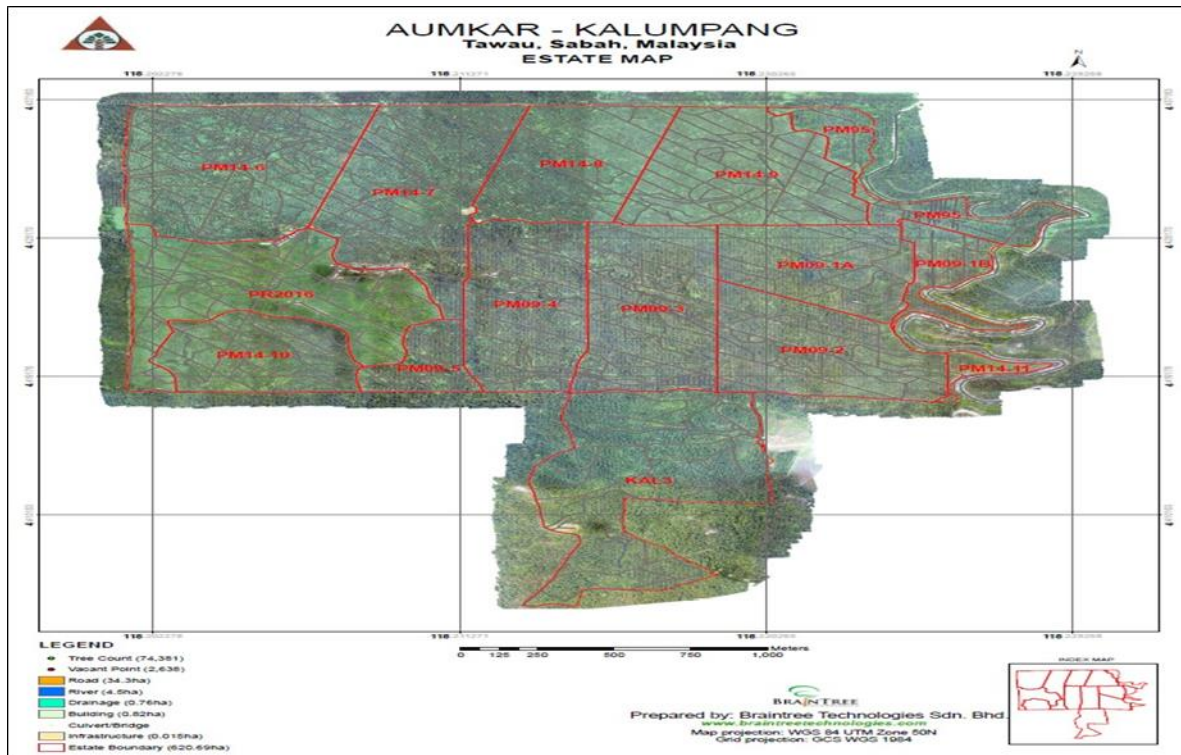


Figure 7: Kalumpang Estate

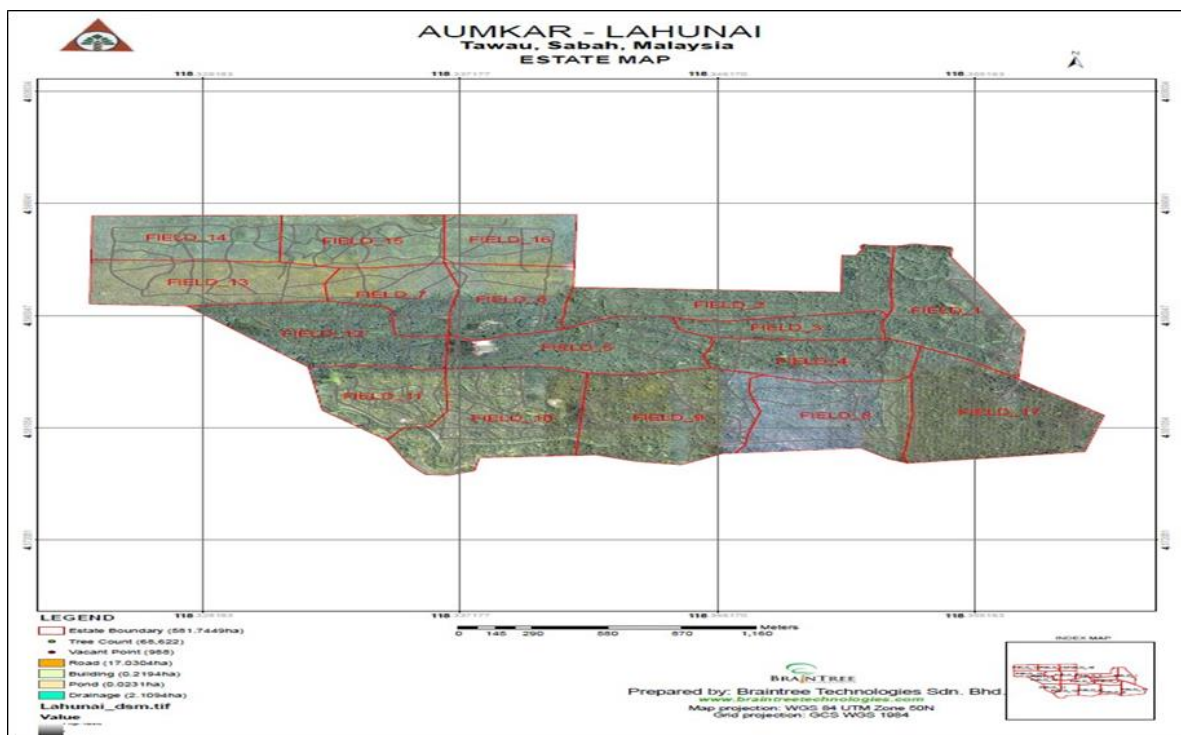


Figure 8a: Sapang & Lahunai Estate

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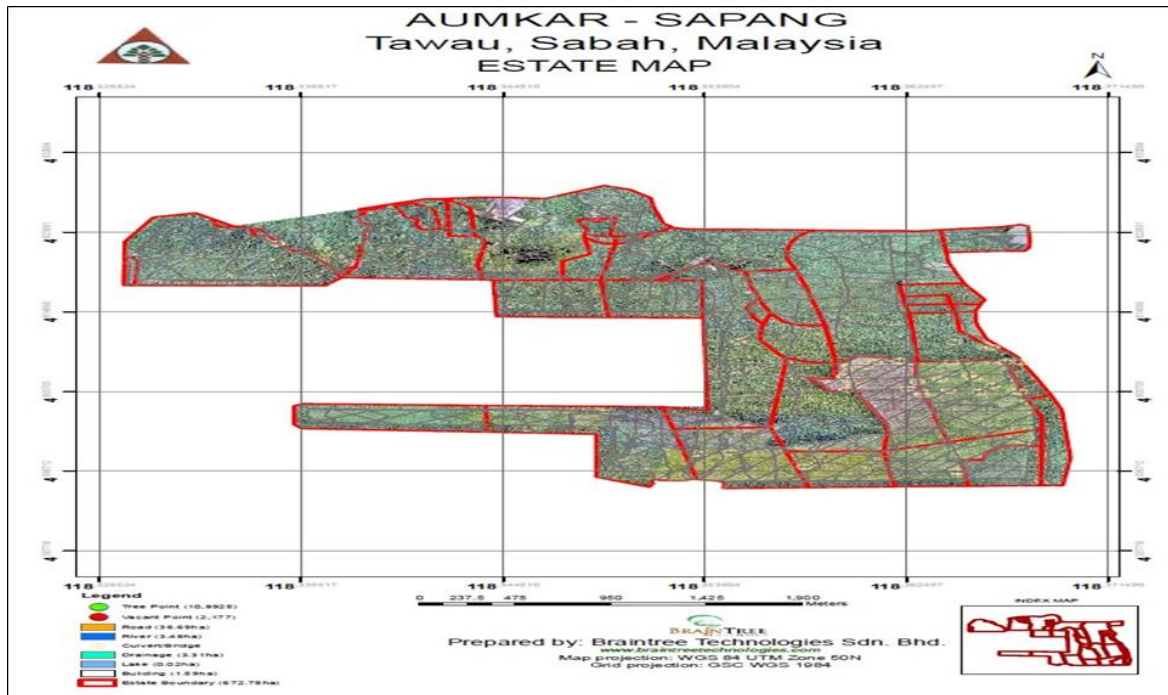


