

# MSPO CERTIFICATION SUMMARY REPORT

## CHIN TECK PLANTATIONS BERHAD - GROUP ESTATES

SURVEILLANCE 03

Onsite Audit Date: 23/05/2022 – 29/05/2022

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# MSPO Certification Summary Report

Company Name: Chin Teck Plantations Berhad

Certifying Unit: Gua Musang Estate, Keratong Estate, Jemima & Sg. Sendayan Estates

Client Number: 92- 185

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

Chin Teck Plantations Berhad – Group Estates has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance three (03) audit for its oil palm estates according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

#### 1.1. Objective

The objective of this surveillance three (03) 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 Chin Teck Plantations Berhad – Group Estates. 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 3 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: Khairul Anwar Bin Ismail

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as Lead auditor for MS2530 scheme.
Field working experience in the palm oil sector or demonstrable equivalent	5 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 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 Member(s)

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	Sheron Pui Ling Wui	Bachelor in Medical Science	Yes
	Chan Shi Lie	Graduate in Bachelor of Media Technology (Major in Broadcasting)	Yes
	Joseph Sim Siaw Seng	Graduate in Diploma in Occupational Safety and Health.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Sheron Pui Ling Wui	3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit.	Yes
	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Sheron Pui Ling Wui	Successfully completed MS2530 series of standards for Lead Auditors	Yes

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Requirement	Name of Assessor	Qualification	Compliance
	Chan Shi Lie	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Joseph Sim Siaw Seng	Successfully completed MS2530 series of standards for Lead Auditors	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
	Chan Shi Lie	Qualified as Auditor for MSPO scheme	Yes
	Joseph Sim Siaw Seng	Qualified and appointed as auditor for MSPO scheme.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Sheron Pui Ling Wui	3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit.	Yes
	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Sheron Pui Ling Wui	3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit.	Yes
	Chan Shi Lie	6 years working experience in oil palm plantations	Yes
	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Sheron Pui Ling Wui	Successfully completed IMS ISO 9001 Lead Auditor course.	Yes
	Chan Shi Lie	Successfully completed IMS ISO 9001Lead Auditor course.	Yes
	Joseph Sim Siaw Seng	Successfully completed ISO 9001:2015 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Sheron Pui Ling Wui	Successfully completed IMS ISO 45001 Lead Auditor course.	Yes
	Chan Shi Lie	Successfully completed IMS ISO 45001 Lead Auditor course.	Yes
	Joseph Sim Siaw Seng	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Sheron Pui Ling Wui	Successfully completed Basic SA 8000 training	Yes
	Chan Shi Lie	Successfully completed Basic SA 8000 training.	Yes
	Joseph Sim Siaw Seng	Successfully completed Basic SA 8000 training	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Sheron Pui Ling Wui	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Chan Shi Lie	Successfully completed IMS ISO 14001 Lead Auditor course.	Yes
	Joseph Sim Siaw Seng	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
Completed High Conversation Value assessment	Sheron Pui Ling Wui	Attended and completed the HCV-HCS for producers' online course.	Yes
	Chan Shi Lie	Attended and completed the HCV-HCS for producer online course.	Yes



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Requirement	Name of Assessor	Qualification	Compliance
	Joseph Sim Siaw Seng	Attended and completed the HCV-HCS for producers' online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes
	Chan Shi Lie	Able to communicate in Mandarin, Bahasa Malaysia and English.	Yes
	Joseph Sim Siaw Seng	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes

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## 2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews operational personnel, workers, 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 Audit:

Surveillance three (03) audit carried out onsite from 23/05/2022 – 29/05/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below;
  - Policies;
  - Estate(s) map(s);
  - Land title(s);
  - Standard Operating Procedures;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents.
- Onsite visit, observations and inspection of estate(s) facilities and field activities;

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- Interview operation personnel and field workers for understanding of work assigned;
- 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  $S = 1\sqrt{3} = 3$  therefore round up to the next integral of 3 estates. Thus, a total of 3 estates selected for the onsite assessment and inspection as listed in Table 2-1 below:

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**Table 2-1: Estates Selected**

Name of Estates	Coordinates
Gua Musang Estate	N 4.83687, E 102.00415
Keratong Estate (Div B)	N 3.29491, E 102.82253
Jemima & Sg. Sendayan Estates	N 2.60995, E 101.85679

### **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 Chin Teck Plantations Berhad located at Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, and 50470 Kuala Lumpur, Malaysia.

The details of the estates as below:

Name of Estate	Location	Coordinates
Gua Musang Estate	Lot 154, Mukim Ketil, Gua Musang, Kelantan, Malaysia	N 4.83687, E 102.00415
Keratong Estate (Div A & B)	Keratong Estate, Lot 311, 25400, 25399, Mukim Keratong, Daerah Rompin, Pahang, Malaysia	N 3.29491, E 102.82253
Jemima & Sg. Sendayan Estates	Ladang Jemima & Sg. Sendayan, 71010 Lukut, Port Dickson, Negeri Sembilan, Malaysia	N 2.60995, E 101.85679

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (January to December 2022)
	Total*	Production**	
Gua Musang Estate	1,618.40	1,438.62	18,907.86
Keratong Estate (Div A)	4,044.74	4,013.46	78,252.94
Keratong Estate (Div B)	4,046.81	3,935.37	60,744.30
Jemima & Sg. Sendayan Estates	1,618.46	1,559.35	37,386.06
<b>Total:</b>	<b>11,328.41</b>	<b>10,946.80</b>	<b>195,291.16</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Estate

Year / estate	Gua Musang Estate	Keratong Estate (Div A)	Keratong Estate (Div B)	Jemima & Sg. Sendayan Estate
1991	0		1,267.50	
1997	271.00	0	0	0
1998	380.00	0	0	0
2003	0	0	0	32.37
2004	0	201.05	61.50	163.90
2005	0	576.57	0	146.41

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2006	0	171.66	0	87.69
2007	0	215.25	0	109.64
2008	0	72.50	0	0
2009	0	1,138.00	34.20	0
2010	0	1,152.39	0	71.82
2011	0	330.04	0	
2012	0	156.00	0	131.70
2013	0	0	0	217.77
2014	0	0	0	180.13
2015	163.00	0	744.70	230.51
2016	173.00	0	0	0
2017	120.00	0	607.87	187.41
2018	32.00	0	35.00	0
2020	139.50	0	314.70	0
2021	135.00	0	467.30	0
2022	0	0	402.60	0
Riparian Zone	25.12	0	0	0
<b>Total Oil Palm</b>	<b>1,438.62</b>	<b>4,013.46</b>	<b>3,935.37</b>	<b>1559.35</b>

### 3.3. Replanting program for each estate

Year of replanting/ Name of estate	Planted area (ha) in each estate					Total area to be replanted (ha)
	2022	2023	2024	2025	2026	
Gua Musang Estate	135.00	169.00	151.00	172.00	159.00	786.00
Keratong Estate (Div A)	-	-	-	-	201.05	201.05
Keratong Estate (Div B)	402.60	374.60	491.00	398.90	-	1,666.10
Jemima & Sg. Sendayan Estates	-	-	-	-	-	-
<b>TOTAL</b>	<b>537.60</b>	<b>543.60</b>	<b>642.00</b>	<b>570.90</b>	<b>360.05</b>	<b>2,653.15</b>





