

# MSPO CERTIFICATION SUMMARY REPORT

## CHIN TECK PLANTATIONS BERHAD – GROUP MILLS

### SURVEILLANCE 03

Onsite Audit Date: 24/05/2022 & 26/05/2022

TUV NORD (Malaysia) Sdn Bhd  
No. 9F-1A, 9<sup>th</sup> Floor, Tower 2 @ PFCC  
Jalan Puteri 1/2, Bandar Puteri Puchong  
47100 Puchong, Selangor.  
Phone: +603 8600 4031/4032  
Fax: +603 8600 4550

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## MSPO Certification Summary Report

Company Name: Chin Teck Plantations Berhad

Certifying Unit: Gua Musang Estate POM & Keratong Estate POM

Client Number: 92-186

Audit Type: ASA 03

Mode of Audit: Onsite



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## Abbreviations

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

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### 1. INTRODUCTION

Chin Teck Plantations Berhad has commissioned TUV NORD (Malaysia) Sdn Bhd to carry out annual surveillance three (03) audit for its palm oil mills according to MS 2530-4:2013 Part 4 General principles for palm oil mills.

#### 1.1. Objective

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

#### 1.2. Scope

The certification is based on the documentation established by Gua Musang Estate Palm Oil Mill & Keratong Estate Palm Oil Mill.

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

The documents and information are review against the requirements and criteria based on MS 2530-4:2013 Part 4 General principles for palm oil mills. TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

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

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

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

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

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

| Requirement  | Qualifications   |
|--|--|
| Post-secondary education, college or university diploma / degree in one of the following <ol style="list-style-type: none"><li>i) Agriculture;</li><li>ii) Science &amp; Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);</li><li>iii) Engineering, Process Technology;</li><li>iv) Energy Management, Quality Management;</li><li>v) Social Sciences and/or Anthropology;</li></ol> | Graduate in Diploma in Occupational Safety and Health. |

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| Requirement  | Qualifications   |
|--|--|
| vi) Business Management; or<br>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 as Lead auditor for MSPO scheme.   |
| Good Milling Practices. Palm oil milling working experience or auditing experience   | Qualified and appointed as Lead auditor for MS2530 scheme.   |
| Successfully completed Quality Management Systems (QMS) ISO9001 standard   | Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.                                 |
| Health and safety auditing on the mill processes and activities<br>Or<br>Successfully completed Occupational, Health & Safety Management System ISO 45001 standard   | Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.                                 |
| Workers welfare and social auditing experience<br>or<br>Successfully attended SA8000 or related social or ethical accountability codes   | Successfully completed Basic SA 8000 training.   |
| Environmental and ecological auditing or experience with mill processes and activities.<br>or<br>Successfully completed Environmental Management Systems ISO 14001 standard  | Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.                                 |
| Able to communicate in Bahasa Malaysia, English and / or any other local language.   | Able to communicate in Bahasa Malaysia, Mandarin and English.  |

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### Qualification of Team Members

| Requirement  | Name of Assessor         | Qualification   | Compliance |
|--|--------------------------|---|------------|
| Post-secondary education, college or university diploma / degree in one of the following<br>i) Agriculture;<br>ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);<br>iii) Engineering, Process Technology;<br>iv) Energy Management, Quality Management;<br>v) Social Sciences and/or Anthropology;<br>vi) Business Management; or<br>vii) Other relevant related fields | Sheron Pui Ling Wui      | Bachelor in Medical Science.  | Yes        |
|  | Khairul Anwar Bin Ismail | Graduate In Agricultural Science.   | Yes        |
| At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)  | Sheron Pui Ling Wui      | 3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit. | Yes        |
|  | Khairul Anwar Bin Ismail | 5 years working experience in oil palm plantations.   | Yes        |
| Successfully completed MPOCC endorsed lead auditor trainings   | Sheron Pui Ling Wui      | Successfully completed MS2530 series of standards for Lead Auditors.                                      | Yes        |
|  | Khairul Anwar Bin Ismail |   |            |
| 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        |
|  | Khairul Anwar Bin Ismail |   |            |
| 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        |

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| Requirement  | Name of Assessor         | Qualification  | Compliance |
|--|--------------------------|--|------------|
|  | Khairul Anwar Bin Ismail | 5 years working experience in oil palm plantations.                    | Yes        |
| Good Milling Practices. Palm oil milling working experience or auditing experience   | Sheron Pui Ling Wui      | Qualified and appointed as Lead auditor for MS2530 scheme.             | Yes        |
|  | Khairul Anwar Bin Ismail |  |            |
| Successfully completed Quality Management Systems (QMS) ISO9001 standard   | Sheron Pui Ling Wui      | Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course. | Yes        |
|  | Khairul Anwar Bin Ismail |  |            |
| Health and safety auditing of the estate processes and activities<br>Or<br>Successfully completed Occupational, Health & Safety Management System ISO 45001 standard | Sheron Pui Ling Wui      | Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course. | Yes        |
|  | Khairul Anwar Bin Ismail |  |            |
| Workers welfare and social auditing experience<br>or<br>Successfully attended SA8000 or related social or ethical accountability codes                               | Sheron Pui Ling Wui      | Successfully completed Basic SA 8000 training.                         | Yes        |
|  | Khairul Anwar Bin Ismail |  |            |
| Environmental and ecological auditing or experience with organic agriculture.<br>or<br>Successfully completed Environmental Management Systems ISO 14001 standard    | Sheron Pui Ling Wui      | Successfully completed IMS 9001, 14001 and 45001 LA course.            | Yes        |
|  | Khairul Anwar Bin Ismail |  |            |
| Completed High Conversation Value assessment   | Sheron Pui Ling Wui      | Attended and completed the HCV-HCS for producers' online course.       | Yes        |
|  | Khairul Anwar Bin Ismail |  |            |
| 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        |
|  | Khairul Anwar Bin Ismail | Able to communicate in Bahasa Malaysia and English.                    | Yes        |

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## 2. METHODOLOGY

The audit approach consists of the following steps:

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

The surveillance three (03) audit carried out onsite on 24/05/2022 & 26/05/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below;
  - Policies;
  - Mill location map;
  - Land title(s) – for standalone mills;
  - Standard Operating Procedures including Mill Operation Manual;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents;
- Inspection, observations and inspection of mill facilities and activities.
- Interview operation personnel for understanding for the work assigned;



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

### **On-site Assessment**

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

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

### **Non-conformance:**

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

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

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### 3. ORGANISATION INFORMATION

Gua Musang Palm Oil Mill and Keratong Estate Palm Oil Mill are owned by Chin Teck Plantation Berhad located at Gua Musang Estate, Lot 154, Mukim Ketil, Gua Musang, Kelantan, Malaysia and Keratong Estate, Lot 311, 25400, 25399, Mukim Keratong, Daerah Rompin, Pahang, Malaysia respectively.