Figure 8b: Sapang & Lahunai Estate

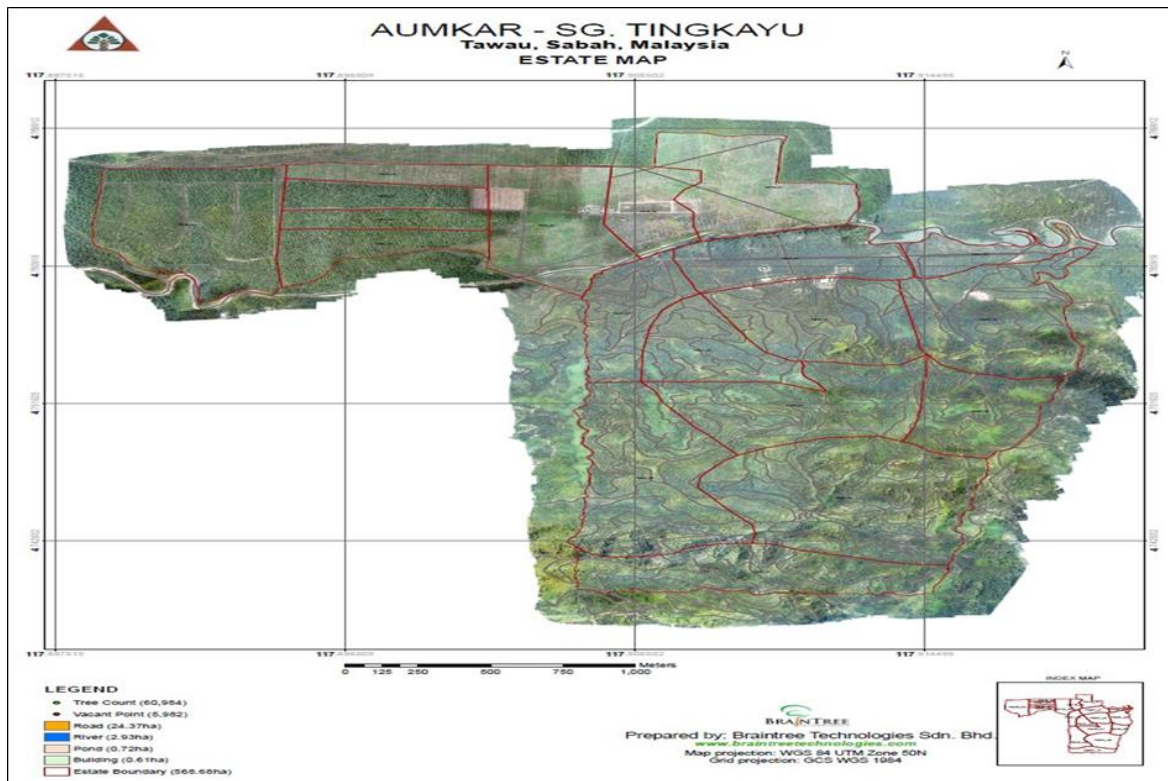


Figure 9: Sungai Tingkayu Estate

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Company Name: Aumkar Plantations Sdn Bhd

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Audit Type: ASA 03

Mode of Audit: Onsite

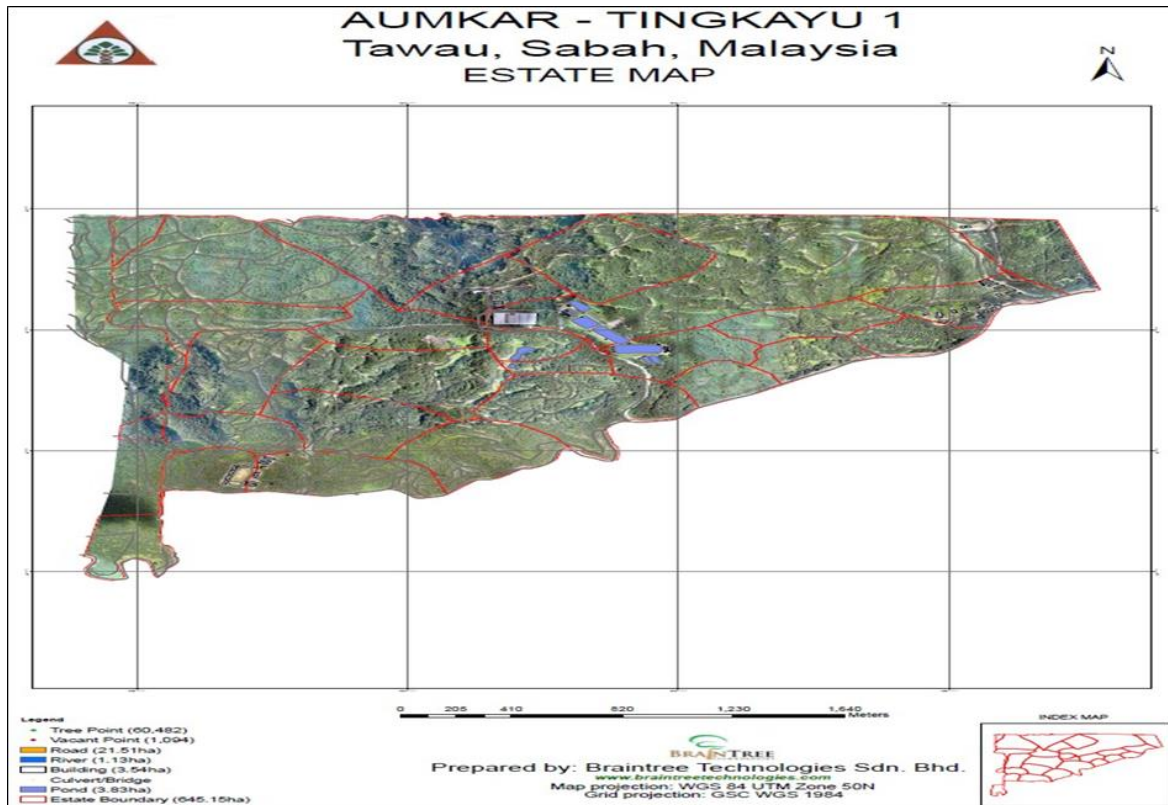


Figure 10: Tingkayu Estate

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. Annual Surveillance Audit 03

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

##### 4.1.1. Surveillance 03:

The surveillance three (03) audit is conducted on 13/06/2022 to 15/06/2022 and 17/06/2022 covering Tingkayu Estate, Aumsawit Estate, Sapang & Lahunai Estate and Aumgreen Estate.

During the last remote surveillance audit, there are 4 Opportunities for Improvement (OFI) are raised.