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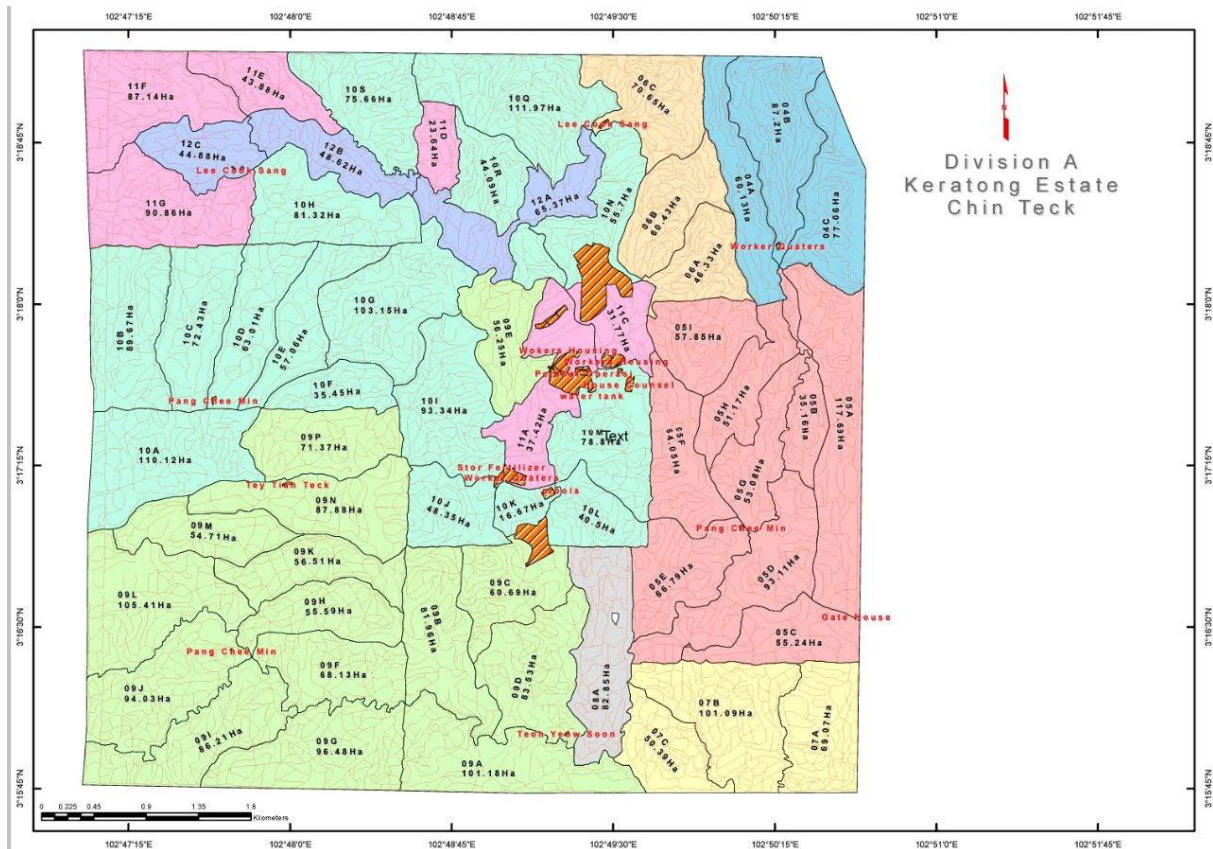


Figure 2: Keratong Estate Division A Map



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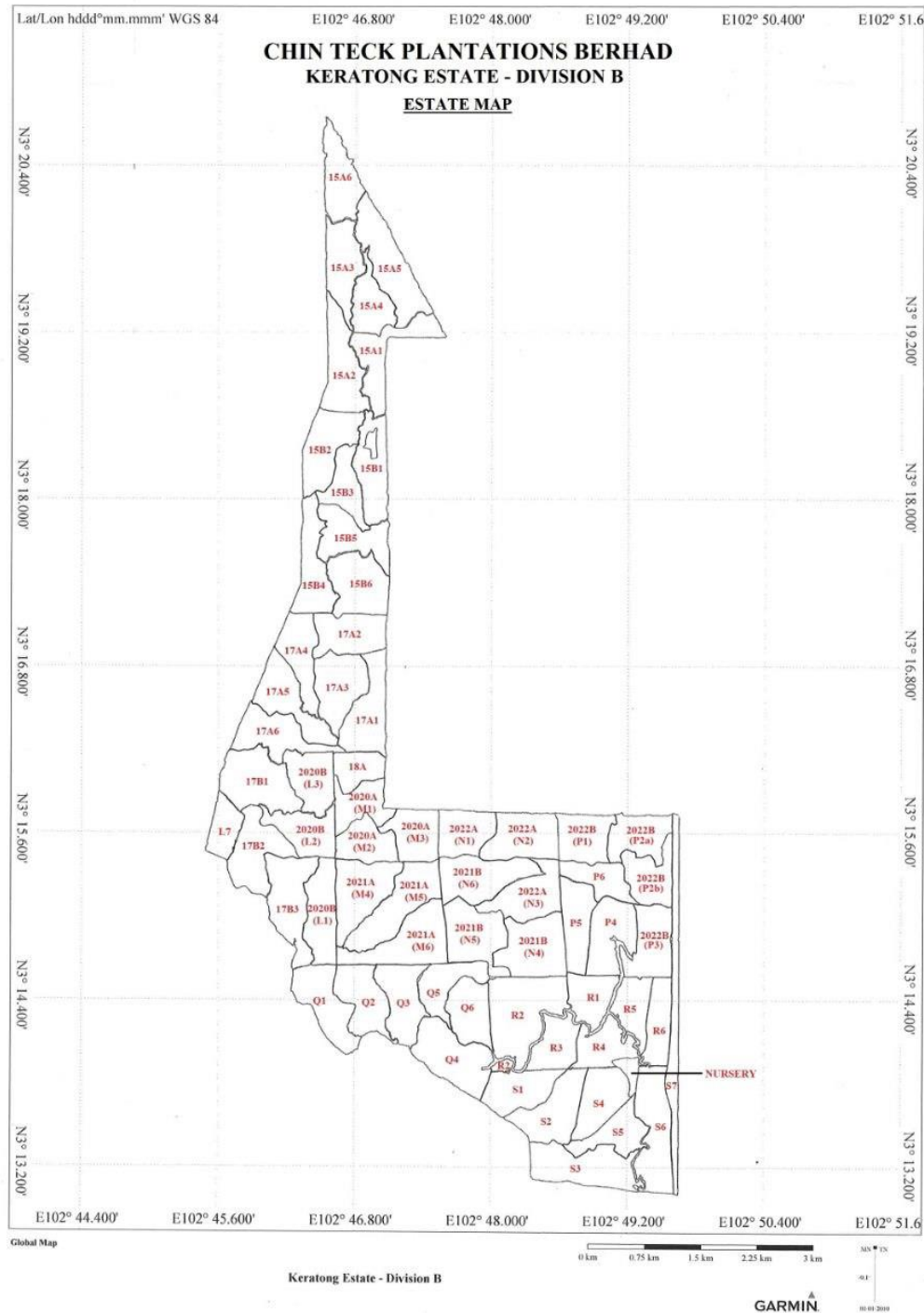


Figure 3: Keratong Estate Division B Map

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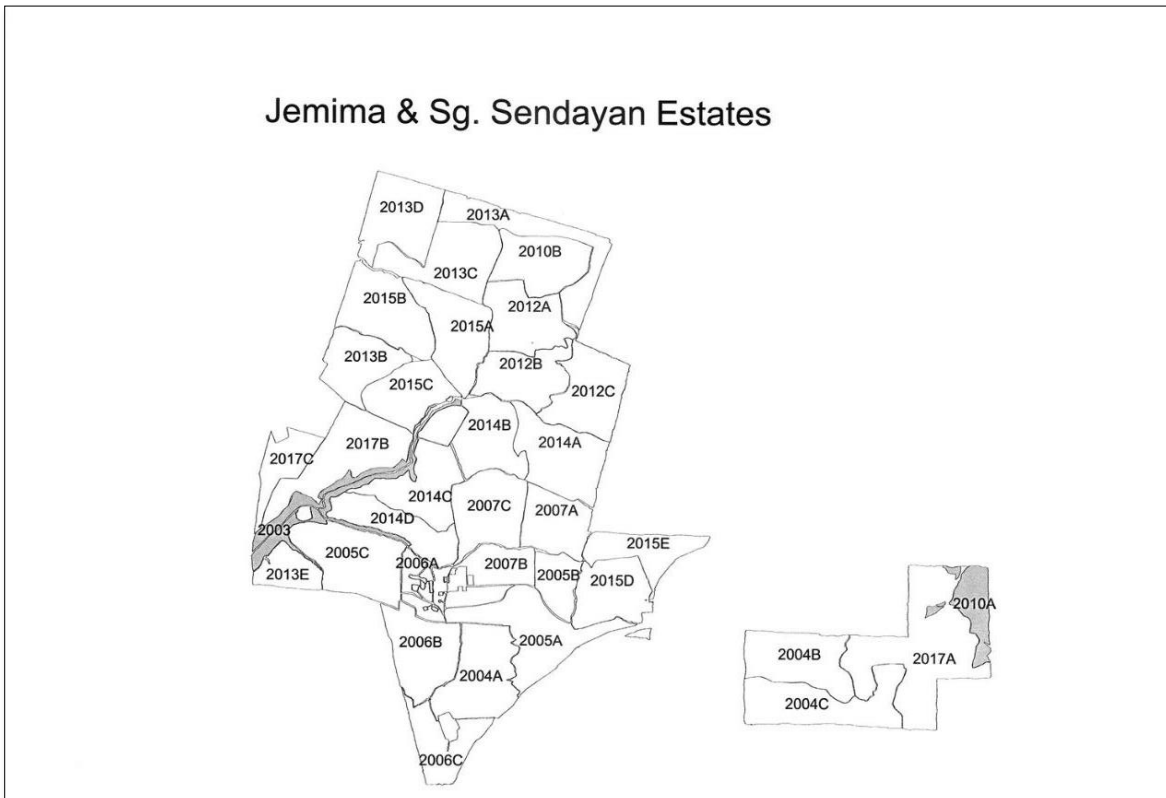


Figure 4: Jemima & Sungai Sendayan Estates Map

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 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:

The onsite surveillance three (03) audit is carried out from 23/05/2022 to 29/05/2022 covering 3 selected estates – Gua Musang Estate, Keratong Estate Division B and Jemima & Sungai Sendayan Estates.