Gua Musang Estate POM operation is 20 MT per hour and Keratong Estate Palm Oil Mill operation is 50 MT per hour.

| Name of Mill                    | Location  | Coordinates        |
|---------------------------------|---|--------------------|
| Gua Musang Estate Palm Oil Mill | Lot 154, Mukim Ketil, Gua Musang, Kelantan, Malaysia                                    | 4.83687, 102.00415 |
| Keratong Estate Palm Oil Mill   | Keratong Estate, Lot 311, 25400, 25399, Mukim Keratong, Daerah Rompin, Pahang, Malaysia | 3.29491, 102.82253 |

#### 3.1. Production volume

| Mill   | Volume for past year<br>Jan 2021 to Dec 2021<br>(Mt) |           |          | Actual volumes<br>Jan 2022 to April 2022<br>(Mt) |          |          | Projected volume<br>May 2022 to Dec 2022<br>(Mt) |           |          |
|--------|--|-----------|----------|--|----------|----------|--|-----------|----------|
|        | FFB  | CPO       | PK       | FFB  | CPO      | PK       | FFB  | CPO       | PK       |
| GMEPOM | 50,375.79  | 9,933.52  | 2,511.03 | 16,979.28  | 3,351.98 | 867.45   | 34,000.00  | 6,630.00  | 1,700.00 |
| KEPOM  | 131,562.04   | 25,416.83 | 6,010.10 | 39,154.69  | 7,639.93 | 1,874.04 | 96,300.00  | 18,297.00 | 4,333.50 |

### 3.2. Maps of Mill Location

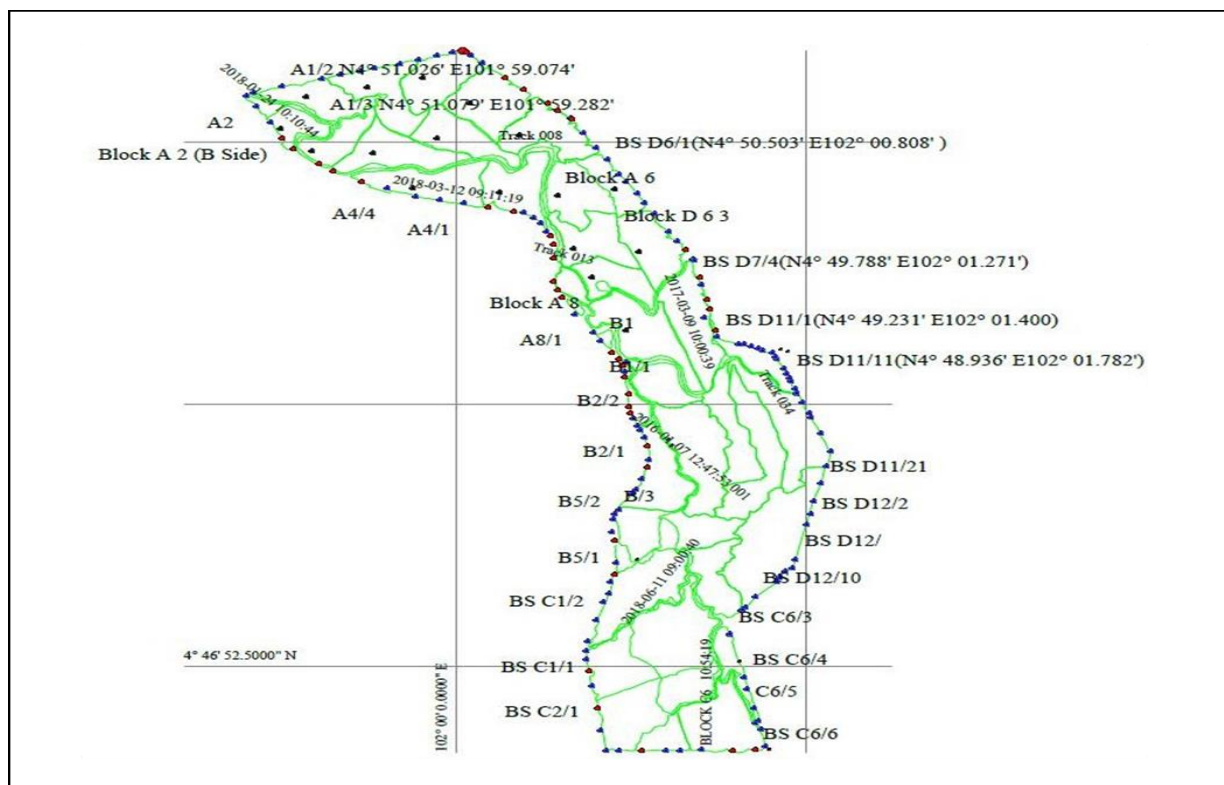


Figure 1: Location of Gua Musang Palm Oil Mill

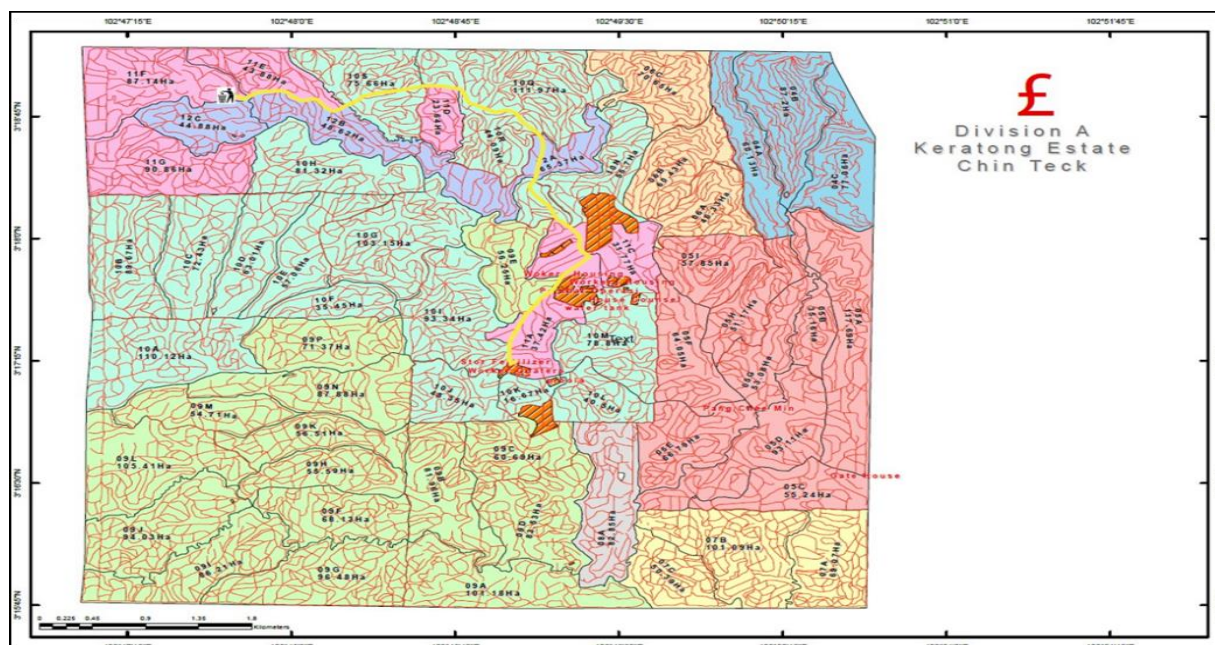


Figure 2: Location of Keratong Palm Oil Mill

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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 mills are in compliance with MS 2530-4: 2013 Part 4: General principles for palm oil mills.