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

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

#### 4.2. Stakeholders' Consultation

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

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

#### 4.3. Summary of Assessment

##### Principle and Criteria Assessment Summary

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

##### Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Aumkar Plantations Sdn Bhd (APSB) established MSPO policy updated on 18/02/2020 signed by the company director and available in Bahasa Malaysia &amp; English.</p> <p>The policy states that as a responsible and sustainable palm oil producer the company is committed to sustainable development and continuous improvement.</p> <p>The MSPO policy is displayed at estates notice boards.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Briefing on the policy conducted by the individual estate:</p> <ol style="list-style-type: none"> <li>1. Tingkayu Estate dated 03/06/2022;</li> <li>2. Aumsawit Estate dated 10/05/2022;</li> <li>3. Sapang &amp; Lahunai Estate dated 20/01/2022;</li> <li>4. Aumgreen Estate dated 13/05/2022.</li> </ol> <p>Field interviews with sampled sprayers and harvesters informed, they had been briefed on MSPO policy.</p>	
4.1.1.2	<p>APSB established MSPO policy includes a statement on commitment to continuous improvement.</p> <p>APSB is committed to sustainability development and continuous improvement on estates and milling operation through MSPO standard.</p>	Yes
4.1.2.1	<p>APSB established Standard operating procedure for Sustainability Internal Audit with documents number SIA-APSB/01, revision date: 22/02/2022. The frequency for internal audits is a yearly basis.</p> <p>The latest internal audit was conducted for Tingkayu Estate dated 25/02/2022.</p> <p>Document review on the internal audit report includes the compliance and non-compliance section. Two non-compliance raised for all estates for internal audit 2022.</p> <p>Example NC: 4.4.4.2;</p> <p>Findings: There is no proper OSH plan is available for year 2022;</p> <p>Action Taken: OSH Plan is established on 01/03/2022;</p> <p>Document review on OSH Plan is verified.</p> <p>Strong and weak points identified in the management review report such as:</p> <p>Strong Point: New Creche for children under 6 years old;</p> <p>Onsite visit and interview with Creche worker informed the Creche has started operation on early June 2022.</p>	Yes
4.1.2.2	<p>APSB carry out internal audit once a year as stated in Standard operating procedure for Sustainability Internal Audit with documents number SIA-APSB/01, revision date: 22/02/2022.</p> <p>The latest internal audit was conducted for Tingkayu Estate dated 25/02/2022.</p> <p>Document review on the internal audit report includes the compliance and non-compliance section. Two non-compliance raised for all estates for internal audit 2022.</p> <p>Example NC: 4.4.4.2;</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Findings: There is no proper OSH plan is available for year 2022; Action Taken: OSH Plan is established on 01/03/2022. Document review on OSH Plan is verified.	
4.1.2.3	Result of the estates internal audit are presented during the management review meeting.  Internal audit results for Tingkayu Estate, Aumsawit Estate, Sapang & Lahunai Estate and Aumgreen Estate were presented during the management review meeting held on 30/05/2022.	Yes
4.1.3.1	APSB carry out management review meeting once a year after the internal audit. Agenda of the meeting includes: <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. Internal Audit Findings;</li> <li>4. Communication with stakeholders 2021 &amp; 2022;</li> <li>5. Information on the organization's performance (2020 vs 2021);</li> <li>6. Improvement plan that already implemented from Jan 2021 April 2022;</li> <li>7. Opportunity for Improvement (CIP);</li> <li>8. Closing note.</li> </ol>	Yes
4.1.4.1	APSB established all estates continual improvement plan (CIP) updated on 19/05/2022. Example: <u>Social</u> Improvement Action: Provide free transportation and food for school children; Expected Outcome: Reduce workers and school children wastage of time and ensures their safety; Timeframe: Continuous; Responsible Person: Estate Manager; Review & Monitor: List of school children; PIC: Estate Manager; Status of review: Ongoing. Field interviews with sampled harvesters and chemical sprayers informed bus is provided by estate management to send the children to school.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.4.2	<p>APSB established the SOP and Flowchart of New Project, Information, Techniques, Equipment, Resources ETC with document no.: SOP/PROJECTLIST/NO.0, dated 10/05/2021 as a system to improve practices in line with new information and techniques or new industry standards and technology.</p> <p>Example:</p> <p>Aumsawit Estate implemented new face scan technology.</p>	Yes
4.1.4.3	<p>APSB established the SOP and Flowchart of New Project, Information, Techniques, Equipment, Resources ETC with document no.: SOP/PROJECTLIST/NO.0, dated 10/05/2021, The flowchart indicates necessary resources including budget and training will be provided if applicable, available and feasible for adoption.</p> <p>Example:</p> <p>Aumsawit Estate conducted training for new face scan technology on 16/03/2022.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>APSB established stakeholders consultation SOP dated 01/10/2018.</p> <p>The SOP describes:</p> <ul style="list-style-type: none"><li>• Identification of stakeholders;</li><li>• Formal community meeting;</li><li>• Worker consultation.</li></ul> <p>The list of stakeholders of APSB includes government agencies, neighboring estates, NGOs, suppliers, local villages, internal stakeholders and suppliers dated 04/02/2022.</p> <p>The external stakeholders meeting conducted on 13/01/2022 includes the topics of MSPO briefing for all principles, company policies, social, complaint and grievance SOP, transparency or information request flow and environment and reserve forest.</p> <p>The internal stakeholders meeting conducted for all sampled estate.</p> <p>Example:</p> <p>Tingkeyu Estate stakeholders meeting conducted on 04/02/2022.</p>	Yes
4.2.1.2	<p>APSB established list of publicly available documents updated on 01/08/2021.</p> <p>Example of documents:</p> <p>Non-confidential:</p> <ul style="list-style-type: none"><li>• Company policies;</li></ul>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>SOPs.</li> </ul> <p>Confidential:</p> <ul style="list-style-type: none"> <li>Financial Report;</li> <li>Pay slips.</li> </ul>	
4.2.2.1	<p>APSB established stakeholders consultation SOP dated 01/10/2018.</p> <p>The SOP describes:</p> <ul style="list-style-type: none"> <li>Identification of stakeholders;</li> <li>Formal community meeting;</li> <li>Worker consultation.</li> </ul> <p>The external stakeholders meeting conducted on 13/01/2022 includes the topics of MSPO briefing for all principles, company policies, social, complaint and grievance SOP, transparency or information request flow and environment and reserve forest.</p>	Yes
4.2.2.2	<p>APSB appointed estate managers as person in charge for handling communication and consultation with stakeholders dated 04/01/2022.</p>	Yes
4.2.2.3	<p>APSB established list of stakeholders dated 28/05/2021 and latest updated on 04/02/2022.</p> <p>Consultation &amp; Communication flowchart states the timeframe to attend any grievance or complaint received is within 30 working days.</p> <p>List of external stakeholders had includes the government agencies, supplier, NGO's and others.</p> <p>Field interviews with harvesters, sprayers and manures informed issues highlighted during the internal stakeholder meetings has been addressed.</p>	Yes
4.2.3.1	<p>APSB has established SOP on traceability of crop production and delivery updated 10/05/2022.</p> <p>Objective of SOP is to ensure the handling of outgoing FFB area carried out in the proper manner to ensure traceability and to meet sustainability requirement.</p> <p>The SOP describes;</p> <ul style="list-style-type: none"> <li>Ability to track all stages of the product from source to finished goods;</li> <li>To understand FFB suppliers' practices in producing, procuring and handling of FFB.</li> </ul> <p>APSB use FFB Delivery note while transporting FFBs from estate to mills.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Review in the delivery note includes Delivery Note (DN) number, mill name, date, block number, vehicles number, driver name and acknowledgement.	
4.2.3.2	<p>APSB conducts regular inspections of traceability system during internal audit and monthly check by the estate manager using traceability inspection checklist.</p> <p>The internal audit conducted with no findings raised on traceability.</p> <p>Example of internal audit conducted:</p> <ul style="list-style-type: none"><li>• Tingkayu Estate dated 25/02/2022;</li><li>• Aumsawit Estate dated 02/02/2022;</li><li>• Sapang Estate dated 09/02/2022;</li><li>• Aumgreen Estate dated 05/02/2022.</li></ul> <p>Example of traceability inspection checklist dated 02/06/2022 for Tingkayu Estate reviewed.</p>	Yes
4.2.3.3	APSB appointed estate manager as person in charge for traceability system dated 04/01/2022.	Yes
4.2.3.4	<p>APSB documented and maintained records of sales and FFB delivery to the mill.</p> <p>Review records of sales and delivery of FFBs documented for May 2022.</p> <p>Reviewed and verified traceability documents includes FFB log sheet, delivery note and weighbridge ticket.</p> <p>Reviewed the sampled delivery records from year 2019 till 2021 are well maintained.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>APSB established list of legal and other requirement register updated 01/06/2022.</p> <p>Example:</p> <ul style="list-style-type: none"><li>• Malaysia Palm Oil Board Act 1998;</li><li>• Sabah Labour Ordinance Cap 67.</li></ul> <p>List of permits and licenses is established for sampled estates.</p> <p>Permits and licenses are reviewed.</p> <p>Example:</p> <ul style="list-style-type: none"><li>• MPOB License for Tingkayu estate validity period 01/04/2020 – 31/03/2023.</li></ul>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Trading license for Aumsawit Estate validity period 22/01/2021-31/12/2021.</li> </ul>	
4.3.1.2	<p>APSB established list of legal and other requirement register updated 01/06/2022. The register includes the related act and regulation applicable to estates.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Land ordinance (Sabah cap 68);</li> <li>Malaysia Palm Oil Board Act 1998;</li> <li>Minimum Wages Order 2022.</li> </ul>	Yes
4.3.1.3	<p>APSB established list of legal and other requirement register updated 01/06/2022.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Minimum Wages Order 2022;</li> <li>Occupational Safety and Health (Amendment) Act 2022.</li> </ul>	Yes
4.3.1.4	<p>APSB appointed Human Resource Manager as person in charge for regulatory liaison include updating the list of law dated 01/01/2022.</p>	Yes
4.3.2.1	<p>APSB land titles are country lease issued by Sabah States Land and Survey Office.</p> <p>Review the sublease agreement of native land titles. The native titles are sub-leased by APSB from the owners and signed by both parties. The native land titles are issued by Sabah States Land and Survey Office.</p> <p>Example: Sublease agreement dated 01/10/2005 stated sublease tenure is 30 years.</p> <p>There is no diminish the land use rights of other users.</p>	Yes
4.3.2.2	<p>APSB land titles are country lease issued by Sabah States Land &amp; Survey Office with 99 years tenure and for cultivation of oil palm or an agricultural crop of economic value.</p> <p>The country lease land titles for APSB include estate name as ownership evidence.</p> <p>Copy of land titles are available at respective estates.</p> <p>Reviewed the sublease agreement of native land titles which sub-leased by APSB from the owners and signed by both parties. The native land titles are issued by Sabah States Land and Survey Office include lease of tenure.</p> <p>Example: Sublease agreement dated 01/10/2005 stated sublease tenure is 30 years.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.3	<p>APSB country lease land titles and subleased native land titles reviewed include map consist of title number, size in acre and boundary stone numbers.</p> <p>Field visit to estates boundary observed the boundary markers are marked with wooden stick of red and white colour.</p>	Yes
4.3.2.4	<p>APSB land titles are country lease issued by Sabah States Land and Survey Office.</p> <p>Reviewed the sublease agreement of native land titles which sub-leased by APSB from the owners and signed by both parties. The native land titles are issued by Sabah States Land and Survey Office include lease of tenure.</p> <p>There is no objection or dispute found during document verification.</p>	Yes
4.3.3.1	<p>APSB land titles are country lease issued by Sabah States Land and Survey Office. The land titles is leased for 99 years leased period.</p> <p>Reviewed the sublease agreement of native land titles which sub-leased by APSB from the owners and signed by both parties. The native land titles are issued by Sabah States Land and Survey Office.</p> <p>The terms of the lands are for cultivation of oil palm or cultivation of an agricultural crop of economic value.</p> <p>There is no customary right land owned by APSB.</p>	Yes
4.3.3.2	<p>APSB land titles are country lease issued by Sabah States Land and Survey Office.</p> <p>Reviewed the sublease agreement of native land titles which sub-leased by APSB from the owner and signed by both parties. The native land titles are issued by Sabah States Land and Survey Office include maps and boundary stone number.</p> <p>There is no customary right land owned by APSB. Therefore, no maps established.</p>	Yes
4.3.3.3	<p>APSB land titles are country lease issued by Sabah States Land and Survey Office.</p> <p>Reviewed the sublease agreement of native land titles which sub-leased by APSB from the owner and signed by both parties. The native land titles are issued by Sabah States Land and Survey Office include maps.</p> <p>Example: Sublease agreement dated 01/10/2005 stated sublease tenure is 30 years.</p> <p>There is no customary land owned by APSB. Therefore, no FPIC required.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>Aumkar Plantations Sdn. Bhd. (APSB) established SIA report for all the estates.</p> <p>The report include survey from internal and external stakeholders.</p> <p>The SIA report includes both positive and negative impacts and time frame.</p> <p>Interview with management indicates SIA will be reviewed once a year or if there are any changes.</p> <p>Example from Tingkayu Estate:</p> <p>Positive impact</p> <p>Activity: Workers from different ethnics;</p> <p>Social aspects: Sharing of customs and practices;</p> <p>Control plan:</p> <p>The company organized events where all the ethnics are free to demonstrate their;</p> <p>Responsibility: Manager.</p> <p>Negative impact:</p> <p>Issue: Alcoholism;</p> <p>Social aspects: Workers may create public nuisance;</p> <p>Control plan: Prohibits workers from drinking, selling and buying alcohol beverages;</p> <p>Responsibility: Manager.</p> <p>Review on complaints records and interviews with sampled harvester and chemical sprayers informed no alcoholism issue in estates.</p>	Yes
4.4.2.1	<p>APSB established SOP for Suggestion, Complaint &amp; Grievance dated 05/01/2022.</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>The procedure include the complaint flowchart and displayed at the notice boards.</p> <p>Person in charge to resolve complaint is the supervisor and estate manager.</p> <p>Field interviews with sampled harvesters ad chemical sprayers informed they understand the process to make complaint or grievance.</p>	Yes
4.4.2.2	<p>APSB established SOP for Suggestion, Complaint &amp; Grievance dated 05/02/2022.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The SOP describes internal and external stakeholder can grievance form or complaint in writing 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>APSB established complaint and grievance form.</p> <p>Complaint record review no complaint lodged from 2019 till the audit date.</p>	
4.4.2.3	<p>APSB established complaints form as document to records any complaints lodge.</p> <p>The complaint and grievance form is available near the office complaint box that can be access by all workers.</p>	Yes
4.4.2.4	<p>APSB displayed the complaint flowchart at the estate notice boards.</p> <p>APSB conducted the complaint and grievance training to workers.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>- Briefing to Tingkayu Estate workers dated 17/05/2022;</li> <li>- Briefing to Aumsawit Estate workers dated 18/04/2022.</li> </ul>	Yes
4.4.2.5	<p>Complaint record review no complaint lodged from 2019 till the audit date</p> <p>The complaint logbook from year 2019 till the audit date is kept in the estate office.</p>	Yes
4.4.3.1	<p>APSB has contribute to local development.</p> <p>Example of contribution made:</p> <ol style="list-style-type: none"> <li>1. Hiring local workers working in the estates;</li> <li>2. Road maintenance for the use of workers and local communities;</li> <li>3. Provided facilities such as shop lots for local to rent and sell their products.</li> </ol>	Yes
4.4.4.1	<p>APSB established Safety and Health policy dated 02/07/2018 signed by Company Director.</p> <p>Safety and Health policy displayed at estates notice boards.</p> <p>All estates carried out the Safety and Health policy briefing to workers.</p> <p>Example:</p> <p>Policy briefing for Tingkayu Estate worker dated 03/06/2022;</p> <p>Policy briefing for Aumsawit Estate worker dated 10/05/2022.</p>	Yes
4.4.4.2	<p>a</p> <p>APSB established Safety and Health policy dated 02/07/2018 signed by Company Director.</p> <p>Safety and Health policy displayed at estates notice boards.</p> <p>All estates carried out the Safety and Health policy briefing to workers.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Policy briefing for Tingkayu estate worker dated 03/06/2022;</p> <p>Policy briefing for Aumsawit estate worker dated 10/05/2022.</p> <p>Field Interviews with sampled chemical sprayers and harvesters informed they had been briefed on the Safety and Health policy.</p>	
b	<p>APSB established HIRARC includes all relevant activities.</p> <p>The HIRARC covers all relevant work activities include potential hazards, potential risks, effects, current controls, severity, likelihood, risk evaluation and additional control.</p> <p>Activity: Loading Ramp;</p> <p>Hazard: Operators fall into ramp while performing maintenance at loading ramp;</p> <p>Risk: body injury or body pain;</p> <p>Existing control: PPE Issuance;</p> <p>Severity: 4;</p> <p>Probability: 1;</p> <p>Risk: Moderate;</p> <p>Additional control: Safety Training;</p> <p>Review the Loading Ramp training dated 15/02/2022.</p> <p>All HIRARC updated on July 2022.</p>	Yes