During the last surveillance audit, there are 0 Major, 1 Minor and 0 Opportunities for Improvement (OFI) are raised.

During this surveillance three (03) audit, the minor non-compliance raised in the last audit, the audit team has review by means of physical inspection of estates, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

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

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

#### 4.2. Stakeholders' Consultation

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 22/04/2022 to announce the audit of the certified unit. As at audit date on 29/04/2022 there are no comments received.

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### 4.3. Summary of Assessment

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Chin Teck Plantations Berhad (CTPB) established MSPO policy dated 02/01/2019 signed by the Executive Chairman and available in Bahasa Malaysia &amp; English.</p> <p>CTPB is committed to operate sustainability management based on the principles and criteria contained in MS 2530 : 2013 standard as follows :</p> <p>Principle 1: Management commitment and responsibility;</p> <p>Principle 2: Transparency;</p> <p>Principle 3: Compliance to legal requirements;</p> <p>Principle 4: Social responsibility, health, safety and employment condition;</p> <p>Principle 5: Environment, natural resources, biodiversity and ecosystem services;</p> <p>Principle 6: Best Practices;</p> <p>Principle 7: Development of new planting.</p> <p>To continuously review and improve operations with respect to social, environmental and economic sustainability, guided by the principles of MSPO and best practices referenced by the industry.</p> <p>The MSPO policy is displayed at estates notice board.</p> <p>Briefing on the policy conducted by the individual estate;</p> <ol style="list-style-type: none"><li>1. Gua Musang Estate (GME) dated 10/02/2022;</li><li>2. Keratong Estate Division B (KE) dated 15/01/2022;</li><li>3. Jemima &amp; Sungai Sendayan (JSSE) Estates dated 26/02/2022.</li></ol> <p>Field Interviews with sprayers and harvesters informed, they had been briefed on MSPO policy.</p>	Yes
4.1.1.2	<p>CTPB established MSPO policy state, to continuously review and improve our operations with respect to social, environmental and economic sustainability, guided by the principles of MSPO and best practices referenced by our industry.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.2.1	CTPB conduct the internal audit once a year as stated in the MSPO Internal Audit Procedure; Doc. # MSPO-P1-C2, ver. 1.00, dated 26/08/2018, rev. 1.02, and dated 01/03/2021.  Example: 1. GME conduct the internal audit on 28/03/2022 to 30/03/2022 with no findings raised; 2. KE conduct the internal audit from 11/04/2022 to 13/04/2022 with no findings raised.	Yes
4.1.2.2	CTPB carry out internal audit once a year as stated in the MSPO Internal Audit Procedure; Doc. # MSPO-P1-C2, ver. 1.00, dated 26/08/2018, rev. 1.02, dated 01/03/2021  No findings raised during 2022 Internal Audits for GME, KE & JSSE.	Yes
4.1.2.3	Result of the estates internal audit are presented during the management review meeting.  Internal audit results for GME, KE & JSSE were presented during the management review meeting held on 19/05/2022.	Yes
4.1.3.1	CTPB carry out management review meeting once a year after the internal audit.  Agenda of the meeting includes: 1. Internal/ external audit results; 2. Follow up actions from earlier MRM; 3. Sustainability and adequacy of all SOPs; 4. Change in legal requirement of any compliance; 5. Complaint's (internal & external).	Yes
4.1.4.1	CTPB established individual estate continual improvement plan (CIP)  Example: CIP for KE established and updated on 21/03/2022 as below: Improvement action : Planting and maintenance of beneficial plants: Expected outcomes : To plant beneficial plant at replanting area: Timeframe : Continuously: Review and monitor : In progress to complete the planting; PIC : Assistant Manager & Staff; Status: In progress.  Field visit at replanting area, sighted beneficial plants planted.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Reviewed beneficial plant planting activities record dated 01/05/2022.	
4.1.4.2	CTPB established the Latest Technology and Systems Standard and Practices Procedure Doc. dated 01/01/2019, rev. 0, as a system to improve practices in line with new information and techniques or new industry standards and technology.  Example: KE implement new fertilizer spreader machine.	Yes
4.1.4.3	CTPB established the Latest Technology and Systems Standard and Practices Procedure Doc. dated 01/01/2019, The flowchart indicates necessary resources including budget and training will be provided if applicable, available and feasible for adoption.  Example: KE conducted training for new fertilizer spreader machine dated 23/01/2022.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	CTPB established Stakeholder Communication & Consultation Procedure updated 08/05/2019.  List of stakeholders includes neighboring estates and mills, government agencies, suppliers, contractors and local communities etc.  Reviewed on the complaints and grievance records there is no request of information from stakeholders.  Review on sampled estates stakeholders meeting records, records includes information on MSPO, complaint and grievance, feedback form, etc.  Example stakeholder meeting for GME dated 11/01/2022.	Yes
4.2.1.2	CTPB establish list of public available documents include list of publicly available documents and confidential documents.  Example of publicly available documents: <ul style="list-style-type: none"> <li>• MSPO policies and licenses;</li> <li>• Safety and health plan.</li> </ul> Example of confidential documents: <ul style="list-style-type: none"> <li>• Workers Payslip.</li> </ul>	Yes
4.2.2.1	CTPB established Stakeholder Communication & Consultation Procedure dated 08/05/2019.  Review on CTPB group stakeholder invitation letters to their stakeholders	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	include feedback form & SOP for consultation & communication.	
4.2.2.2	CTPB appointed assistant managers as person in-charge for consultation and communication.  Example: 1. Gua Musang Estate – Assistant Manager appointed on 01/08/2019; 2. Keratong Estate - Assistant Manager appointed 03/01/2022; 3. Jemima & Sungai Sendayan Estates – Estate Manager appointed 01/01/2022.	Yes
4.2.2.3	CTPB established list of stakeholders which includes neighboring estates and mills, government agencies, suppliers, contractors and local communities, etc.  Example GME stakeholder list updated on 13/01/2022.  The stakeholder meeting records are well maintained.  Example: GME external stakeholder carried out on 11/01/2022. KE external stakeholder carried out on 18/03/2022.	Yes
4.2.3.1	CTPB established SOP for Traceability, dated on 26/08/2018. This SOP has detailed the work flow for tracing the origins of the FFB.  Site interviews with estate manager informed the records will be kept for 3 years.  Reviewed the 2021, 2020 and 2019 traceability record for GME, KE & JSSE.	Yes
4.2.3.2	CTPB established SOP for Traceability, dated on 26/08/2018.  The traceability inspection carried out was included in the internal audit with no finding raised.  The FFB delivery and weighbridge tickets are monitored daily and monthly basis by estate managers.  Example latest monthly inspection for JSSE report of month/ period of April 2022 reviewed and verified	Yes
4.2.3.3	CTPB appointed Estate Manager, Assistant Manager or Estate Clerk as person in charge for monitoring and implementing traceability requirement.  1. Gua Musang Estate – Estate Clerk appointed on 01/01/2019; 2. Keratong Estate – Assistant Manager appointed on 03/01/2022; 3. Jemima & Sungai Sendayan Estates –Assistant Manager appointed on 01/06/2019.	Yes
4.2.3.4	CTPB established records of FFB delivery and kept at estate office on daily basis.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Document review on FFB delivery for GME, KE &amp; JSSE, and sample of documents collected such as estate delivery chits and mill weighbridge tickets are crosschecked.</p> <p>Example:</p> <p>JSSE FFB delivery note information as follow:</p> <ol style="list-style-type: none"><li>1. FFB delivery note No.: 48664;</li><li>2. Date: 12/02/2022;</li><li>3. Field No.: 05C/12 A/13A;</li><li>4. Lorry Registration no.: NBW 8264.</li></ol> <p>Stated on Ulu Kanchong Palm Oil Mill weighbridge ticket:</p> <ol style="list-style-type: none"><li>1. WB ticket No.: 427751;</li><li>2. Date: 12/02/2022;</li><li>3. Estate name: Chin Teck Plantations Berhad – Jemima &amp; Sungai Sendayan Estates;</li><li>4. Vehicle number: NBW8264;</li><li>5. DO. Number: 48664.</li></ol> <p>All the stated information can be trace to JSSE FFB delivery note.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>CTPB established register of laws and list of relevant acts, laws and regulations established and updated on 19/05/2022.</p> <p>Example:</p> <ul style="list-style-type: none"><li>• Malaysia Palm Oil Board Act 1998;</li><li>• Minimum wages order 2022.</li></ul> <p>The CTPB group estates licenses and permits are available and displayed in the estates offices.</p> <p>Example of MPOB licenses :</p> <ul style="list-style-type: none"><li>• GME (Gua Musang Estate) expires on 31/03/2023;</li><li>• KE (Keratong Estate) expires on 30/09/2022;</li><li>• JSSE (Jemima &amp; Sg Sendayan Estates) expires on 31/03/2023.</li></ul>	Yes
4.3.1.2	<p>CTPB established register of laws and list of relevant acts, laws and regulations established and updated on 19/05/2022.</p> <p>Example:</p>	Yes