##### 4.1.1. Surveillance Audit:

The surveillance three (3) audit is carried on 24/05/2022 & 26/05/2022.

During the last surveillance audit, there is 1 Minor non-conformity is raised.

During this surveillance audit, the minor non-compliance raised in the last audit, the audit team has review by means of physical inspection of mills, 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 number of audit findings raised in this audit refer to Section 4.6 of this audit report.

#### 4.2. Stakeholders' Consultation

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

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

#### 4.3. Summary of Findings

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

| Principle 1: Management Commitment & responsibility |   |            |
|---|---|------------|
| Indicator   | Summary of Assessment   | Compliance |
| 4.1.1.1   | Chin Teck Plantations Berhad (CTPB) established Sustainability Policy dated 02/01/2019 signed by Executive Chairman and available in Bahasa Malaysia & English.<br><br>CTPB is committed to operate sustainability management based on the principles and criteria contained in MS 2530 : 2013 standard as follows: | Yes        |

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| Principle 1: Management Commitment & responsibility |   |            |
|---|---|------------|
| Indicator   | Summary of Assessment   | Compliance |
|   | <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 mills notice board.</p> <p>Briefing on the policy carried out by the individual mills as follows;</p> <ol style="list-style-type: none"> <li>1. Gua Musang Estate Palm Oil Mill (GMEPOM) dated 16/03/2022;</li> <li>2. Keratong Estate Palm Oil Mill (KEPOM) dated 23/05/2022.</li> </ol> <p>Site interviews with sampled mill operators informed, they had been briefed on Sustainability Policy.</p> |            |
| 4.1.1.2   | CTPB MSPO policy states 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.  | Yes        |
| 4.1.2.1   | <p>CTPB established MSPO Internal Audit Procedure, doc no: MSPO-P1-C2, rev. 1.02, dated 01/03/2021.</p> <p>Internal audit carried out once a year and the latest internal audit carried out on 30/03/2022 – 31/03/2022 for GMEPOM and 11/04/2022 – 13/04/2022 for KEPOM respectively.</p>   | Yes        |
| 4.1.2.2   | <p>CTPB carried out internal audit once a year as stated in the MSPO Internal Audit Procedure; doc no: MSPO-P1-C2, rev. 1.02, dated 01/03/2021.</p> <p>No findings raised during 2022 internal audits for GMEPOM and KEPOM.</p>   | Yes        |
| 4.1.2.3   | <p>Results of the CTPB group mills internal audits are presented during the management review meeting.</p> <p>Internal audit results for GMEPOM &amp; KEPOM were presented during the management review meeting held on 19/05/2022.</p>   | Yes        |
| 4.1.3.1   | <p>CTPB carried out management review meeting once a year after the internal audits.</p> <p>Agenda of the meeting includes:</p>   | Yes        |

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| Principle 1: Management Commitment & responsibility |  |            |
|---|--|------------|
| Indicator   | Summary of Assessment  | Compliance |
|   | <ol style="list-style-type: none"> <li>Internal/ external audit results;</li> <li>Follow up actions from earlier MRM;</li> <li>Sustainability and adequacy of all SOPs;</li> <li>Change in legal requirement of any compliance;</li> <li>Complaint's (internal &amp; external).</li> </ol>   |            |
| 4.1.4.1   | <p>CTPB established individual mills continual improvement plans (CIP).</p> <p>Example:</p> <p>CIP for KEPOM updated on 06/05/2022 as below:</p> <p>Task: POME Effluent Concrete Drain – To replace old concrete pipe to open drain for better maintenance in the future;</p> <p>Aspect: Environmental;</p> <p>Responsibility: Chief Engineer;</p> <p>Plan date: 2<sup>nd</sup> half 2022;</p> <p>Status update: Budgeted in FY 2022.</p> <p>Document review on the Budget FY 2022 and interviews with mill management informed the budget for replacement of old concrete pipe has been approved by top management.</p> | Yes        |
| 4.1.4.2   | <p>CTPB established the Latest Technology and Systems Standard and Practices Procedure dated 01/01/2011. The flowchart indicates the necessary resources including budget and training will be provided if applicable, available and feasible for adoption.</p> <p>Example:</p> <p>KEPOM conducted training for new three phase sludge decanter dated 26/04/2022.</p>  | Yes        |

| Principle 2: Transparency |   |            |
|---------------------------|---|------------|
| Indicator                 | Summary of Assessment   | Compliance |
| 4.2.1.1                   | <p>CTPB established Stakeholder Communication &amp; Consultation Procedure updated 08/05/2019.</p> <p>List of stakeholders includes neighboring estates and mills, government agencies, suppliers, contractors and local communities etc.</p> <p>Review of records indicates no request of information from stakeholders.</p> <p>Review on stakeholders meeting records include information on MSPO, complaint and grievance, feedback form, etc.</p> <p>Example stakeholder meeting for GMEPOM dated 11/01/2022.</p> | Yes        |
| 4.2.1.2                   | <p>CTPB establish list of public available documents includes list of publicly available documents and confidential documents.</p>  | Yes        |



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| Principle 2: Transparency |  |            |
|---------------------------|--|------------|
| Indicator                 | Summary of Assessment  | Compliance |
|                           | <p>Example of publicly available documents:</p> <ul style="list-style-type: none"> <li>MSPO policies and licenses;</li> <li>Safety and health plan.</li> </ul> <p>Example of confidential documents:</p> <ul style="list-style-type: none"> <li>Workers payslip.</li> </ul>  |            |
| 4.2.2.1                   | <p>CTPB established Stakeholder Communication &amp; Consultation Procedure dated 08/05/2019.</p> <p>Review on CTPB group stakeholder invitation letters to their stakeholders include feedback form &amp; SOP for consultation &amp; communication.</p>  | Yes        |
| 4.2.2.2                   | <p>CTPB appointed mill engineer (GMEPOM) and mill engineer (KEPOM) as person in-charge for consultation and communication on 06/04/2022.</p>   | Yes        |
| 4.2.2.3                   | <p>CTPB established list of stakeholders includes neighboring estates and mills, government agencies, suppliers, contractors and local communities, etc.</p> <p>Example:</p> <p>GMPOM stakeholder list updated on 13/01/2022.</p> <p>The stakeholder meeting records are well maintained.</p> <p>Example:</p> <p>GMEPOM external stakeholder meeting carried out on 11/01/2022.</p> <p>KEPOM external stakeholder meeting carried out on 06/04/2022.</p> | Yes        |
| 4.2.3.1                   | <p>CTPB established SOP for Traceability, dated 26/08/2018.</p> <p>This SOP has detailed the work flow for tracing the origins of the FFB and the despatch of the CPO or PK.</p> <p>Site Interviews with mill engineers informed the records will be kept for 7 years. Sampled weighbridge tickets for 2019 till 2021 is reviewed and well maintained.</p>   | Yes        |
| 4.2.3.2                   | <p>CTPB established SOP for Traceability, dated 26/08/2018.</p> <p>The traceability inspections are included in the internal audit with no findings raised.</p> <p>The CPO &amp; PK sale or delivery is monitored daily and monthly basis by mill engineers.</p> <p>Example of latest monthly inspection for KEPOM report of month/ period of April 2022 dated 05/05/2022.</p>   | Yes        |
| 4.2.3.3                   | <p>CTPB appointed mill clerk as person in charge for monitoring and implementing traceability requirement on 01/01/2022.</p>   | Yes        |
| 4.2.3.4                   | <p>CTPB established monthly reporting for sales and delivery.</p>  | Yes        |