c i	<p>Safe work practise training carried out at each of respective estates.</p> <p>Example:</p> <p>Chemical mixing training for Tingkayu Estate dated 03/06/2022;</p> <p>PPE and spraying training for Aumsawit Estate dated 01/06/2022.</p>	Yes
c ii	<p>SDSs for chemicals, fertilizers and lubricants are available at estate office and storage facilities of chemicals, fertilizers, lubricants and workshop</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Cyper H20 dated 06/01/2021;</li> <li>2. Ammonium Chloride dated 28/11/2021.</li> </ol> <p>Onsite visit at estates chemical and fertilizer store keepers, all chemicals and fertilizers are in original label packaging and stored in proper storage facilities with sufficient ventilations.</p>	Yes
d	APSB established SOP for PPE dated 01/10/2018.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The SOP describes the steps using PPE before, during and after work.</p> <p>Workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA. This have further crosscheck with PPE issuance record and interviewed with workers</p> <p>Example:</p> <p>Chemical sprayers PPE issuance dated 21/03/2022 include helmet, apron, rubber glove and rubber boots.</p> <p>APSB carried out CHRA for all estates.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>CHRA dated 04/04/2019 for Tingkayu Estate;</li> <li>CHRA dated 04/04/2019 for Sapang Estate.</li> </ol>	
e	<p>APSB established Chemical Handling procedure dated 01/10/2019.</p> <p>The procedure describes the type of PPE use by estate workers, type and class of chemicals, safety precaution on handling chemicals and related laws and regulations related to chemical handling.</p> <p>Onsite visit at chemical store keeper, all chemical products are store in original label and packaging. Liquid chemical placed in tray below and powder chemical placed on top.</p>	Yes
f	<p>APSB appoint a Safety and Health Officer in charge for all estates safety and health matters</p> <p>Each of the estate has their own safety and health representative will report and update safety and health matters to Safety Officer as follows;</p> <ul style="list-style-type: none"> <li>Tingkayu Estate has appointed Safety and health PIC dated 08/06/2022;</li> <li>Aumsawit Estate has appointed Safety and health PIC dated 23/03/2022;</li> <li>Sapang Estate has appointed Safety and health PIC dated 04/01/2022;</li> <li>Aumgreen Estate has appointed Safety and health PIC dated 08/01/2022.</li> </ul>	Yes
g	<p>APSB conduct OSH meeting quarterly attended by estate management and workers.</p> <p>The meeting minutes include the previous meeting review, safety and health report, incident or accident cases, first aid box inspection, updated on training carried out and other safety and health issue.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example of safety and health meeting:</p> <p>Tingkayu Estate meeting carried out on 25/12/2021 and 03/02/2022.</p>	
h	<p>APSB established ERP dated 06/05/2021 includes flood, fire, chemical and oil spillage.</p> <p>APSB established flowchart of Emergency Preparedness and Plan for Diseases Control (COVID-19) dated 01/04/2020.</p> <p>Fire drill training carried out to workers on 09/02/2022 for Tingkayu Estate and 05/06/2021 for Aumgreen Estate.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they had been briefed on the emergency gathering point and attended training such as fire drill.</p>	Yes
i	<p>First aid training carried out by the APSB estates by first aider or dresser.</p> <p>Example:</p> <p>First aid training carried out at Tingkayu Estate dated 09/02/2022 and Aumsawit Estate dated 08/03/2022.</p> <p>Onsite visit at all sampled estate, confirmed the first aid kits are available at estate operation.</p>	Yes
j	<p>APSB established SOP for accident reporting and investigation dated 01/10/2018.</p> <p>Objective of the SOP is to ensure the practices a common incident investigation procedure to determine their cause so they can be corrected and prevent such recurrence.</p> <p>APSB established accident form &amp; incident investigation report.</p> <p>JKKP 8 reported for year 2021 submission by APSB estates on February 2022. Review all JKKP 8 records show no accident reported.</p>	Yes
4.4.5.1	<p>APSB established Social and Human Rights Policy signed by Company Director dated 18/02/2020. The policy includes elements related to good social practices.</p> <p>The policy describes:</p> <p>To ensure employment agreement working environment are fair to workers.</p> <p>Field Interviews with sampled harvesters and chemical sprayers informed they understand the policy.</p> <p>Example:</p> <p>Tingkayu Estate</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Policy training to workers conducted on 03/03/2022.</p> <p>Field interviews with sampled chemical sprayer and harvester confirmed they understand the policy.</p>	
4.4.5.2	<p>APSB established Equal Opportunity Policy signed by Company Director dated 02/07/2018.</p> <p>The company states on commitment :</p> <ol style="list-style-type: none"> <li>1. To treat everyone equally irrespective of sex, marital status, age, race, national origin, religion and political benefits;</li> <li>2. To ensure the workplace is free from discrimination, harassment, and the relevant guidelines with regards to the resolution of complaints are followed.</li> </ol> <p>APSB established Gender Equality policy dated 02/07/2018 signed by Company Director. The policy describes on provide and create opportunity for development of women leadership at all level.</p> <p>Complaint record review no complaint lodged for related issue.</p> <p>Site interviews with sampled harvesters and chemical sprayers confirmed no discriminatory act against them occurs in APSB.</p>	Yes
4.4.5.3	<p>APSB established contract agreement for workers in accordance to Sabah Labour Ordinance and Minimum Wage Order 2020.</p> <p>Workers are paid either daily rate or piece rate.</p> <p>The contract agreement are signed by workers and management.</p> <p>APSB established list of piece rate implemented started in year 2020 for piece rated work.</p> <p>Fieldinterviews with sampled harvesters and chemical sprayers informed they are briefed on the list of piece rate and agreed with the rate pay.</p> <p>The pay slip indicates the workers' pay in line with Minimum Wage Order and list of piece rate.</p> <p><b>Major non-conformity 01:</b></p> <p>Reviewed on general worker's payslips for the month of May 2022, the payment made are not accordance with Minimum Wages Order 2022.</p>	No
4.4.5.4	<p>APSB engage outsource contractor for harvesting activity example: Anparasan Enterprise for harvesting. APSB monitor contractor's worker wage through payslip provided.</p> <p>Example:</p> <p>Tingkayu Estate</p> <p>Worker's name: Worker A;</p> <p>Contractor: AB Sdn. Bhd;</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Payment month: May 2022; Amount payment: RM1, 800.00.	
4.4.5.5	APSB established list of workers that contain name, gender, date of birth, date of joined, type of job and nationality.	Yes
4.4.5.6	APSB established contract agreement for every worker recruited. The management provide fair contract that has been signed by both parties. The workers were briefed on the working contract terms and conditions, wage, type of work and copy is provided. Field interviews with sampled harvesters and chemical sprayers informed they are briefed on the contract terms and conditions and received a copy after signed.	Yes
4.4.5.7	APSB established 'Estate working hours' and displayed at notice boards. The working hours for estate started 6:30 am to 2:30pm with rest time of around 10:30am to 11:00am. Workers time recording via morning muster check roll. Working hours and overtime stated in working contract. Overtime rate according to Sabah labour ordinance requirements of 1.5 time's hourly rate for normal overtime and 2.0 times hourly rate for rest day and public holidays. Field interviews with sampled harvesters and chemical sprayers they understand on the working hours.	Yes
4.4.5.8	APSB established 'Estate working hours' and displayed at notice boards. Working hours: 6:30 am till 2:30 pm; Breaks: 10:30 am – 11:00 am. The overtime is based on mutual basis. Field interviews sampled harvesters and chemical sprayers inform they understand overtime rate and informed no OT practices in APSB.	Yes
4.4.5.9	APSB provide payslips to all workers documenting wage for the month and details of work and payment. Workers are paid either piece rate or daily rate. The pay slip indicates the workers' pay in line with Minimum Wage Order and list of piece rate.	Yes
4.4.5.10	APSB provides benefits such as housing, medical, water supply, electricity, school for foreign children, religious worship place, childcare center, sport amenities and contribution for festive season.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.11	APSB workers housing adopts the plantation industry best practices for living quarters.  Site visits to workers housing and interviews with sampled harvesters and chemical sprayers confirmed the living quarters includes basic amenities.	Yes
4.4.5.12	APSB established Harassment policy signed by Company Director dated 02/07/2018.  The policy states 1. Type of harassment on workplace; 2. Company commitments and action taken on harassment complaints.  There are no complaints related to sexual harassment.  Field interviews with sampled harvesters and chemical sprayers they understand the policy and confirmed no harassment occur in the workplace.	Yes
4.4.5.13	APSB established 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 workers meeting was conducted on estate level once a year attended by workers and estate management.  Reviewed sampled workers meeting conducted on 14/03/2022 for Aumsawit Estate and 22/02/2022 for Sapang Estate.  Field interviews with sampled harvesters and chemical sprayers inform they have no interest to form or join any union.	Yes
4.4.5.14	Social and Human Right policy established and signed by Company Director dated 02/07/2018.  The policy describes:  Will not hire underage person as employee.  List of workers are reviewed and there are no underage workers employed by estates.  Field interviews with sampled harvester and chemical sprayers informed they joined estate when they are at age of 18 years old and above	Yes
4.4.6.1	APSB established training program for year 2022.  Example of training conducted:  Tingkayu Estate 1. SOP frond stacking training dated 18/01/2022;	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	2. SOP scheduled waste training dated 10/02/2022; 3. Landfill training dated 10/03/2022; 4. Policies training dated 03/06/2022.	
4.4.6.2	APSB established Training matrix the allocation of training to workers based on type of jobs.  Example: Training matrix for Tingkayu Estate, dated 02/01/2022; Job description: FFB Loader. Training required: 1. Company policies; 2. SOP Loaders and PPE; 3. Re-entry training ; 4. Safety committee; 5. First aid training.	Yes
4.4.6.3	APSB established Training Programme for 2021 and update annually. Example of training listed: Aumgreen Estate <ul style="list-style-type: none"> <li>• Buffer zone in Aug 2022;</li> <li>• Scheduled waste Sept 2022;</li> <li>• Rat baiting Oct 2022;</li> <li>• Recycle and open burning Dec 2022.</li> </ul>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	Aumkar Plantations Sdn Bhd (APSB) updated Environmental Protection Policy dated 18/02/2020 signed by Company Director.  The policy is in accordance with Environmental Quality Act 1974 and describes as follows: <ol style="list-style-type: none"> <li>Complying with relevant legislative requirements;</li> <li>Promoting continuous improvement on environment standard;</li> <li>Ensuring proper preservation and protect natural habitat and conserve natural resources.</li> </ol> APSB updated Group environmental impact assessment, management action plans and continuous improvement plans (EAIA) as follows:	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>i. Tingkayu Estate: Document no.: TK/EIA No.1/2022, date: 25/4/22;</li> <li>ii. Aumsawit Estate: Document no.: ASE/EIA/No.1/2022, date: 03/03/2022;</li> <li>iii. Aumgreen Estate: Document no.: AG/EIA/No.1/2022, date: 08/01/2022;</li> <li>iv. Sapang Estate: Document no.SPG/EIA/No: 1/2022, date: 14/02/2022.</li> </ul> <p>The EAIA includes identification of source of waste/ pollutants, potential environmental impacts, mitigating negatives and promoting positives, action plans, monitoring and continuous improvement programme.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>i. Environmental policy training conducted on 03/06/2022 to the staffs and workers at Tingkayu Estate;</li> <li>ii. Environmental policy training conducted on 13/05/2022 to the staffs and workers at Aumgreen Estate;</li> <li>iii. Environmental policy training conducted on 10/05/2022 to the staffs and workers at Aumsawit Estate;</li> <li>iv. Environmental policy training conducted on 20/01/2022 to the staffs and workers at Sapang &amp; Lahunai Estate.</li> </ul>	
4.5.1.2	<p>a Aumkar Plantations Sdn Bhd (APSB) updated Environmental Protection Policy dated 18/02/2020 signed by Company Director.</p> <p>The policy describes to comply with relevant legislative requirement and ensuring proper preservation and protect natural habitat and conserve natural resources.</p>	Yes
	<p>b APSB updated Group environmental impact assessment, management action plans and continuous improvement plans (GEIA) include identification of aspects and impacts of all operations.</p> <p>Example aspect and impact stated in the assessment:</p> <ul style="list-style-type: none"> <li>i. Disposal of used lubricant – Water and soil pollution;</li> <li>ii. Landfill – Contamination of soil surface and ground water source.</li> </ul>	Yes
4.5.1.3	<p>APSB updated Group environmental impact assessment, management action plans and continuous improvement plans (GEIA) include negative and positive impacts of each activity is assesses.</p> <p>Example:</p> <p>1. Domestic waste</p> <p>Negative impact: Breeding ground for disease hazardous to health during the process of waste decomposition;</p> <p>Positive impact: Practice the recycle and reused of the domestic waste</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>especially plastic based waste.</p> <p>Site visits at worker's housing area observed APSB allocate the recycle bins to encourage the workers practice plastic waste recycling.</p> <p>2. Clinical waste</p> <p>Negative impact: Mismanagement of the waste could result on spreading of contagious disease;</p> <p>Positive impact: Improve the health of employees and conducive living environment.</p> <p>Review on the clinical waste disposal record for Tingkayu Estate, latest disposal collected by the Visiting Medical Officer dated 27/05/2022.</p>	
4.5.1.4	<p>ASPB update Continual Improvement Plan, document no.: APSB/GMP/CIP/Rev.03 on 19/05/2022 include a programme to promote the positive impacts.</p> <p>The CIP describe:</p> <p>Topic: Environment;</p> <p>Improvement action: Plastic container reduction – Plastic Bottle;</p> <p>Expected outcomes: Practice 3R concepts. Reduce, reused, recycle.</p> <p>Example:</p> <p>Site visits to Tingkayu, Aumsawit, Aumsgreena and Sapang &amp; Lahunai Estates observed worker's housing are provided with recycling bins.</p> <p>Site interviews with sampled harvesters, chemical sprayers and manures workers informed they are aware of the 3R implementation.</p>	Yes
4.5.1.5	<p>APSB established training programme year 2022 include the environmental.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>i. Tingkayu Estate conducted briefing on protection of buffer zone area conducted on 30/04/2022;</li> <li>ii. Aumgreen Estate conducted briefing on wildlife protection dated 07/03/2022.</li> </ul>	Yes
4.5.1.6	<p>APSB conducted environmental meeting on quarterly basis.</p> <p>Latest meeting conducted as below:</p> <ul style="list-style-type: none"> <li>i. Tingkayu Estate: 04/02/2022;</li> <li>ii. Aumsawit Estate: 17/03/2022;</li> <li>iii. Sapang &amp; Lahunai Estate: 29/03/2022;</li> <li>iv. Aumgreen Estate: 03/06/2022.</li> </ul> <p>Agenda discuss as follow:</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>i. Confirming on previous meeting;</li> <li>ii. Monitoring on environment matters such as buffer zone and wildlife;</li> <li>iii. Update on briefing to be conducted and have been conducted;</li> <li>iv. Any other business (AOB)</li> </ul>																
4.5.2.1	<p>APSB established budget, actual and baseline for diesel consumption for year 2022.</p> <p>Example:</p> <p>Aumsawit Estate established baseline for diesel consumption for 5 years from 2018 until 2022 dated 05/05/2022.</p> <p>Baseline for 5 years recorded at 7.3236 Lit/ton FFB. Actual usage in 2021 is 7.3994 Lit/ton FFB. Diesel consumption slightly increased as compare to the baseline. This is due to low crop season and MCO enforcement.</p> <p>Sapang and Lahunai Estate established baseline for diesel consumption for 5 years from 2018 until 2022 dated 07/06/2022.</p> <p>Baseline for 5 years recorded at 7.3583 Lit/ton FFB. Actual usage in 2021 is 5.1252 Lit/ton FFB. Diesel consumption is slightly lower compared to the baseline. This is due to lower FFB production in year 2021.</p> <p>APSB established monthly diesel usage report to monitor diesel usage for heavy machineries and vehicles.</p> <p>Reports of Tingkayu, Aumsawit, Aumgreen and Sapang &amp; Lahunai Estates for the month of May 2022 are maintained and review.</p>	Yes															
4.5.2.2	<p>APSB established budget for fuel consumption year 2022</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Estate</th><th>Diesel Usage (Budget)</th><th>Diesel Usage (Actual)</th></tr> </thead> <tbody> <tr> <td>Sapang &amp; Lahunai</td><td>64,147</td><td>41,757</td></tr> <tr> <td>Aumsawit</td><td>260,000</td><td>254,932</td></tr> <tr> <td>Tingkayu</td><td>283,200</td><td>90,268</td></tr> <tr> <td>Aumgreen</td><td>59,194</td><td>24,558</td></tr> </tbody> </table>	Estate	Diesel Usage (Budget)	Diesel Usage (Actual)	Sapang & Lahunai	64,147	41,757	Aumsawit	260,000	254,932	Tingkayu	283,200	90,268	Aumgreen	59,194	24,558	Yes
Estate	Diesel Usage (Budget)	Diesel Usage (Actual)															
Sapang & Lahunai	64,147	41,757															
Aumsawit	260,000	254,932															
Tingkayu	283,200	90,268															
Aumgreen	59,194	24,558															
4.5.2.3	APSB used renewable energy by using biogas supplied by Aumkar Oil Mill for power electricity to Tingkayu, Aumsawit and Aumgreen Estates.	Yes															
4.5.3.1	<p>APSB establish Group Waste Management Plan (GWSMP) with latest review on 01/06/2022. The GWSMP include the identification of waste products and polluting activities.</p> <p>Example:</p> <p>Type of waste: Rotten bunches;</p>	Yes															