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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Malaysia Palm Oil Board Act 1998;</li> <li>Minimum wages order 2022.</li> </ul>	
4.3.1.3	CTPB established register of laws and list of relevant acts, laws and regulations established and updated on 19/05/2022. Latest update on 19/05/2022 included Minimum Wages Order 2022.	Yes
4.3.1.4	Sampled estates of CTPB has appointed person as legal compliance officer responsible to monitor compliance and updates for related documents as below: <ul style="list-style-type: none"> <li>GME &amp; JSSE appointed clerk as PIC dated 01/01/2022;</li> <li>KE appointed junior assistant manager as PIC dated 01/01/2022.</li> </ul>	Yes
4.3.2.1	CTPB land titles are country lease and issued by Land and Survey Department. The land use stated in the land title is the purpose of the cultivation for oil palm. There is no diminish the land use rights of other users.	Yes
4.3.2.2	CTPB group estates land titles are issued by Land and Survey Department. Example: KE land title lot 25399 issued by Land & Survey Department Pahang with 99 years of land tenure and stated is for purpose of cultivation of oil palm.	Yes
4.3.2.3	CTPB land titles were reviewed for sampled estates includes map stating the total area with boundary stone numbering. During field visits for sampled estates, boundary stones were identified. Boundary stone are pegged with red colour or white colour maintain.	Yes
4.3.2.4	The CTPB land titles are issued by Land and Survey Department. Therefore, no land disputes.	Yes
4.3.3.1	CTPB land titles are country lease issued by Lands and Surveys Department with the land used of the cultivation of oil palm. There are no native or customary sub-leased land in CTPB estate group.	Yes
4.3.3.2	CTPB land titles are country lease issued by Land and Survey Department. No customary land titles in sampled estates.	Yes
4.3.3.3	CTPB land titles are country lease issued by Land and Survey Department. There are no native or customary sub-leased land in sampled estates.	Yes

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<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>CTPB conducted SIA include stakeholders feedbacks.</p> <p>A table in the SIA includes describing of activities, positives impacts, negative impacts, mitigation measure, action taken, PIC and status.</p> <p>Example</p> <ul style="list-style-type: none"> <li>GME dated 16/03/2022.</li> </ul> <p>The assessment is guided by SOP Social Impact Assessment dated 12/03/2019.</p> <p>Example for KE:</p> <p>Positive impact: Complete religious facility in estate 'Surau'.</p> <p>Example for JSSE:</p> <p>Negative impact: No proper air flow in housing due to window always closed.</p> <p>Example of negative impact verification for JSSE, the housing inspection is done by estate to ensure the window is always open, record review the housing inspection done in weekly basis to ensure housing have good ventilation, this is further verified through onsite visit at housing area.</p>	Yes
4.4.2.1	<p>CTPB established complaints and grievances handling procedure dated 08/05/2019.</p> <p>The procedure described the process of complaint and grievances starting from rising, receiving of form to resolution of complaint.</p>	Yes
4.4.2.2	<p>CTPB established complaint and grievances handling procedure dated 08/05/2019.</p> <p>The SOPs describes to resolve the complaints within 14 days.</p> <p>The complaint and grievance record books were reviewed, complaints are resolve in timely manner.</p> <p>Example:</p> <p>Reviewed KE complaint lodged on 06/04/2022 for surau equipment issue and resolved on 30/04/2022.</p>	Yes
4.4.2.3	<p>CTPB established complaints and grievances handling procedure dated 08/05/2019.</p> <p>During onsite verification, observed complaint forms and boxes availability at all estates offices.</p>	Yes
4.4.2.4	<p>The employees and the surrounding communities were made aware of the complaints procedure through stakeholders meeting and regular briefings.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on complaints and grievances procedure and understand its processes.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Estates carried out MSPO briefings which includes complaints and grievance SOP. Example JSSE carried out briefing on 03/01/2022.	
4.4.2.5	The complaints records is reviewed and records are maintained since year 2019. Example of latest record lodged for KE, complaint lodged on 06/04/2022 and resolved on 30/04/2022. First complaint lodged for KE on 11/11/2019.	Yes
4.4.3.1	GME, KE & JSSE contributes to local communities by hiring local communities as worker or office administrative staffs and allowed local communities to operate the grocery shop in the estates.	Yes
4.4.4.1	CTPB established Occupational Safety & Health Policy dated 13/05/2019 signed by Executive Chairman. The policy stated on the commitment of the company in complying with the OSH Act 1994, Factory & Machinery Act 1967 and other related applicable requirements. Onsite visit at GME, KE and JSSE notice board, OSH policy is displayed and can be accessed by workers. Document review on briefing records and field interviews with GME, KE and JSSE sampled harvesters, sprayers and manurers informed they have been briefed on OSH policy.	Yes
4.4.4.2	a CTPB established Occupational Safety & Health Policy dated 13/05/2019 signed by Executive Chairman. Onsite visit at GME, KE and JSSE notice boards, OSH policy is displayed and can be accessed by workers. Document review on briefing records and field interviews with GME, KE and JSSE sampled harvesters, sprayers and manurers informed they have been briefed on OSH policy.	Yes
	b CTPB established HIRARC for respective operation activities applicable to the all estates based on the risk assessment table and updated on 13/03/2022 for GME, 21/01/2022 for KE and 30/03/2022 for JSSE. The table with headings: Activity, Hazard, Risk and Effects, Existing Risk Control, Risk Analysis (Likelihood, Severity and Risk), Recommended Control Measures, PIC (Due date / Status) and Date review. Example: Activity: Arrive at work station; Hazard: Covid 19 Virus;	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Causes and Effect: Illness or death;</p> <p>Existing Risk Control: Surgical gloves, wear surgical mask / fabric mask, sanitize hands, regular disinfection and SOP briefing;</p> <p>Likelihood, Severity &amp; Risk Rating: L-4, S-3, R-12 medium risk;</p> <p>Recommended Control Measures: Continue the existing control measures, Enforcement &amp; Surveillance;</p> <p>PIC: Estate management / Ongoing;</p> <p>Date Review: Yearly 13/03/2022.</p> <p>Document review on training records and field interviews with sampled harvesters, sprayers and manurers informed they understand the risk of specific task and attended the COVID 19 SOP training dated 07/03/2022 for GME, 14/06/2021 for KE and 26/01/2022 for JSSE.</p>	
c i	<p>CTPB established Annual Training Programme FY2022 for GME, KE, and JSSE includes safe work practices of all estate operation activities.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Chemical handling SOP training for chemical handler's team dated 07/04/2022 for KE;</li> <li>PPE usage and handling training for chemical handler's team dated 29/01/2022 for GME;</li> <li>Chemical premixing and spillage SOP training for chemical handler's team dated 20/04/2022 for JSSE.</li> </ul> <p>Document review on training records and field interviews with sampled GME, KE and JSSE sampled harvesters, sprayers and manurers informed they have been briefed on safe work practices of their individual tasks.</p>	Yes
c ii	<p>CTPB SDSs for chemicals, fertilizers and lubricants are available at GME, KE and JSSE office and storage facilities such as chemicals stores, fertilizers stores, lubricants stores and workshops.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Krotofos 60 revision dated 06/03/2020;</li> <li>NK Mixture 12.6/24 revision date 22/10/2020;</li> <li>Shell Rimula R3+30 revision dated 23/01/2021.</li> </ul> <p>SDS available in dual language, English and Bahasa Malaysia for all estates.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	During site visits, observed chemicals and fertilizers are in original label packaging and stored in proper storage facilities with sufficient ventilations for all estates.	
d	<p>CTPB established records of PPEs issuance for GME, KE and JSSE. All the PPE issuance records are maintained and updated.</p> <p>Type of PPEs for activities are in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: Chemical Spraying;</p> <p>PPE: Nitrile hand glove, goggles, nitrile apron, mask respirator and rubber boots.</p> <p>Document review on PPE issuance records and field interviews with sampled harvesters, sprayers and manurers informed they are provided with PPE according to individual task.</p>	Yes
e	<p>CTPB established Safe and Standard Operating Procedure (SSOP) for Chemical Handling Management with dated 15/12/2017 which applied to all estates.</p> <p>The list of SOP as follows:</p> <ul style="list-style-type: none"> <li>Pengunaan bahan kimia, SOP / Kimia / 09, rev 02 dated 15/12/2017;</li> <li>Trunk injection, SOP / Trunk / 10, rev 02 dated 15/12/2017.</li> </ul> <p>Site verifications at chemical stores, stores are in good condition and locked. Safe and Standard Operating Procedures (SSOP) of "Stor Bahan Kimia" is displayed at estates notice board.</p> <p>All chemical products are store in original label and packaging. Liquid chemical placed in tray below and powder chemical placed on top for all estates.</p>	Yes
f	<p>CTPB appointed persons in-charge for safety and health for respective estates as follows:</p> <ul style="list-style-type: none"> <li>GME management has appointed Safety Supervisor as person in-charge for safety and health dated 02/01/2021;</li> <li>KE management has appointed Safety Coordinator as person in-charge for safety and health dated 16/06/2021;</li> <li>JSSE management has appointed Safety Coordinator as person in-charge for safety and health dated 01/01/2021.</li> </ul>	Yes
g	<p>CTPB carried out Safety and Health Committee (SHC) meetings on a quarterly basis which is in compliance to Occupational Safety &amp; Health Act 1994 for all estates.</p> <p>The meeting agenda includes:</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Work safety, PPE, harvesting, handling chemicals and accidents / injuries record.</li> </ul> <p>Document review on minutes of CTPB group estates OSH meeting of all estates are conducted quarterly and attended by both workers and management representatives.</p> <p>The latest SHC meeting conducted was on 13/03/2022 for GME, 18/03/2022 for KE and 24/03/2022 for JSSE.</p>	
h	<p>CTPB established Accident and Emergency Response Procedure with list of emergency contact numbers and emergency evacuation plan for all estates.</p> <p>The Emergency Response Procedure and emergency contact details are displayed on the notice board at all estates offices.</p> <p>ERP training carried out on 16/12/2021 for GME, 04/03/2022 for KE and 15/12/2021 for JSSE. Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on Emergency Response Procedure.</p>	Yes
i	<p>CTPB assigned estate workers to attend the First Aid Training conducted by Hospital Assistant at respective estates.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>11 employees attended the internal first aid training and appointed as competent first aider by GME dated 16/12/2021.</li> <li>18 employees attend the internal first aid training and appointed as competent first aider by KE dated 15/05/2022.</li> </ul> <p>List of first aiders displayed at all estates office notice boards.</p> <p>Onsite verification and field interviews with sampled harvesters, sprayers and manurers informed first aid kits are available at estates offices, workshops and chemical stores.</p>	Yes
j	<p>CTPB established monthly Accident KPI to monitor the accidents and injuries record of all the estates.</p> <p>JKKP 8 report for year 2021 submitted as follows:</p> <ul style="list-style-type: none"> <li>GME dated 07/01/2022. 2 accidents are reported in year 2021. JKPP 6 have been sent to DOSH and accident reports are available.</li> <li>KE dated 14/01/2022. 1 accident is reported for year 2021. JKPP 6 have been submitted to DOSH and accident report is available.</li> <li>JSSE dated 21/04/2022. 1 accident is reported in year 2021. JKPP 6 have been submitted to DOSH and accident report is available.</li> </ul>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		Document review on the Accident KPI for year 2022, there is no accidents reported until the audit date.	
4.4.5.1	<p>CTPB established the Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy is publicly displayed at estate offices and housing areas.</p> <p>The policy states CTPB is committed to good social practices regarding human rights for industrial harmony.</p> <p>The policy is communicate to workers through briefings.</p> <p>Example JSSE carried out company policies briefing on 03/01/2022.</p>		Yes
4.4.5.2	<p>CTPB established the Social and Human Rights Policy is available in the office notice boards signed by Executive Chairman dated 02/01/2019.</p> <p>The policy stated that the company will not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed there is no discriminatory occur in GME, KE &amp; JSSE.</p>		Yes
4.4.5.3	<p>CTPB established employment contract for local worker and foreign workers.</p> <p>Workers contract agreements states the employees' pay, and conditions meet legal or industry minimum standards.</p> <p>Both local and foreign workers are provided with a copy of workers employment contract after signed.</p> <p>Reviewed sampled payslips, workers are paid following employment contract. The payslip describes the rate per day, public holiday and overtime.</p>		Yes
4.4.5.4	<p>CTPB monitor contractors' workers' pay rate via payslip.</p> <p>Review the payslip for contractor's workers for April 2022. Pays slips are in accordance to Minimum Wages Order 2018.</p>		Yes
4.4.5.5	<p>CTPB established list of workers that includes name, date of birth, date of join, nationality, wages and gender.</p>		Yes
4.4.5.6	<p>CTPB established employment contract for local workers and foreign workers.</p> <p>The document includes information workers particulars, salary rate, working time and leaves.</p> <p>The employment contracts is signed by workers and estate manager.</p> <p>Field interviews with local and foreign workers informed they received a copy of workers employment contract after signed.</p>		Yes