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| Principle 2: Transparency |   |            |
|---------------------------|---|------------|
| Indicator                 | Summary of Assessment   | Compliance |
|                           | <p>Delivered palm products are traceable to FFB suppliers and crosscheck with delivery notes, weighbridge tickets issued against weighbridge tickets from sellers.</p> <p>Weighbridge tickets for CPO and PK despatch reviewed consists following information date, ticket number, DO number, vehicle number, product, weight, etc.</p> <p>Review records of delivery notes and weighbridge tickets to buyers are kept and the delivery note number is the unique identification number captured in mills and buyers weighbridge tickets.</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 dated 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 mills licenses and permits are available and displayed in the mill offices.</p> <p>Example of MPOB license:</p> <ul style="list-style-type: none"> <li>GMEPOM (Gua Musang Estate Palm Oil Mill) expired on 31/03/2023;</li> <li>KEPOM (Keratong Estate Palm Oil Mill) expired on 30/11/2022.</li> </ul> | Yes        |
| 4.3.1.2                                       | <p>CTPB established Register of laws and list of relevant acts, laws and regulations established dated 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>   | Yes        |
| 4.3.1.3                                       | <p>CTPB established register of laws and list of relevant acts, laws and regulations established dated 19/05/2022.</p> <p>Latest updated on 19/05/2022 to include Minimum Wages Order 2022.</p>   | Yes        |
| 4.3.1.4                                       | <p>CTPB has appointed person as legal compliance officer to responsible to monitor compliance and update for related documents as below:</p> <ul style="list-style-type: none"> <li>GMEPOM &amp; KEPOM appointed clerk as PIC on 01/01/2022.</li> </ul>   | Yes        |
| 4.3.2.1                                       | <p>CTPB mills located within GMEPOM &amp; KEPOM land titles that are country lease and issued by Land and Surveys Department. The activity stated in the land title is the purpose of the cultivation for oil palm.</p>   | Yes        |



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| Principle 3: Compliance to legal requirements |  |            |
|---|--|------------|
| Indicator                                     | Summary of Assessment  | Compliance |
|   | There is no diminish of land use rights of other users.  |            |
| 4.3.2.2                                       | CTPB mills located within GMEPOM & KEPOM land titles that are country lease and issued by Land and Surveys Department.<br><br>Example:<br><br>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 mills located within Gua Musang Estate Palm Oil Mill (GMEPOM) & Keratong Estate Palm Oil Mill (KEPOM) land titles that includes map stating the total area with boundary stone numbering.   | Yes        |
| 4.3.2.4                                       | CTPB mills located within GMEPOM & KEPOM land titles that are country lease and issued by Land and Surveys Department.<br><br>Therefore, no land disputes.   | Yes        |
| 4.3.3.1                                       | CTPB mills located within GMEPOM & KEPOM land titles that are country lease and issued by Land and Surveys Department with the land use for cultivation of oil palm.<br><br>There are no native or customary sub-leased land in CTPB.  | Yes        |
| 4.3.3.2                                       | CTPB mills located within GMEPOM & KEPOM land titles that are country lease and issued by Land and Surveys Department.<br><br>No customary land titles in CTPB.  | Yes        |
| 4.3.3.3                                       | CTPB mills located within GMEPOM & KEPOM land titles that are country lease and issued by Land and Surveys Department.<br><br>There are no native or customary sub-leased land in CTPB.  | Yes        |

| Principle 4: Social Responsibility, health, safety and employment conditions |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
| 4.4.1.1  | CTPB carried out SIA as below: <ul style="list-style-type: none"> <li>GMEPOM dated 16/03/2022;</li> <li>KEPOM dated 09/04/2022 &amp; 23/05/2022.</li> </ul> The assessment is guided by SOP Social Impact Assessment dated 12/03/2019.<br><br>A table in the SIA includes describing of activities, positives impacts, negative impacts, mitigation measure, action taken, PIC and status.<br><br>Example KEPOM:<br><br>Positive impact: Provide praying room for workers;<br><br>Negative impact: Dusty working environment.<br><br>Verification on the positive impacts is continuously implemented and mills has mitigated the negative impacts. | Yes        |

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| Principle 4: Social Responsibility, health, safety and employment conditions |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
|  | Example of negative impacts verification, KEPOM continuously provide the face mask for workers working in dusty area, this is verified during onsite interview with workers and PPE issuance record.  |            |
| 4.4.2.1  | CTPB established complaint and grievances handling procedure dated 08/05/2019.<br><br>The procedure described the process of complaint and grievances starting from rising, receiving of form for resolution of complaint.  | Yes        |
| 4.4.2.2  | CTPB established complaints and grievances handling procedure dated 08/05/2019.<br><br>The SOPs describes to resolve the complaints within 14 days.<br><br>The complaints and grievances record books were reviewed with no complaints and grievances lodged by internal and external stakeholders from year 2021 till the audit date for KEPOM.<br><br>Latest complaints review for GMEPOM are lodged on 12/02/2022 and resolved on 17/02/2022.  | Yes        |
| 4.4.2.3  | CTPB established complaints and grievances handling procedure dated 08/05/2019.<br><br>Onsite verification observed complaint form and box availability at mills offices.   | Yes        |
| 4.4.2.4  | The employees and the surrounding communities were made aware of the complaints procedure through stakeholders meeting and regular briefings.<br><br>Onsite interviews with workers informed they have been briefed on complaints and grievances procedure and understand its processes.<br><br>Mills conducted MSPO briefing include complaints and grievances SOP as below: <ul style="list-style-type: none"> <li>GMEPOM dated 16/03/2022;</li> <li>KEPOM dated 09/04/2022.</li> </ul> | Yes        |
| 4.4.2.5  | The complaints records are maintained since year 2019.<br><br>Latest record lodged for GMEPOM dated 12/02/2022 and resolved on 17/02/2022.<br><br>No complaints lodged for KEPOM until the audit date except the housing maintenance request.   | Yes        |
| 4.4.3.1  | GMEPOM & KEPOM contributes to local communities' development by hiring local communities as mill operators and office administrative staffs.  | Yes        |
| 4.4.4.1  | CTPB established Occupational Safety & Health Policy dated 13/05/2019 signed by Executive Chairman.   | Yes        |