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Indicator	Summary of Assessment	Compliance
	<p>Source: Harvesting;</p> <p>Pollution activities: Rotten bunches run-off into water courses during time of decomposition.</p> <p>Type of waste: Empty chemical containers;</p> <p>Source: Chemical application;</p> <p>Pollution activities: inappropriate disposal of empty chemical containers.</p>	
4.5.3.2	<p>a APSB establish Group Waste Management Plan (GWSMP) with latest review on 01/06/2022. The GWSMP include the identification of waste products and polluting activities.</p> <p>Example:</p> <p>Type of waste: Used lubricant oil;</p> <p>Pollution activities: Water and soil pollution;</p> <p>Monitoring: To disposed by authorized personal/collector.</p>	Yes
	<p>b APSB establish Group waste management plan (GWSMP) with latest review on 01/06/2022. The GWSMP include identification on the potential waste that could be reduce, reuse and recycle.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>i. Empty fertilizer bag reused for rubbish collection;</li> <li>ii. Empty chemical containers reused for premix chemical activities.</li> </ul>	Yes
4.5.3.3	<p>APSB established SOP scheduled wastes management, document number: SOP/SW/Rev.2 dated 01/10/2018 include safe handling of scheduled waste, storage and disposal of scheduled waste.</p> <p>The SOP describes:</p> <ul style="list-style-type: none"> <li>i. No reuse of empty chemical containers except for flower pot as waste collector bin;</li> <li>ii. Empty chemical containers stored at scheduled waste store and disposed by authorized scheduled waste collector;</li> <li>iii. Triple rinsing for all used empty chemical containers before stored at scheduled waste store.</li> </ul> <p>Example:</p> <p>Sapang &amp; Lahunai Estate</p> <p>Estates established scheduled waste inventory to monitored scheduled waste disposal on monthly basis. Latest disposal recorded on 29/05/2022 for SW 305 and SW306 is maintained and review.</p> <p>Field interviews with sampled chemical sprayers informed they understand on handling the disposal of empty chemical containers.</p>	Yes