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<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.5.7	CTPB used punch cards or check roll system for recording working hours and overtime for staff and workers.  Working hours are available and displayed at estate notice board.  Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on the working hours and overtime rates when signed the contract.	Yes
4.4.5.8	CTPB established working hours and displayed in office notice board.  Morning shift: 6:30am to 2:30pm;  Break time: 30 minutes in between.  Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on estate working hours.	Yes
4.4.5.9	CTPB provide pay slips to all workers documenting wage for the month and any overtime performed based on input from the check roll book.  Overtime rates are paid according to Employment Act 1955 of 1.5 times for normal day.  Review on the worker's payslip, punch card and check roll records has includes worker's wage and payment rate. A copy of payslip provided to workers and overtime is paid as per contract agreement.  Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on wages and overtime rates.	Yes
4.4.5.10	CTPB provides benefits for workers such as medical cost, annual leave, sick leave, SOCSO, EPF and public holidays as listed in the employment contract.	Yes
4.4.5.11	CTPB provide housing for workers. The housing compound are in accordance to Workers Minimum Standards of Housing and Amenities (Amended) 2019 (Act 466).  The housing supplies with water and electricity.  Facilities such as worship place and grocery shop or canteen located nearby the housing area.	Yes
4.4.5.12	CTPB established the Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.  The policy states to provide a workplace free of violence and sexual harassment either directly or indirectly against all employees and stakeholders.  Reviewed complaints records, no related complaint lodged as of audit date.  Field interviews with sampled harvesters, sprayers and manurers informed no case of violent or sexual harassment in their working place.	Yes



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<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.5.13	<p>CTPB established the Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy states that the company is committed to comply with existing laws and regulations including labor laws, employee housing and respect and protect the rights of workers.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed there is no union form in CTPB. However, internal stakeholders meeting is conducted annually as communication tools between workers and management team.</p>	Yes
4.4.5.14	<p>CTPB established Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy states to prohibit employment by coercion. Children and young persons shall not be employed or exploited, the minimum age shall comply with localstate and national legislation.</p> <p>Review the employment master list and field interviews informed there is no employment of children or young persons in the estates.</p>	Yes
4.4.6.1	<p>CTPB established training plan for year 2022.</p> <p>Review on the training records include attendance list, photos and training material is available and maintained.</p> <p>Example of training carried as follows:</p> <ul style="list-style-type: none"> <li>Premix and safety briefing dated 08/02/2022 for GME;</li> <li>Scheduled wastes management training dated 12/03/2022 for KE;</li> <li>MSPO briefing dated 03/01/2022 for JSSE.</li> </ul>	Yes
4.4.6.2	<p>CTPB established Training Need Analysis for staffs and workers based on the job descriptions.</p> <p>Example JSSE established TNA dated 30/01/2022.</p>	Yes
4.4.6.3	<p>CTPB establish annual training program for year 2022.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Social training plan on June 2022 for KE.</li> </ul>	Yes

<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>CTPB established environmental policy dated 02/01/2019.</p> <p>Site visits to CTPB group estates observed the policy is publicly available at respective estate's notice boards.</p>	Yes