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| Principle 4: Social Responsibility, health, safety and employment conditions |  |            |
|--|--|------------|
| Indicator  | Summary of Assessment  | Compliance |
|  | <p>The policy stated on the commitment of the company in complying with the OSH Act 1994, Factory &amp; Machinery Act 1967 and other related applicable requirements.</p> <p>Onsite visits at GMEPOM and KEPOM notice board, OSH policy is displayed and can be accessed by workers.</p> <p>Document reviews on briefing records and site interviews with GMEPOM and KEPOM sampled mill operators informed they have been briefed on OSH policy.</p>   |            |
| 4.4.4.2  | <p>a</p> <p>CTPB established Occupational Safety &amp; Health Policy dated 13/05/2019 signed by Executive Chairman.</p> <p>Onsite visits at GMEPOM and KEPOM notice boards, OSH policy is displayed and can be accessed by workers.</p> <p>Document reviews on briefing records and site interviews with GMEPOM and KEPOM sampled mill operators informed they have been briefed on OSH policy.</p>  | Yes        |
|  | <p>b</p> <p>CTPB established HIRARC for respective operation activities applicable to the all mills based on the risk assessment table and updated on 16/03/2022 for GMEPOM and 21/01/2022 for KEPOM.</p> <p>The table with headings: Activity, Hazard, Risk and Effects, Existing Risk Control, Risk Analysis (Likelihood, Severity and Risk), Recommended Control Measures, PIC (Due date / Status) and Date review.</p> <p>Example: Kernal Station</p> <p>Activity: Remove / Clean up fibre from CBC;</p> <p>Hazard: Physical – Moving Conveyor;</p> <p>Causes and Effect: Caught in between ribbons and cause body injury;</p> <p>Existing Risk Control: Safe work practices;</p> <p>Likelihood, Severity &amp; Risk Rating: L-1, S-4, R-4 low risk;</p> <p>Recommended Control Measures: Machine guarding, safe work practices and warning signage;</p> <p>PIC: Engineer / Foreman;</p> <p>Date Review: Yearly 21/01/2022.</p> <p>Document reviews on mill training records and site interviews with mill operators informed they understand the risk of specific task and attended the Kernel Station SOP training on 13/02/2022 for GMEPOM and 13/03/2022 for KEPOM respectively.</p> | Yes        |

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| Principle 4: Social Responsibility, health, safety and employment conditions |  |            |
|--|--|------------|
| Indicator  | Summary of Assessment  | Compliance |
| c. i   | <p>CTPB established Annual Training Programme FY2022 for GMEPOM and KEPOM includes safe work practices of all mill operation activities.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Chemical handling SOP training for chemical handler's team dated 07/04/2022 for KE;</li> <li>PPE usage and handling training for chemical handler's team dated 29/01/2022 for GME;</li> </ul> <p>Document review on training records and site interviews with sampled mill operators informed they have been briefed on safe work practices of their individual tasks.</p>   | Yes        |
| c. ii  | <p>CTPB SDSs for chemicals and lubricants are available at GMEPOM and KEPOM office and storage facilities such as chemicals stores, lubricants stores and workshops.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Sodium Sulfate revision dated 28/05/2020;</li> <li>Potassium Chromate revision date 01/07/2021;</li> <li>Shell Rimula R3+30 revision dated 23/01/2021.</li> </ul> <p>SDS available in dual language, English and Bahasa Malaysia for all mills.</p> <p>During site visits, observed chemicals and lubricants are in original label packaging and stored in proper storage facilities with sufficient ventilations for all mills.</p> | Yes        |
| d  | <p>CTPB established records of PPEs issuance for GMEPOM and KEPOM. All the PPE issuance records are maintained and updated.</p> <p>Type of PPEs for activities is in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: Mixing Calcium Carbonate at Claybath;</p> <p>PPE: Leather gloves, safety vest, safety helmet, dusk mask and safety boots.</p> <p>Document review on PPE issuance records and site interviews with sampled mill operators informed they are provided with PPE according to individual task.</p>  | Yes        |
| e  | <p>CTPB established Safe and Standard Operating Procedure (SSOP) version 3.0 release in year 2019 includes Chemical Handling Procedure which applied to all mills. Some of the procedures outlined are receiving &amp; storage of chemical, chemical dispenses from store to mixing area and scheduled waste disposal.</p>   | Yes        |

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| Principle 4: Social Responsibility, health, safety and employment conditions |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
|  | <p>Site verifications at chemical stores are in good condition and locked. Safe and Standard Operating Procedures (SSOP) of "Stor Bahan Kimia" is displayed at mills notice board.</p> <p>All chemical products are stored in original label and packaging. Liquid chemical placed in tray below and powder chemical placed on top for all mills.</p>   |            |
| f  | <p>CTPB appointed persons in-charge for safety and health for respective mills as follows:</p> <ul style="list-style-type: none"> <li>GMEPOM management has appointed Safety Supervisor as person in-charge for safety and health dated 02/01/2021;</li> <li>KEPOM management has appointed Safety Coordinator as person in-charge for safety and health dated 16/06/2021.</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 mills.</p> <p>The meeting agenda includes</p> <p style="padding-left: 40px;">Work safety, PPE, harvesting, handling chemicals and accidents / injuries record.</p> <p>Document review on minutes of CTPB group mills OSH meeting of all mills are conducted quarterly and attended by both workers and management representatives.</p> <p>The latest SHC meeting carried out on 16/03/2022 for GMEPOM and 07/04/2022 for KEPOM.</p> | Yes        |
| h  | <p>CTPB established Accident and Emergency Response Procedure with list of emergency contact numbers and emergency evacuation plan for all mills.</p> <p>The Emergency Response Procedure and emergency contact details are displayed on the notice board at all mills office.</p> <p>ERP training carried out on 16/03/2022 for GMEPOM and 06/08/2021 for KEPOM.</p> <p>Site interviews with sampled mill operators informed they have been briefed on Emergency Response Procedure.</p>   | Yes        |
| i  | <p>CTPB assigned mill workers to attend the First Aid Training conducted by Hospital Assistant at respective mills.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>14 employees attended the internal first aid training and appointed as competent first aider by GMEPOM dated 21/02/2021;</li> </ul>  | 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>5 employees attend the internal first aid training and appointed as competent first aider by KEPOM dated 25/06/2021.</li> </ul> <p>List of first aiders displayed at all mills office notice boards.</p> <p>Onsite verification and site interviews with sampled mill operators informed first aid kits are available at mill offices, workshops and chemical stores.</p>  |            |
| j  | <p>CTPB established monthly Accident KPI to monitor the accidents and injuries record of all the mills.</p> <p>JKKP 8 report for year 2021 submitted as follows:</p> <ul style="list-style-type: none"> <li>GMEPOM dated 15/01/2022. 1 accidents are reported in year 2021. JKKP 6 have been sent to DOSH and accident reports are available;</li> <li>KEPOM dated 14/01/2022. No accident is reported for year 2021.</li> </ul> <p>Document review on the Accident KPI for year 2022, there is one accidents reported until the audit date for GMEPOM &amp; KEPOM. JKKP 6 have been sent to DOSH and accident reports are available.</p> | Yes        |
| 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 mill office and housing area.</p> <p>The policy states CTPB is committed to good social practices regarding human rights for industrial harmony.</p> <p>The policy is communicated to workers through briefings.</p> <p>Example GMEPOM conducted company policies briefing on 12/03/2022.</p>  | Yes        |
| 4.4.5.2  | <p>CTPB established the Social and Human Rights Policy is available in the office notice board 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>Onsite interviews with sampled mill operators informed no discriminatory occurred in GMEPOM &amp; KEPOM.</p>  | Yes        |
| 4.4.5.3  | <p>CTPB established employment contract for local worker and foreign worker.</p> <p>Workers contract agreement states the employees' pay, and conditions meet legal or industry minimum standards.</p>  | Yes        |