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Indicator	Summary of Assessment	Compliance
4.5.3.4	<p>APSB established SOP scheduled wastes management, document number: SOP/SW/Rev.2 dated 01/10/2018 include managing of empty chemical container.</p> <p>The SOP describes:</p> <ul style="list-style-type: none"> <li>i. Rinsed water reused for spraying activities;</li> <li>ii. Empty chemical container being labelled, stored and disposed by authorized collector;</li> <li>iii. Disposal in accordance with pesticides act 1974 (Act 149) or any relevant local regulation.</li> </ul> <p>Example:</p> <p>Sapang &amp; Lahunai Estate established scheduled waste inventory to monitored scheduled waste disposal on monthly basis.</p> <p>Latest disposal recorded on 29/05/2022 for SW 409, SW 305 and SW306 is maintained and review.</p> <p>Tingkayu Estate establish scheduled waste inventory to monitored scheduled waste disposal on monthly basis.</p> <p>Latest disposal recorded on 29/05/2022 for SW 409 is maintained and review.</p> <p>Site visits at scheduled waste stores and empty chemical stores for both estates observed all scheduled waste are manage with a proper labelling and arrangement.</p> <p>Field interviews with sampled chemical sprayers informed they understand on handling the disposal of empty chemical containers.</p>	Yes
4.5.3.5	<p>APSB dispose their domestic waste generate from workers' housing and office compound to nearby landfill.</p> <p>Field visit to estate's landfills observed the area is fenced and marked together with opening and closing date.</p> <p>Example:</p> <p>Aumsawit Estate;</p> <p>Location of landfill: Block 5.</p> <p>Sapang &amp; Lahunai Estate</p> <p>Location of landfill: Block 4.</p>	Yes
4.5.4.1	<p>APSB established Group environmental impact assessment, management action plans and continuous improvement plans year 2022 includes solids, liquids and gaseous wastes.</p> <p>Example 1:</p> <p>Type of waste: Liquid – Used lubricant;</p> <p>Activity: Vehicles maintenance;</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Pollution: Water pollution; Action plan: Regular inspection on the vehicles. Example 2: Type of waste: Solid - Empty chemical containers; Activity: Chemical application; Pollution: Soil contamination; Action plan: Reused for premix activity or to be disposed by authorized collector. Example 3: Type of waste: Gaseous – Carbon Monoxide (CO); Activity: Transporting (FFB evacuation, heavy machineries); Pollution: Air pollution; Action plan: Regular servicing of heavy machineries and vehicles.</p>	
4.5.4.2	<p>APSB review Group Continuous Improvement Plans on 19/05/2022 includes action plan to reduce significant pollution and emission. Example 1: Improvement action: Continuous protect and preserve buffer zone areas; Expected outcome: To protect all watercourse within and surrounding the plantation areas; Timeframe: On going; Reviewed and monitored: Maintaining the buffer zone areas by carry out continuous monitoring. Example 2: Improvement action: Awareness trainings provide to all workers and internal stakeholders on protection of RTE species; Expected outcome: Enhance awareness of protected RTE species; Timeframe: Continuous program; Reviewed and monitored: Training/briefing records.</p>	Yes
4.5.5.1	<p>a APSB review Group Water Management Plan dated 30/03/2022 include the assessment of water usage and source of supply. Example 1: Water Usage: Domestic use Sapang &amp; Lahunai Estate: Water source: Jabatan Air Kunak and rain water. Tingkayu estate:</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Water source: Aumkar Oill Mill and rain water.</p> <p>Aumgreen and Aumsawit Estates:</p> <p>Water source: Water catchment, natural small stream in field and rain water;</p> <p>Example 2: Water usage: Operations use.</p> <p>Tingkayu, Aumsawit, Aumgreen and Sapang &amp; Lahunai Estates: Rain waster</p>	
b	<p>APSB conducted water analysis to monitor incoming and outgoing waster from stream and river on yearly basis by external 3<sup>rd</sup> party.</p> <p>APSB conducted water analysis test for domestic used by external 3<sup>rd</sup> party to ensure the good quality of water supply.</p> <p>The water analysis reports for APSB is maintained and reviewed, all results are within the national water quality.</p>	Yes
c	<p>Empty chemical containers washing and rinsing water is recycle for pre-mix usage.</p> <p>Rain harvesting is practice at housing and facilities area for domestic consumption.</p> <p>Domestic and general usage, water is derived from natural water source.</p> <p>Piping system are in good order during inspection at housing and facilities area.</p>	Yes
d	<p>APSB reviewed Group Water Management Plan updated on 30/03/2022 include water conservation and protection.</p> <p>Section buffer zone: To maintained buffer zone for all stream/river and surrounding the water catchment area. The size of buffer zone is at least 20 meter from the river bank or pond.</p> <p>Field visits observed appropriate signage installed at buffer / riparian zones at all APSB's estates.</p> <p>Field interviews with harvester, manurer and chemical sprayers informed they are brief during morning muster roll call on environmental awareness include the protection for buffer zone area.</p> <p>Monthly monitoring of riparian zone establish to monitor water quality, signage condition, soil erosion, if any activities of chemical and fertilizer application in place.</p> <p>Example:</p> <p>i. Tingkayu Estate conducted monitoring on buffer zone area latest on 04/06/2022;</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>ii. Aumsawit Estate conducted monitoring on buffer zone area latest on 25/05/2022.</p>	
	<p>e APSB reviewed Group Water Management Plan updated on 30/03/2022 include water conservation and protection.</p> <p>Section buffer zone: All vegetation is preserved and prohibited from any cultivation and plantation maintenance activities.</p> <p>During field visits, there are no vegetation removed from riparian zones.</p> <p>Riparian zones are well maintained.</p> <p>Monthly monitoring records is maintained and review.</p> <p>Example:</p> <p>i. Sapang &amp; Lahunai Estate conducted monitoring on buffer zone latest on 04/06/2022 at Block 3.</p> <p>ii. Tingkayu Estate conducted monitoring on buffer zone latest on 04/06/2022 at Block 2.</p> <p>iii. Aumsawit Estate conducted monitoring on buffer zone latest on 25/05/2022 at Block 1.</p>	Yes
	<p>f There are no bore wells constructed to extract ground water.</p> <p>This could be observed during site inspection to housing and facilities areas at Tingkayu, Aumsawit, Aumgreen and Sapang &amp; Lahunai Estates.</p>	Yes
4.5.5.2	<p>There are no bunds or weirs or dams constructed across the stream.</p> <p>This could be confirm during field visit observation at Tingkayu, Aumsawit, Aumgreen and Sapang &amp; Lahunai Estates.</p>	Yes
4.5.5.3	<p>Water harvesting is practice throughout the facilities and housing in APSB.</p> <p>Tingkayu, Aumsawit, Aumgreen and Sapang &amp; Lahunai estates:</p> <p>Field interviews with sampled harvester, manure and chemical sprayers informed they are practicing rain water harvesting for domestic used.</p> <p>Field visits observed APSB installed the rain gutter at worker's housing area to cater the rain water.</p>	Yes
4.5.6.1	<p>a APSB established SOP senarai hidupan liar dan tumbuhan yang dilindungi, document number: GMP/APSB/01 latest revised on 08/04/2022 include the identification of high biodiversity value habitats and wildlife.</p> <p>Tingkayu, Aumsawit, Aumgreen and Sapang &amp; Lahunai estates:</p> <p>Field interviews with harvester, manure and chemical sprayers informed they are aware of wildlife protection.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Aumsawit Estate</p> <p>Wildlife protection training conducted on 31/03/2022 to workers during muster call.</p> <p>Aumgreen Estate</p> <p>Wildlife protection training conducted on 07/03/2022 to workers during muster call.</p>	
	<p>b APSB established SOP senarai hidupan liar dan tumbuhan yang dilindungi, document number: GMP/APSB/01 latest revised on 08/04/2022 include the identification of high biodiversity value habitats and wildlife.</p> <p>Example:</p> <p>Spesis haiwan yang dilindungi Sepenuhnya: Jadual 1 – Enakmen Konservasi Hidupan Liar (1997).</p> <ol style="list-style-type: none"> <li>1. Orang Utan;</li> <li>2. Sun Bear.</li> </ol>	Yes
4.5.6.2	<p>a APSB established the RTE identified according to Sabah Wildlife Conservation Enactment 1997 and Wildlife Regulation 1998.</p> <p>Field visits observed appropriate signages are installed at buffer / riparian zones.</p> <p>Example information display:</p> <ol style="list-style-type: none"> <li>i. No activities allowed 20 meters from stream;</li> <li>ii. No chemical application allowed;</li> <li>iii. No fertilizer application allowed.</li> </ol>	Yes
	<p>b APSB established SOP senarai hidupan liar dan tumbuhan yang dilindungi, document number: GMP/APSB/01 latest revised on 08/04/2022 include the identification of high biodiversity value habitats and wildlife.</p> <p>Example:</p> <p>Aumsawit Estate</p> <p>Wildlife protection training conducted on 31/03/2022 to workers during muster call.</p> <p>Aumgreen Estate</p> <p>Wildlife protection training conducted on 07/03/2022 to workers during muster call.</p>	Yes
4.5.6.3	APSB established HBV monitoring form to carry out patrolling and monitor HBV areas.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Monitoring plan established to monitor the respective areas.</p> <ol style="list-style-type: none"> <li>Weekly once patrolling at the area to ensure the area conserved and protected;</li> <li>Frequent inspection on the housing area to ensure no keeping of wildlife;</li> <li>No activity within forest border and no one allowed entering without permission from Department of Wildlife and National Parks.</li> </ol> <p>Example:</p> <ol style="list-style-type: none"> <li>Sapang &amp; Lahunai estate conducted monitoring on 04/06/2022 at Block 3.</li> <li>Tingkeyu estate conducted monitoring on 04/06/2022 at Block 2.</li> <li>Aumsawit estate conducted monitoring on 25/05/2022 at Block 1.</li> </ol>	
4.5.7.1	<p>APSB updated Environmental Protection Policy dated 18/02/2020 signed by Company Director.</p> <p>The policy describes to ensure zero burning practices and prevent open burning in any part of our premises or any harmful activities to the environment.</p> <p>Field visits at replanting areas at Aumsawit, Sapang &amp; Lahunai and Tingkeyu Estate observed there are no signs of open burning.</p>	Yes
4.5.7.2	<p>APSB updated Environmental Protection Policy dated 18/02/2020 signed by Company Director.</p> <p>The policy describes to ensure zero burning practices and prevent open burning in any part of our premises or any harmful activities to the environment.</p> <p>Field visit to APSB sampled estates observed there are no serious palm disease that require burning. Therefore, no approval submitted require.</p>	Yes
4.5.7.3	<p>APSB updated Environmental Protection Policy dated 18/02/2020 signed by Company Director.</p> <p>Field visits to APSB sampled estates observed there are no serious palm disease that require burning. Therefore, there are no application documents sighted for controlled burning.</p>	Yes
4.5.7.4	<p>APSB planting statement review there are replanting activities carried out at Sapang &amp; Lahunai and Tingkeyu Estate in year 2021 and 2022.</p> <p>Field visits observed at replanting area old palms are felled, chipped, or shredded and trees and sapling are staked in windrow and left to decomposed.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>APSB established Standard Operating Procedure (SOP) revision 1. The SOPs includes estate operations as follows:</p> <ol style="list-style-type: none"> <li>1. SOP for COVID – 19 updated on 01/04/2020;</li> <li>2. SOP for Chemical handling updated on 01/10/2019;</li> <li>3. SOP for Harvesting updated on 01/10/2018;</li> <li>4. SOP for Spraying updated on 01/10/2018;</li> <li>5. SOP for Manuring updated on 01/10/2018;</li> <li>6. SOP Consultation and communication updated on 27/04/2022;</li> <li>7. SOP Traceability updated on 10/05/2022;</li> <li>8. SOP Internal Audit SOP updated on 22/02/2022;</li> <li>9. SOP Complaint and grievances updated on 05/01/2022.</li> </ol> <p>Example:</p> <p>Training SOP for harvester at Tingkayu estate on 20/04/2022;</p> <p>Training SOP for manurer at Aumsawit estate on 09/05/2022;</p> <p>Training SOP chemical sprayer at Aumgreen estate on 02/02/2022.</p> <p>Reviewed on training record for SOPs, photos and attendance is documented and maintained.</p>	Yes
4.6.1.2	<p>APSB established SOP for Checklist on managing Problematic Soil, revision no 1 dated 01/11/2018.</p> <p>The SOP describe:</p> <ol style="list-style-type: none"> <li>1. Soil on steep terrain ( Land above 25° or 50% steep)</li> <li>2. Management on problematic soil, Soil on steep terrain, Ensure that terraces are well constructed, Ensure that cover crops are established, Use empty fruit bunches.</li> <li>3. Slope areas and terrace cultivation; planting of cover crops such as legume and fronds stacking for soil erosion control. Mucuna Bracteata is soft grass is planted to control erosion.</li> <li>4. Stated for Sabah &amp; Sarawak legislation slope of 25 degrees or steeper are considered as high risk erosion areas and cannot undergo new planting/developed for new planting unless specified in the EIA report and approved by relevant authorities. For Sabah areas of 100 ha to 500 ha are subject to approval of mitigation measure.</li> </ol> <p>Field visits at sample block at each estates, Mucuna bracteates is planted to control soil erosion within the terrace area.</p>	Yes
4.6.1.3	<p>APSB established block marking at each field block for all estates includes information block number, acreage, planting material and year of planting.</p>	Yes