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Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>GME carried out briefing on Environment Policy to employees including on 13/03/2022.</p> <p>KE carried out briefing on Environment Policy to employees on 15/01/2022 and 22/01/2022.</p> <p>Jemima &amp; Sg. Sendayan Estates (JSSE) carried out briefing on the group environment policy to employees on 03/01/2022.</p>	
4.5.1.2	<p>a CTPB established Environmental Management Plan (EMP) Procedure, document no. MSPO P5-C1 dated 30/08/2018 include the objectives under section 2.0</p> <p>Example:</p> <p>Section 2.0 (d): To ensure the implementation of this environmental management plan, including monitoring, reviewing and continuous improvement.</p>	Yes
	<p>b CTPB established Environmental Management Plan dated 30/08/2018 include analysis on environmental aspects and impacts for all operations.</p> <p>Example:</p> <p>GME:</p> <p>Aspect: FFB evacuation;</p> <p>Impact: Air and noise pollution.</p> <p>KE:</p> <p>Aspect: Scheduled waste generation and spillage;</p> <p>Impacts: Soil and water pollution.</p> <p>JSSE:</p> <p>Aspect: Use of petrochemical for transportation;</p> <p>Impacts: Soil and water pollution.</p>	Yes
4.5.1.3	<p>CTPB established Environmental Management Plan dated 30/08/2018 includes mitigation measures for environmental aspects and impacts for all operations.</p> <p>Example:</p> <p>GME:</p> <p>Aspect: FFB evacuation;</p> <p>Impact: Air and noise pollution;</p> <p>Mitigation measure: Regular maintenance on FFB transports.</p> <p>KE:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Aspect: Scheduled waste generation and spillage;</p> <p>Impacts: Soil and water pollution;</p> <p>Mitigation measure: Perform consistent monitoring on scheduled waste generated and disposal.</p> <p>JSSE:</p> <p>Aspect: Use of petrochemical for transportation;</p> <p>Impacts: Soil and water pollution;</p> <p>Mitigation measure: Provide more training.</p>	
4.5.1.4	<p>CTPB established Environmental Management Plan (EMP) Procedure, document no. MSPO P5-C1, dated 30/08/2018, under section 5: Environmental policy described commitment to continual improvement.</p> <p>Review on the Continuous Improvement Plan (CIP) include programs to promote the positive impacts</p> <p>Example:</p> <p>GME &amp; KE: Positive impacts of EFB application included in the CIP.</p> <p>GME and KE established transporting EFB record FY2022, latest updated records as of April 2022 are reviewed respectively.</p> <p>Field visits observed the application of EFB at replanting area for GME and KE estates.</p>	Yes
4.5.1.5	<p>CTPB established training program FY2022 include training for environmental aspects.</p> <p>Field interviews with the sampled harvesters, manures, and chemical sprayers informed they are aware on the environmental policy and protection on environmental.</p> <p>Example:</p> <p>GME: Training on handling of chemical and scheduled waste management carried out on 13/03/2022.</p> <p>KE: Training on handling of chemical and scheduled waste management carried out on 12/03/2022.</p> <p>JSSE: Training on handling of chemical and scheduled waste management carried out on 26/02/2022.</p>	Yes
4.5.1.6	<p>CTPB carried out environmental meetings include discussion on previous meeting confirmation and matter related to environmental management.</p> <p>Example:</p> <p>GME carried out environmental meeting latest on 23/04/2022 include discussion such as updating on sighted wildlife in the estate, review on EAIA and AOB.</p>	Yes

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

Indicator	Summary of Assessment	Compliance															
	<p>KE carried out environmental meeting on 28/02/2022 include discussion such as confirmation on previous meeting, updating on sighted wildlife in the estate and AOB.</p> <p>JSSE carried out environmental meeting on 30/03/2022 include discussion confirmation on previous meeting, scheduled waste management, buffer zone monitoring updates and AOB.</p>																
4.5.2.1	<p>CTPB established baseline for fossil fuel usage (diesel consumption vs FFB production) for estate's operations.</p> <p>Example:</p> <p>KE:</p> <p>Diesel usage</p> <p>Y2020 = 274,489 Liter;</p> <p>Y2021 = 238,500 Liter;</p> <p>Y2022 = 74,324 Liter (As of April 2022).</p> <p>FFB production:</p> <p>Y2020 = 62,930.52 Mt;</p> <p>Y2021 = 51,423.58 Mt;</p> <p>Y2022 = 14,844.30 Mt.</p> <p>Baseline:</p> <p>Y2020 = 4.35;</p> <p>Y2021 = 4.63;</p> <p>Y2022 = 5.00.</p> <p>Reviewed diesel consumption records and FFB production records, diesel consumption decreased due to replanting activities in year 2021 leading to lower production areas. Therefore, there is a reduction in crop evacuation.</p>	Yes															
4.5.2.2	<p>CTPB established budget and actual records for diesel consumption FY2022.</p> <p>Example:</p> <p>GME: Fuel usage for field supervision and machinery</p> <table border="1"> <thead> <tr> <th>Month</th><th>Budgeted (Litre)</th><th>Actual (Litre)</th></tr> </thead> <tbody> <tr> <td>Jan</td><td>4,000</td><td>3,921</td></tr> <tr> <td>Feb</td><td>4,000</td><td>2,683</td></tr> <tr> <td>Mar</td><td>4,000</td><td>3,641</td></tr> <tr> <td>Apr</td><td>4,000</td><td>3,097</td></tr> </tbody> </table>	Month	Budgeted (Litre)	Actual (Litre)	Jan	4,000	3,921	Feb	4,000	2,683	Mar	4,000	3,641	Apr	4,000	3,097	Yes
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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.2.3	GME and JSSE received their electricity source from TNB. KE using diesel powered generator as their electricity sources. Site visits at GME and KE observed both estates using renewable energy such as installation of the solar panels at the guard house and nursery respectively as source of electricity.	Yes
4.5.3.1	CTPB established Waste Management Procedure, document number: MSPO-P5-C3, dated 30/08/2018, under section 5.1 of waste management flow describes all wastes produced from the estate operation shall be identified. Example: GME: Waste: Plastic bottle; Source: Worker housing. KE: Waste: Oil filter; Source: Workshop. JSSE: Waste: Syringes and needles; Source: Estate clinic.	Yes
4.5.3.2	a CTPB established Waste Management Procedure, document number: MSPO-P5-C3, dated 30/08/2018, under section 5.1 of waste management flow describes all wastes produced from the estate operation shall be identified and documented. Example: GME: Waste product: Empty fertilizer bag; Source: Fertilizer application; Impact: Land and water pollution; Monitoring plan: Reused for Decanter cake application in the field. Field visits observed estates reused the empty fertilizer bag for Decanter Cake application. Review on the GME disposal record, latest collection made on 14/03/2022. KE: Waste product: Empty chemical container;	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Source: Chemical spraying activity;</p> <p>Impact: Water source pollution;</p> <p>Monitoring plan: Triple rinsing, reused, or to be disposed by a licensed collector.</p> <p>Field visits observed estates disposed the empty chemical containers through license collector.</p> <p>Review on the KE disposal record, latest collection made on 19/03/2022.</p>	
	<p>b CTPB established Waste Management Procedure, document number: MSPO-P5-C3, dated 30/08/2018 include identification on potential waste that could be reduced, reuse and recycle.</p> <p>Example:</p> <p>GME:</p> <p>Waste product: Empty fertilizer bag;</p> <p>Source: Fertilizer application;</p> <p>Impact: Land and water pollution;</p> <p>Recycle and reused: Reused for Decanter cake application, rubbish bin and loose fruit collection.</p> <p>Site visits observed estates reused the empty fertilizer bag for Decanter Cake application.</p>	Yes
4.5.3.3	<p>CTPB established Waste Management Procedure, document number: MSPO-P5-C3 dated 30/08/2018 include handling of scheduled waste (collection, storage and disposal).</p> <p>Example:</p> <p>GEM: Latest update on SW inventory in e-swis dated 14/05/2022 was reviewed;</p> <p>JSSE: Latest scheduled waste inventory in e-swis dated 30/03/2022 was updated and reviewed</p> <p>Site visits to the scheduled waste stores observed the SW was stored in proper manner.</p>	Yes
4.5.3.4	<p>CTPB established Waste Management Procedure, document number: MSPO-P5-C3 dated 30/08/2018 include handling of scheduled waste (collection, storage and disposal).</p> <p>All CTPB group estates disposed the empty chemical container through licensed collector from 3<sup>rd</sup> party.</p> <p>Example: Disposal of empty chemical containers</p> <p>GEM: Review on the disposal records, latest disposal made on</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>14/03/2022.</p> <p>KE: Review on the disposal record, latest disposal made on 19/03/2022.</p> <p>JSSE: Review on the disposal record, latest disposal made on 27/05/2022.</p>	
4.5.3.5	<p>CTPB disposed domestic waste as follows:</p> <p>GME &amp; JSSE: Domestic waste was collected by respective municipal council.</p> <p>KE: Domestic waste was disposed to designated landfill in the estate.</p> <p>Field visit observed landfill area is located far from water source and housing areas.</p>	Yes
4.5.4.1	<p>CTPB established the GHG Management Plan includes the assessment of type of wastes such as liquid, solid, and gases.</p> <p>Example 1:</p> <p>Type of waste: Solid waste;</p> <p>Activity: Chemical spraying;</p> <p>Waste generated: Empty chemical container;</p> <p>Mitigation: To be disposed through license collector.</p> <p>Example 2:</p> <p>Type of waste: Liquid waste;</p> <p>Activity: Workshop;</p> <p>Waste generated: Used lubricant oil;</p> <p>Mitigation: To be disposed through license collector.</p> <p>Example 3:</p> <p>Type of waste: Gases waste;</p> <p>Activity: Vehicle and diesel powered generator;</p> <p>Waste generated: CO<sub>2</sub>;</p> <p>Mitigation: Regular and consistent on maintenance of vehicle and generator.</p>	Yes
4.5.4.2	<p>CTPB established Environmental Management Plan (EMP) Procedure, document no. MSPO P5-C1, dated 30/08/2018 under section 5. Environmental policy describes the commitment by CTPB group estates to prevent pollutions.</p> <p>CTPB group estates established the GHG Management Plan includes action plan on the identification significant pollutions and emissions.</p> <p>Example:</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Activity: Fertilizer application;</p> <p>Significant pollution: GHG emission (Nitrogen gases);</p> <p>Action plan: Reused EFB as organic fertilizer to replace the use of synthetic fertilizers.</p> <p>CTPB group estates established transporting EFB records to monitor the EFB application, records is maintained and reviewed.</p>	
4.5.5.1	<p>a CTPB established water management plan include the identification of water source and usage as follows:</p> <p>GME:</p> <p>Water source: Sg. Ketil ;</p> <p>Water usage: Domestic use (Treated water) and field operations.</p> <p>KE:</p> <p>Soure of water: Sg. Cabang Kiri ;</p> <p>Water usage: Domestic use (Treated water) and field operations.</p> <p>JSSE:</p> <p>Water source: Local authority;</p> <p>Water usage: Domestic use and field operations.</p>	Yes
	<p>b CTPB established water management plan include on monitoring of incoming and outgoing river through the estates.</p> <p>Water sampling analysis for CTPB group estates for all collecting points to ensure the quality of water are monitored and maintained.</p> <p>Example:</p> <p>GME: Latest water analysis result on Sg. Ketil dated 06/01/2022 is available and reviewed.</p> <p>KE: Latest water analysis result on Sg. Cabang Kiri dated 25/04/2022 is available and reviewed.</p> <p>Water sample results for both estates are within the permissible parameter and maintained the water quality.</p> <p>Field visits observed buffer zones are well manage by both estates.</p>	Yes
	<p>c CTPB established Water Management Plan include ways to optimize water usage and reduce water wastage.</p> <p>Example:</p> <p>Water consumption record to monitor usage of water.</p> <p>Water consumption records as of April 2022 for CTPB group estates are available and reviewed.</p>	Yes