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| Principle 4: Social Responsibility, health, safety and employment conditions |  |            |
|--|--|------------|
| Indicator  | Summary of Assessment  | Compliance |
|  | Both local and foreign workers are provided with a copy of workers employment contract after signed.<br><br>Review worker payslips are paid following employment contract. The payslip describes the rate per day, public holiday and overtime.  |            |
| 4.4.5.4  | CTPB monitor transporters workers' pay rate.<br><br>Review the payslip for transporters workers for April 2022 is in accordance to Minimum Wages Order 2018.   | Yes        |
| 4.4.5.5  | CTPB established list of workers that includes name, date of birth, date of join, nationality, wages and gender.   | Yes        |
| 4.4.5.6  | CTPB established employment contract for local worker and foreign worker.<br><br>The document includes information workers particulars, salary rate, working time and leaves.<br><br>The employment contract is signed by workers and mill engineer.<br><br>Onsite interviews with sampled local and foreign mill operators informed they received a copy of workers employment contract after signed.   | Yes        |
| 4.4.5.7  | CTPB used punch card system for recording working hours and overtime for staff and workers.<br><br>Working hours are available and display at mill notice boards.<br><br>Onsite interviews with sampled mill operators informed they have been briefed on the working hours and overtime rates when signed the contract or appointment letter.   | Yes        |
| 4.4.5.8  | CTPB established working hours and displayed in office notice boards.<br><br>Morning shift: 7:30am to 3:30pm;<br><br>Break time: 11:00 am – 11:30 am or 11:30am – 12:00pm.<br><br>Onsite interviews with sampled mill operators informed they have been briefed on mill 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.<br><br>Overtime rate are paid according to Employment Act 1955 of 1.5 times for normal day.<br><br>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.<br><br>Onsite interviews with sampled mill operators 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 and Raya contributions.   | Yes        |



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| Principle 4: Social Responsibility, health, safety and employment conditions |  |            |
|--|--|------------|
| Indicator  | Summary of Assessment  | Compliance |
| 4.4.5.11   | <p>CTPB provide housing for workers. The housing compound are in accordance to Workers Minimum Standards of Housing and Amenities Act 1990 (Act 446).</p> <p>The housing supplies with water and electricity.</p> <p>Facilities such as worship place and grocery shop or canteen located nearby the housing area.</p>   | Yes        |
| 4.4.5.12   | <p>CTPB established the Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy states to provide a workplace free of violence and sexual harassment either directly or indirectly against all employees and stakeholders.</p> <p>Reviewed the complaints records, no related complaint lodge as of audit date.</p> <p>Onsite interviews with sampled mill operators informed no case of violent or sexual harassment in their working place.</p>                        | Yes        |
| 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 state 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>Onsite interviews with sampled mill operators 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 the Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy stated to prohibit employment by coercion. Children and young persons shall not be employed or exploited, the minimum age shall comply with local state and national legislation.</p> <p>Review the employment master list and onsite interviews with sampled mill operators informed there is no employment of children or young persons in the mill.</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 materials is available and maintained.</p> <p>Example of training conducted:</p> <ul style="list-style-type: none"> <li>MSPO briefing dated 12/03/2022 for GMEPOM;</li> <li>Oil mill lab SOP &amp; HIRARC briefing dated 16/04/2022 for KEPOM.</li> </ul>  | Yes        |



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| Principle 4: Social Responsibility, health, safety and employment conditions |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
| 4.4.6.2  | CTPB established Training Need Analysis for staffs and workers based on the job descriptions.<br>Example of TNA established dated 10/04/2022 for general worker.                  | Yes        |
| 4.4.6.3  | CTPB group mills establish annual training program for year 2022.<br>Example: <ul style="list-style-type: none"> <li>First aid training plan on august 2022 for KEPOM.</li> </ul> | Yes        |

| Principle 5: Environment, natural resources, biodiversity and ecosystem services |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
| 4.5.1.1  | CTPB established environmental policy dated 02/01/2019.<br>Onsite visits to CTPB group mills observed the policy is publicly available at respective mills notice boards.<br>GMEPOM carried out briefings on Environment Policy to employees on 13/03/2022.<br>KEPOM carried out briefings on Environment Policy to employees on 15/01/2022 and 22/01/2022.   | Yes        |
| 4.5.1.2  | a CTPB established Environmental Management Plan (EMP) Procedure, document no. MSPO P5-C1 dated 30/08/2018 include the objectives under section 2.0.<br>Example:<br>Section 2.0 (d): To ensure the implementation of this environmental management plan, including monitoring, reviewing and continuous improvement.  | Yes        |
|  | b CTPB established Environmental Management Plan dated 30/08/2018 include the analysis of environmental aspects and impacts for all operations.<br>Example:<br>GMEPOM<br>Aspect: Scheduled waste generation and spillage;<br>Impact: Land & Water pollution.<br>KEPOM<br>Aspect: Empty Fruit Bunch waste generated from Oil Mill;<br>Impacts: Land pollution. | Yes        |
| 4.5.1.3  | CTPB established Environmental Management Plan dated 30/08/2018 include the mitigation measure on the analysis of environmental aspects and impacts for all operations.<br>Example:   | Yes        |