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Principle 6: Best Practices														
Indicator	Summary of Assessment	Compliance												
	Field visits all sampled estates established block marking with information block number, acreage, planting material and year of planting and well maintained.													
4.6.2.1	APSB established 5 years business management plan year 2022 – 2026 includes the following;  Example: Tingkayu estate  1. Oil palm monthly seasonal budget 2022 – 2026;  2. General charges ;  3. Cost of production / mt year 2022 – 2026;  4. CIP.	Yes												
4.6.2.2	Review on all sampled estates replanting program, there are replanting in year 2021 - 2026.  Example:  Tingkayu Estate <table border="1"><thead><tr><th>Year</th><th>Total area (ha)</th></tr></thead><tbody><tr><td>2022</td><td>132.91</td></tr><tr><td>2023</td><td>166.00</td></tr><tr><td>2024</td><td>20.96</td></tr><tr><td>2025</td><td>167.64</td></tr><tr><td>2026</td><td>122.83</td></tr></tbody></table>	Year	Total area (ha)	2022	132.91	2023	166.00	2024	20.96	2025	167.64	2026	122.83	Yes
Year	Total area (ha)													
2022	132.91													
2023	166.00													
2024	20.96													
2025	167.64													
2026	122.83													
4.6.2.3	APSB established a 5 years business plan that includes following:  1. Planting Material;  2. Crop projection year 2022 to 2026;  3. Cost of production;  4. Price forecast;  5. Monthly crop statement (as at May 2022).	Yes												
4.6.2.4	APSB established monthly progress report to monitor revenue and expenses of all estate operations.  Reviewed the monthly progress report to monitor the actual cost against the budgeted.  The progress report includes the following:  1. Vehicles and equipment maintenance;  2. Crop production;  3. Fuel utilization;	Yes												