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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>d CTPB established buffer zones along the river passing through the estates.</p> <p>CTPB established estate maps marked with buffer zone areas available and reviewed.</p> <p>Field visits observed buffer zones are well manage by the estates.</p> <p>Field interviews with sampled harvesters, manures and chemical sprayers informed they are aware that any chemical spraying or fertilizer application are prohibited along the buffer zone area.</p> <p>CTPB group estates conducted buffer zone protection briefing as follows:</p> <ul style="list-style-type: none"> <li>i) GME carried out briefing on 13/03/2022;</li> <li>ii) KE carried out briefing on 26/04/2022;</li> <li>iii) JSSE carried out briefing on 03/01/2022.</li> </ul> <p>CTPB carry out monitoring on buffer zone areas on quarterly basis.</p> <p>Monitoring records on buffer zone areas for Q2 Y2022 are available and reviewed.</p>	Yes
	<p>e CTPB group estates established buffer zones along the river passing through the estates.</p> <p>Field visits observed buffer zones are well manage by the estates.</p> <p>Field interviews with sampled harvester, manures and chemical sprayers informed they are aware that any chemical spraying or fertilizer application are prohibited along the buffer zone areas.</p> <p>Monitoring records for buffer zone areas are available and reviewed.</p>	Yes
	<p>f Field visits and Interviews with CTPB group estates management teams confirmed there are no bore wells constructed to extract ground water.</p>	Yes
4.5.5.2	Field visits and interviews with CTPB group estates management teams confirmed there are no bunds or dams observed on rivers.	Yes
4.5.5.3	CTPB practice silt pit and roadside drain for water harvesting.	Yes
4.5.6.1	<p>a CTPB established Status of Rare, Threatened or Endangered Species &amp; High Biodiversity Value Area, document no.: MSPO-P5-C6 dated 30/08/2018 include the identification of high biodiversity value habitats that could be affected by estate's operations and monitoring of wildlife.</p> <p>Example:</p> <p>Identification of HBV area: KE: Boundary with forest reserve at block 15A6-S3.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b CTPB established Status of Rare, Threatened or Endangered Species &amp; High Biodiversity Area, doc. no.: MSPO-P5-C6 dated 30/08/2018 describes monitoring on wildlife within the estate area by quarterly basis.</p> <p>Example:</p> <p>KE conducted the monitoring as follow:</p> <p>Date: 28/02/2022;</p> <p>Block: Q1 ;</p> <p>Field interviews with sampled harvester, manures and chemical sprayers informed they are aware on wildlife protection.</p>	Yes
4.5.6.2	<p>a CTPB established Status of rare, Threatened and Endangered Species &amp; High Biodiversity Value Area, doc.no. MSPO-P5-C6 dated 30/08/2018 describes that any illegal hunting shall be reported to legal authority (PERHILITAN).</p> <p>Site visits observed list of wildlife was displayed at respective CTPB group estates notice board.</p> <p>CTPB group estates conducted briefing on policy and wildlife protection awareness as follows:</p> <ul style="list-style-type: none"> <li>i) GME conduct briefing on 13/03/2022;</li> <li>ii) KE conducted briefing on 15/01/2022 and 22/01/2022;</li> <li>iii) JSSE conducted briefing on 26/02/2022.</li> </ul>	Yes
	<p>b Field visits at CTPB group estates observed signage installed at estate's entrance, HCV site and buffer zone area prohibiting any kind of hunting.</p> <p>Field interviews with sampled harvester, manures and chemical sprayers informed they are aware and understand on protection of wildlife and any kind of hunting are prohibited.</p>	Yes
4.5.6.3	CTPB established high biodiversity value (HV) monitoring sheet as monitoring system to monitor wildlife within and surroundings estate's compound on quarterly basis.	Yes
4.5.7.1	<p>CTPB established Environmental policy dated 02/01/2019 describes to practice "Zero burning" on new planting, replanting unless permitted by relevant regulatory agencies.</p> <p>Planting statements are reviewed confirmed there are replanting program for GME and KE in year 2021 and year 2022 respectively.</p> <p>Field visits observed there are no sign of open burning, old palms are felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field visits to landfill area for KE and site visits to workers' housing at CTPB observed no sign of open burning.	
4.5.7.2	Interviews with CTPB management and field visits observation confirmed there is no oil palm disease at estate field conditions that required treatment by burning method.	Yes
4.5.7.3	Interviews with CTPB management and field visits observation there are no infected oil palms observed at field operations that required treatment by burning method.  Therefore, no application for approval of controlled burning required.	Yes
4.5.7.4	CTPB established Environmental policy dated 02/01/2019 describes to practice "Zero burning" on new planting, replanting unless permitted by relevant regulatory agencies.  Planting statements are reviewed confirmed there are replanting program for GME and KE in year 2021 and year 2022 respectively.  Field visits observed there are no sign of open burning, old palms are felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	CTPB established Standard Operation Procedure, Guidelines on Good Agriculture Practices dated 01/01/2019. The SOP covers the following operations:  <ol style="list-style-type: none"> <li>1. Introduction to good agriculture practices;</li> <li>2. Replanting;</li> <li>3. Manuring;</li> <li>4. Harvesting;</li> <li>5. Pest &amp; diseases;</li> <li>6. Others.</li> </ol> The operations were monitored by program sheets, muster chits, harvesting round records, stock sheets, monthly progress reports and visits from agronomist, visiting executives from HQ or Chief Operating Officer.  Document review on training records and field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on the FFB Harvesting SOP at all estates.	Yes
4.6.1.2	CTPB established related SOP for oil palms grown on permitted levels on sloping land, SOP: Terrace & Platform Construction, GAP-1.	Yes