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| Principle 5: Environment, natural resources, biodiversity and ecosystem services |  |            |
|--|--|------------|
| Indicator  | Summary of Assessment  | Compliance |
|  | <p>GMEPOM</p> <p>Aspect: Scheduled waste generation and spillage;</p> <p>Impact: Land &amp; Water pollution;</p> <p>Mitigation measure: Scheduled waste Storage;</p> <p>Monitoring Programme: ESWIS Record.</p> <p>Review the ESWIS record dated 14/03/2022 total of scheduled waste stored are 0.0480 mt and below 180 days.</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>GMEPOM &amp; KEPOM: Positive impacts of EFB application included in the CIP.</p> <p>GMEPOM &amp; KEPOM established transporting EFB record FY2022, latest updated records as of April 2022 are reviewed respectively.</p> | Yes        |
| 4.5.1.5  | <p>CTPB established training program FY2022 include training for environmental aspects.</p> <p>Onsite interviews with sampled mill operators informed they are aware on the environmental policy and protection on environmental.</p> <p>Example:</p> <p>GMEPOM: Training on handling of chemical and scheduled waste management carried out on 13/03/2022.</p> <p>KEPOM: Training on handling of chemical and scheduled waste management carried out on 22/05/2022.</p>   | Yes        |
| 4.5.1.6  | <p>CTPB carried out environmental meetings include discussion on previous meetings confirmations and matters related to environmental management.</p> <p>Example:</p> <p>GMEPOM carried out environmental meeting latest on 23/04/2022 include discussion such as updating and review on EAIA.</p>   | Yes        |
| 4.5.2.1  | <p>CTPB established baseline for fossil fuel usage (diesel consumption/FFB production) for Mill operations. Previous year actual diesel usage used as baseline to monitor the current diesel usage</p> <p>Example:</p> <p>Reviewed the February 2022 diesel consumption records, diesel usage is higher than baseline due to long period for desludging operations.</p>  | Yes        |

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| Principle 5: Environment, natural resources, biodiversity and ecosystem services |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
| 4.5.2.2  | CTPB established budget and actual records for diesel consumption FY2022.<br><br>GMEPOM & KEPOM recorded the actual diesel consumption compared against the budget.   | Yes        |
| 4.5.2.3  | GMEPOM & KEPOM are using renewable energy such as installation of solar panels at the guard house and mill compound 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 mill operation shall be identified.<br><br>Example:<br>GMEPOM<br>Waste: Lubricant Oil;<br>Source: Workshop.<br>KEPOM<br>Waste: Oil filter;<br>Source: Workshop.   | 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 mill operation shall be identified and documented.<br><br>Example:<br>GMEPOM<br>Type of waste: Maintenance oil (used oil);<br>Source of waste: Workshop;<br>Pollutions: Soil & Water Pollution;<br>Monitoring plan: Proper scheduled waste disposal is carried out by Pentas Flora; PIC: Mill assistant;<br>Review the scheduled waste production report for March 2022;<br>KEPOM<br>Type of waste: Domestic waste;<br>Source: housing;<br>Pollutions: Land Pollution;<br>Monitoring plan: Disposal of domestic waste at landfill area on weekly basis. | Yes        |

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| Principle 5: Environment, natural resources, biodiversity and ecosystem services |  |            |
|--|--|------------|
| Indicator  | Summary of Assessment  | Compliance |
|  | <p>Onsite visit observed mill disposed the domestic waste at dedicated landfill areas.</p> <p>Review on the 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>Waste product: EFB;</p> <p>Source: Mill Operations;</p> <p>Impact: Land and water pollution;</p> <p>Mitigation: Recycle for land application.</p> <p>Weighbridge tickets of EFB disposed to estates were reviewed and verified.</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>GMEPOM</p> <p>Latest update on scheduled waste inventory in E-SWIS dated 14/05/2022 was reviewed.</p> <p>Site visit to the scheduled waste store observed the SW was stored in proper manner.</p> <p>KEPOM: Latest update on scheduled waste inventory in E-SWIS dated 12/04/2022 was reviewed.</p> <p>Site visits to the scheduled waste stores observed the scheduled waste was stored in proper manner.</p> | Yes        |
| 4.5.3.4  | <p>CTPB disposed domestic waste as follows:</p> <p>GMEPOM: Domestic waste collected by respective municipal council.</p> <p>KEPOM: Domestic waste disposed in Keratong Estate landfill.</p> <p>Onsite visits observed landfill area are 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:</p> <p>Waste generated: Scrap metal;</p> <p>Type of waste: Solid;</p>  | Yes        |

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| Principle 5: Environment, natural resources, biodiversity and ecosystem services |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
|  | <p>Disposal: Plain metal can be reuse for purpose of covering drainage;</p> <p>Disposal: Regular servicing and maintenance;</p> <p>GHG emission had been identify.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Diesel usage – CO;</li> <li>2. Power generator: CO, SoX, NoX;</li> <li>3. POME: CH4.</li> </ol>  |            |
| 4.5.4.2  | <p>CTPB established Environmental Management Plan (EMP) Procedure, document no. MSPO P5-C1, dated 30/08/2018 under section 5.</p> <p>Environmental policy describes the commitment by CTPB group mills to prevent pollutions.</p> <p>CTPB group mills established the GHG Management Plan includes action plan on the identification significant pollutions and emissions.</p> <p>Example:</p> <p>Waste product: EFB;</p> <p>Source: Mill Operations;</p> <p>Impact: Land and water pollution;</p> <p>Mitigation: Recycle for land application.</p> <p>Weighbridge tickets of EFB disposed to estates were reviewed and verified.</p> | Yes        |
| 4.5.4.3  | <p>CTPB POME is treated using Open ponding system.</p> <p>Testing for the final discharge POME analysis carried out on monthly basis, latest analysis dated 15/04/2022 reviewed.</p> <p>Reviewed the test result dated 15/04/2022, the BOD result is below 100mg/l.</p>   | Yes        |
| 4.5.5.1  | <p>a CTPB established water management plan includes the identification of water source and usage as follows:</p> <p>GMEPOM</p> <p>Water source: Sg. Ketil;</p> <p>Water usage: Domestic use (Treated water) and Mill operations.</p> <p>KEPOM</p> <p>Source of water: Sg. Cabang Kanan;</p> <p>Water usage: Domestic use (Treated water) and Mill operations.</p>  | Yes        |
|  | <p>b CTPB established water management plan includes monitoring of incoming and outgoing river through the mill.</p>  | Yes        |

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| Principle 5: Environment, natural resources, biodiversity and ecosystem services |   |            |
|--|---|------------|
| Indicator  | Summary of Assessment   | Compliance |
|  | <p>Final discharge of POME analysis result dated 19/05/2022 reviewed and the result met the DOE discharge limits.</p> <p>GMEPOM &amp; KEPOM established performance monitoring Log Book for Effluent pond and waterways discharge to monitor the effluent pond and final discharge of POME.</p>                                 |            |
|  | <p>c CTPB established Water Management Plan includes 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 mills available and reviewed.</p>                                       | Yes        |
| 4.5.5.2  | <p>CTPB established Water Management Plan stated practiced discharge of POME through waterways.</p> <p>Final discharge water quality test will be carry out by competent consultant.</p> <p>KEPOM POME final discharge water quality test results dated 19/05/2022 is reviewed and the result met the DOE discharge limits.</p> | Yes        |

| Principle 6: Best Practices |  |            |
|-----------------------------|--|------------|
| Indicator                   | Summary of Assessment  | Compliance |
| 4.6.1.1                     | <p>CTPB established Standard Operation Procedure (SOP) for Palm Oil Mill released in 2019, version 3.0 for all mills operation activities.</p> <p>For example FFB Grading SOP as below:</p> <p>This SOP has outlined the specification of the FFB for the grading process. There are 4 specifications which are:</p> <ol style="list-style-type: none"> <li>1. Specification 1: Reject-able Unripe/black, empty bunch, rotten bunch;</li> <li>2. Specification 2: Freshness A crops &lt; 24 hours, B crops 24 – 48 hours, C crops &gt; 48 hours;</li> <li>3. Specifications 3: Ripeness Ripe, Under ripe;</li> <li>4. Specification 4: Other Defects Long stalk, dirty, wet, small, pest damage, disease.</li> </ol> <p>FFB Grading Report was made available during the audit process. Sighted the record was signed by the grader and approved by both mill supervisor.</p> <p>Document review on training records and site interviews with sampled mill ramp operators informed they have been briefed on the FFB Grading SOP at all mills.</p> | Yes        |
| 4.6.1.2                     | CTPB implemented following best mill practices:  | Yes        |