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	4. General (manuring, spraying).	
4.6.3.1	<p>APSB established 'Product Process Documents Flowchart' for purchasing product or services. The flowchart describes steps required; purchase requisition, purchase order, quotation, delivery order and invoice.</p> <p>Reviewed on product purchased by Sapang Estate includes all the steps required in the flow chart.</p> <p>Example:</p> <p>Review the records of purchasing chemicals dated 05/04/2022 includes purchase requisition, purchase order, quotation, delivery order and invoice are documented and maintained.</p>	Yes
4.6.3.2	<p>APSB purchases of products using quotation and purchase order system.</p> <p>Payment made in timely manner and based on terms and conditions stated in the invoice dated 05/04/2022 provided by the supplier and issuance of purchase order for confirmation of the price.</p>	Yes
4.6.4.1	<p>APSB engaged outsourced replanting contractor for Tingkayu, Sapang and Aumsawit Estate.</p> <p>APSB established the agreed document between contractor and APSB stated contractor agreed to all the conditions set by APSB, understand that APSB follows the terms of the MSPO and can be interviewed by any MSPO related party.</p>	Yes
4.6.4.2	<p>APSB engaged outsourced replanting contractor for Tingkayu, Sapang and Aumsawit Estate.</p> <p>Contract agreements reviewed were duly signed by both parties prior commence of work.</p>	Yes
4.6.4.3	<p>APSB engaged outsourced replanting contractor for Tingkayu, Sapang and Aumsawit Estate.</p> <p>APSB established the agreed document between contractor and APSB stated contractor agreed to all the conditions set by APSB, understand that APSB follows the terms of the MSPO and can be interviewed by any MSPO related party.</p>	Yes
4.6.4.4	<p>APSB engaged outsourced replanting contractor for Tingkayu, Sapang and Aumsawit Estate.</p> <p>APSB monitor the completion of the contractor work via progress payment claim and contractor completion certificate.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>The planting statements are reviewed. There is no new planting at APSB. Replanting statements of each estates is reviewed. There are no replanting at Sapang &amp; Lahunai Estate and Aumgreen Estate for year 2022. There are replanting at Tingkayu Estate and Aumsawit Estate for year 2022.</p> <p>Field visits and interviews with APSB management informed no high biodiversity area within the estates.</p>	Yes
4.7.1.2	<p>The planting statements are reviewed. There is no new planting at APSB. Reviewed the replanting programme for 2022 – 2026. There are no replanting at Sapang &amp; Lahunai Estate and Aumgreen Estate for year 2022. There are replanting at Tingkayu Estate and Aumsawit Estate for year 2022.</p> <p>Tingkayu Estate conducted EAIA dated 25/04/2022 on the aspect and impact of replanting and its mitigation measures.</p>	Yes
4.7.2.1	The planting statements and maps for APSB estates are reviewed and there are no peat land sighted.	Yes
4.7.3.1	The planting statements are reviewed and there are no new plantings at APSB estates. Therefore, no SEIA conducted.	Yes
4.7.3.2	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no SEIA carried out.	Yes
4.7.3.3	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no SEIA carried out.	Yes
4.7.3.4	There are no smallholder's scheme in APSB estates certification.	Yes
4.7.4.1	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no soil maps established.	Yes
4.7.4.2	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no topography maps established.	Yes
4.7.5.1	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no topography maps and permits established.	Yes
4.7.5.2	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no monitoring management plans for fragile and marginal soil established.	Yes
4.7.5.3	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no soil map established.	Yes
4.7.6.1	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	The planting statements are reviewed and there are no new planting at APSB estates. There are no sacred sites, therefore, no management plan established.	Yes

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4.7.6.3	The planting statements are reviewed and there are no new at APSB estates. Therefore, no soil SOP established.	Yes
4.7.6.4	The planting statements are reviewed and there are no new planting APSB estates, no compensation and agreement established.	Yes
4.7.6.5	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no assessment of legal and recognized customary right established.	Yes
4.7.6.6	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no compensation plan established.	Yes
4.7.6.8	The planting statements are reviewed and there are no new planting at APSB estates. Therefore, no communities affected.	Yes

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

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

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

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

### 4.6. Detail of Onsite Audit Findings Identified during this audit

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

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

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Non Conformity Number 1			
<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.		
<b>Location:</b>	All estates		
<b>Description of Finding / Objective Evidence:</b>			
Reviewed general worker's payslips for the month of May 2022, the payment made are not in accordance with 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>			
Reviewed sampled workers' payslips (3 samples for each estates: Aumgreen, Aumsawit, Sapang and Tingkayu) for June 2022 has 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. Estate 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	

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### Non Conformity Number 1

**Name of Auditor:**

Mohamad Norhisham Bin Mohd Salleh

**Date of Closure:**

13/07/2022

### Review of Implementation

**Name of Lead Auditor / Auditor:**

**Date of Review:**

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.	All Estates	APSB could improve legal updating process in Regulation Changes and Legal Compliance System SOP.
2.	4.4.4.2	The occupational safety and health plan shall cover the following:  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.	All Estates	APSB could improve on safety and health meeting agenda for medical surveillance and audiometric test results.
3.	4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:  a) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities	All Estates	APSB could improve monitoring of outgoing water.

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### 5. CONCLUSION

Aumkar Plantation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit consisting of 10 estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There is 1 Major NC raise and closed out successfully.

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

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

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

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

Total certified number of estates:	10	
Total certified production area:	8,036.71	Ha
Certified FFBs Jan to May 2022:	48,755.04	Mt
Project FFBs Jun to Dec 2022:	80,560.00	Mt

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### 6. RECOMMENDATION

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

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

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

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

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

Puchong, 27/06/2022

Joseph Sim Siaw Seng  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 19/07/2022

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

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### 7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

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