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Principle 6: Best Practices																																									
Indicator	Summary of Assessment				Compliance																																				
	<p>This SOP provides guidelines if the oil palm planted on a slope exceeding 25 degree and management plan to prevent soil erosion.</p> <p>Field verification at estate blocks sighted there are no planting on slopes above 25° and cover crops planted to maintain soil moisture and prevent soil erosion for replanting blocks at GME and KE.</p>																																								
4.6.1.3	<p>CTPB established block marker to identifying block number, field size and planting material.</p> <p>Example:</p> <p>Estate: GME;</p> <p>Block: 17B;</p> <p>Ha: 30;</p> <p>Planting material: Felda Yangambi.</p>				Yes																																				
4.6.2.1	<p>CTPB established business management plans for all estates. Attention was given to the crop projection, cost of production and capex expenditure. Performances are discussed in the monthly meetings held at the estate offices.</p> <p>Example: GME</p> <ol style="list-style-type: none"> <li>1. General Charges;</li> <li>2. Upkeep expenses;</li> <li>3. Cost of production / ha;</li> <li>4. Total revenue expenses;</li> <li>5. CAPEX expenditure for 10 years.</li> </ol>				Yes																																				
4.6.2.2	<p>CTPB established Replanting Programme from 2022 until 2030 for all group of estates.</p> <p>Example:</p> <p>GME:</p> <table border="1"> <thead> <tr> <th>Program</th><th colspan="5">Replanting area Ha in each estate</th></tr> <tr> <th>Year</th><th>2022</th><th>2023</th><th>2024</th><th>2025</th><th>2026</th></tr> </thead> <tbody> <tr> <td>Ha</td><td>135.00</td><td>169.00</td><td>151.00</td><td>172.00</td><td>159.00</td></tr> </tbody> </table> <p>KE:</p> <table border="1"> <thead> <tr> <th>Program</th><th colspan="5">Replanting area Ha in each estate</th></tr> <tr> <th>Year</th><th>2022</th><th>2023</th><th>2024</th><th>2025</th><th>2026</th></tr> </thead> <tbody> <tr> <td>Ha</td><td>402.60</td><td>374.60</td><td>491.00</td><td>398.90</td><td>201.05</td></tr> </tbody> </table>				Program	Replanting area Ha in each estate					Year	2022	2023	2024	2025	2026	Ha	135.00	169.00	151.00	172.00	159.00	Program	Replanting area Ha in each estate					Year	2022	2023	2024	2025	2026	Ha	402.60	374.60	491.00	398.90	201.05	Yes
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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.2.3	<p>CTPB established documented business plan or budgets were made available and reviewed for all group of estates. Attention was given to the crop projection, cost of production and cost per ton &amp; ha.</p> <p>The budget includes:</p> <ol style="list-style-type: none"><li>1. Crop projection;</li><li>2. Estimate FFB, CPO &amp; PK price;</li><li>3. Operational expenses;</li><li>4. Capital expenditure;</li><li>5. Production cost per ton of FFB;</li><li>6. Replanting cost.</li></ol>	Yes
4.6.2.4	<p>Implementation of the management plan was regularly monitored through monthly progress report, monthly meetings and visits from agronomist once a year, executives from HQ and Chief Operating Officer.</p> <p>Example:</p> <p>KE monthly progress report of April 2022 is reviewed. Site interviews with estate manager informed they are monitoring and ensuring the cost within the budget limit.</p>	Yes
4.6.3.1	<p>CTPB purchase chemical or fertilizers from supplier by issuing purchase order describing the product, price terms of payment and quantity required.</p> <p>Example:</p> <p>Document review on records of purchasing chemicals from KE dated 15/05/2022 includes quotation, purchase order, delivery order, invoice and payment voucher are documented and maintained.</p>	Yes
4.6.3.2	<p>CTPB purchase chemicals or fertilizers from supplier based on the chemical quotation received.</p> <p>CTPB group estates group of estates issue purchase order for purchase of chemicals or fertilizers based on the quotation from supplier with agreed price and terms of payment.</p> <p>Document review on the payment record indicate payment is made timely according to the agreed terms and conditions.</p>	Yes
4.6.4.1	<p>CTPB engage contractors for harvesting and replanting activities. The contractors have been briefed on the MSPO requirements during stakeholders meeting.</p> <p>Example:</p> <p>The latest stakeholders meetings were conducted on 06/04/2022 for GME and 13/04/2022 for KE. Records of meetings were maintained for verification.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.2	CTPB established copies of the signed contract agreement with contractors for all estates. Contract agreements are review has been duly signed by both parties prior commence of work.	Yes
4.6.4.3	<p>Document reviewed on the contract agreement of Jemima &amp; Sg. Sendayan Estates with contractor under clause 3.2.6 "The contractor shall allowed the company and its assigned third parties to interview members of the workforce, inspect assigned quarters, infrastructure and other premises, for assurance of compliance with the company's requirements, including the MSPO standards."</p> <p>There is no objection by the management to accept MSPO approved auditors to verify the assessments through a physical inspection, if required.</p>	Yes
4.6.4.4	<p>CTPB established Control Points for Contractors; Doc. # MSPO-P6-C4; 11/01/2019 which includes the following:</p> <ul style="list-style-type: none"><li>i) Work performance parameters;</li><li>ii) Compliance to safety and health standards;</li><li>iii) Compliance with laws/statutes/regulations;</li><li>iv) MSPO requirements.</li></ul>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	The planting statements are reviewed. There is no new planting at CTPB. Example: The 1 <sup>st</sup> replanting in GME in year 2021 while the oldest stand is in year 1997. Replanting statements of each estates is reviewed. There is replanting in GME & KE.	Yes
4.7.1.2	The planting statements are reviewed. There is no new planting in CTPB. Reviewed the replanting program for 2022 – 2026. Total replanting area for CTPB group estate are 2,654.15 Ha	Yes
4.7.2.1	The planting statements and maps for CTPB 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 CTPB. Therefore, no SEIA carried out.	Yes
4.7.3.2	The planting statements are reviewed and there are no new planting at CTPB. Therefore, no SEIA carried out.	Yes
4.7.3.3	The planting statements are reviewed and there are no new planting at CTPB. Therefore, no SEIA carried out.	Yes
4.7.3.4	There are no smallholder's scheme in CTPB certification.	Yes
4.7.4.1	The planting statements are reviewed and there are no new planting at CTPB. Therefore, no soil maps established.	Yes
4.7.4.2	The planting statements are reviewed and there are no new planting at CTPB. Therefore, no topography maps established.	Yes
4.7.5.1	The planting statements are reviewed and there are no new planting at CTPB. Therefore, no topography maps and permits established.	Yes
4.7.5.2	The planting statements are reviewed and there are no new planting at CTPB. 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 CTPB. Therefore, no soil map established.	Yes
4.7.6.1	The planting statements are reviewed and there are no new planting at CTPB. 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 CTPB. There are no sacred sites, therefore, no management plan established.	Yes
4.7.6.3	The planting statements are reviewed and there are no new at CTPB group estates. Therefore, no soil SOP established.	Yes

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4.7.6.4	The planting statements are reviewed and there are no new planting at CTPB. Therefore, no compensation and agreement established.	Yes
4.7.6.5	The planting statements are reviewed and there are no new planting at CTPB. 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 CTPB. 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 CTPB. Therefore, no compensation plan established.	Yes
4.7.6.8	The planting statements are reviewed and there are no new planting at CTPB. 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.
x	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	No non-conformity raised in previous audit.
<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
	1	MINOR Non-Conformities

Non Conformity Number 01	
<b>Indicator # and Description:</b>	4.4.5.6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.
<b>Location:</b>	All Estate
<b>Description of Finding / Objective Evidence:</b>	



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Non Conformity Number 01			
Employees have been provided with employment contracts. However, the provision for workers to submit the "notice of termination of contract" should they choose to end their service, was not stated in the contract.			
<b>Classification</b>		<input type="checkbox"/> Major	
		<input checked="" type="checkbox"/> Minor	
<b>Raise by:</b> BSI		<b>Date Raise:</b> 29/06/2021	
<b>Deadline for implementation</b>		Next ASA	
<b>Root Cause Analysis (by company):</b>			
The training on legal and documentation regarding employment contract to the person in charge was not effective.			
<b>Correction (by company):</b>			
To train the person in charge of employment agreement on legal and documentation as per Employment Act 1955.			
<b>Corrective / Preventive Action (by company)</b>			
The correction and corrective action are accepted. The evidence of effective implementation shall be verified in the next assessment visit.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
The sampled employment contracts reviewed included the term 'Termination notice' should they choose to end their service which is signed by both worker and manager.			
Based on the document verification and interview with workers, the implementation is considered appropriate.			
Therefore, the non-conformity is closed.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 29/05/2022	
<b>Review of Implementation</b>			
The sampled employment contracts reviewed included the term 'Termination notice' should they choose to end their service which is signed by both worker and manager.			
Based on the document verification and interview with workers, the implementation is considered appropriate.			
Therefore, the non-conformity is closed.			
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Review:</b> 29/05/2022	

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement	All Estates Office	CTPB group estates could improve on strong points and opportunity for improvement in internal audit reports.
2.	4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).	All Estates Office	CTPB group estates could improve Traceability SOP.
3.	4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	All Estates Office	CTPB group estates could improve the SIA information such as impact, status, or timeframe.
4.	4.5.1.2	The environmental management plan shall cover the following: b) The aspects and impacts analysis of all operations.	All Estates Office	CTPB group estates could improve environmental aspect and impacts analysis of all operations.
5.	4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented	All Estates Sites	CTPB group estates could improve Oil Trap monitoring.

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### 5. CONCLUSION

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

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

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

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

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

Total certified number of estate(s):	3
Total certified production area:	10,946.80 Ha
Certified FFBs January to April 2022:	54,173.66 Mt
Project FFBs January to December 2022:	195,291.16 Mt

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### 6. RECOMMENDATION

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

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

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

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

	Recommended for Certification
X	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 10/06/2022

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

Puchong, 07/07/2022

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

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### 7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

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