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| Principle 6: Best Practices |   |            |
|-----------------------------|---|------------|
| Indicator                   | Summary of Assessment   | Compliance |
|                             | <ul style="list-style-type: none"> <li>Stack emissions reports for year 2022 results found to be well within the Environmental Quality (Clean Air) Regulation 2014.</li> <li>Certificate of final discharge sighted and the result of BOD level in of the final discharge report is below 100mg/l in accordance to DOE discharge limit for both GMEPOM &amp; KEPOM.</li> </ul> <p>CTPB group mills conducted awareness training on mill best practices as below:</p> <ul style="list-style-type: none"> <li>Kernal Plant Station SOP dated 13/02/2022 at GMEPOM;</li> <li>Confined space training dated 04/01/2022 at KEPOM.</li> </ul> |            |
| 4.6.2.1                     | <p>CTPB established business management plans for all mills. Attention was given to the CPO &amp; PK projection, cost of production and capex expenditure. Performances are discussed in the monthly meetings held at the mill offices.</p> <p>Example:</p> <p><u>GMEPOM</u></p> <ol style="list-style-type: none"> <li>General Charges;</li> <li>Upkeep expenses;</li> <li>Cost of production / ha;</li> <li>Total revenue expenses;</li> <li>CAPEX expenditure for 10 years.</li> </ol>   | Yes        |
| 4.6.3.1                     | <p>CTPB purchase chemicals 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 KEPOM dated 14/03/2022 includes quotation, purchase order, delivery order, invoice and payment voucher are documented and maintained.</p>   | Yes        |
| 4.6.3.2                     | <p>CTPB purchase chemicals from supplier based on the chemical quotation received.</p> <p>CTPB group mills issued purchase order for purchase of chemicals is 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 CPO &amp; PK transportations. The contractors have been briefed on the MSPO requirements during stakeholders meeting.</p> <p>Example:</p>  | Yes        |

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| Principle 6: Best Practices |   |            |
|-----------------------------|---|------------|
| Indicator                   | Summary of Assessment   | Compliance |
|                             | The latest stakeholders meetings were carried out on 15/05/2022 for GMEPOM and 06/04/2022 for KEPOM. Records of meetings were maintained for verification.  |            |
| 4.6.4.2                     | CTPB established copies of the signed contract agreement with contractors for all mills. Contract agreements reviewed has been duly signed by both parties prior commence of work.  | Yes        |
| 4.6.4.3                     | Document review on the contract agreement of Keratong Estate Palm Oil Mill 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."<br><br>There is no objection by the management to accept MSPO approved auditors to verify the assessments through a physical inspection, if required. | Yes        |

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

|  |   |
|--|---|
|  | The stage 1 audit findings of this system have been review, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.          |
| X  | The last audit results of this system have been review, 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 review, 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 Identified during last audit

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

| Non Conformity Number 01     |   |
|------------------------------|---|
| Indicator # and Description: | 4.4.5.6 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. |



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| Non Conformity Number 01  |                                |  |            |
|---|--------------------------------|--|------------|
| <b>Location:</b>  | All Palm Oil Mills             |  |            |
| <b>Description of Finding / Objective Evidence:</b>   |                                |  |            |
| 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 Auditor                    | <b>Date Raise:</b>   | 29/06/2021 |
| <b>Deadline for implementation</b>  |                                | Next Surveillance Audit  |            |
| <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>   |                                |  |            |
| The COO and Human Resource department will review employment agreements for workers and provide the revised employment contract for all workers (existing and new workers). All workers will be briefed about the revised clause.   |                                |  |            |
| <b>Corrective / Preventive Action (by company)</b>  |                                |  |            |
| To train the person in charge of employment agreement on legal and documentation as per Employment Act 1955.  |                                |  |            |
| <b>Review of Correction &amp; Corrective / Preventive Action</b>  |                                |  |            |
| The sampled employment contracts were review, the contracts included the term 'Termination notice' should they choose to end their service which is signed by both worker and manager.<br>Based on the document verification and onsite interview with workers, the implementation is considered appropriate  |                                |  |            |
| <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><br>Sheron Pui Ling Wui  |                                | <b>Date of Closure:</b><br>26/05/2022  |            |
| <b>Review of Implementation</b>   |                                |  |            |
| The sampled employment contracts were review, the contracts included the term 'Termination notice' should they choose to end their service which is signed by both worker and manager.<br>Based on the document verification and onsite interview with workers, the implementation is considered appropriate. |                                |  |            |
| <b>Name of Auditor:</b><br>Sheron Pui Ling Wui  |                                | <b>Date of Review:</b><br>26/05/2022   |            |

### 4.6. Detail of Onsite Audit Findings Identified during This Audit

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

#### ONSITE AUDIT OUTCOME

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|                           |   |                        |
|---------------------------|---|------------------------|
| 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 palm oil mills | CTPB group mills could improve strong points of internal audit report.                           |
| 2   | 4.4.1.1   | Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones                | All palm oil mills | CTPB group mills could improve on SIA information such as positive impact, status, or timeframe. |

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### 5. CONCLUSION

Chin Teck Plantations Berhad has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for Gua Musang Estate Palm Oil Mill & Keratong Estate Palm Oil Mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

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

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-4:2013. Part 4 General principles for palm oil mills.

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

|   |           |    |
|---|-----------|----|
| GMEPOM Certified CPO Jan to April 2022: | 3,351.98  | MT |
| KEPOM Certified CPO Jan to April 2022:  | 7,639.93  | MT |
| GMEPOM Certified PK Jan to April 2022:  | 867.45    | MT |
| KEPOM Certified PK Jan to April 2022:   | 1,874.04  | MT |
| GMEPOM Projected CPO May to Dec 2022:   | 6,630.00  | MT |
| KEPOM Projected CPO May to Dec 2022:    | 18,297.00 | MT |
| GMEPOM Project PK May to Dec 2022:      | 1,700.00  | MT |
| KEPOM Project PK May to Dec 2022:       | 4,333.50  | MT |

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### 6. RECOMMENDATION

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

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

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

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

|   |   |
|---|---|
|   | Recommended for Certification               |
| X | Recommended for Continuity of Certification |
|   | Recommended for Suspension of Certification |

Puchong, 11/06/2022

Joseph Sim Siaw Seng  
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 / Checklist(s)
- ☒ Audit Plan