

MSPO CERTIFICATION SUMMARY REPORT

CHIN TECK PLANTATIONS BERHAD – GROUP MILLS

SURVEILLANCE 04

Onsite Audit Date: 09/05/2023 & 12/05/2023

TUV NORD (Malaysia) Sdn Bhd

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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 04
Mode of Audit:	Onsite

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Abbreviations

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

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1. INTRODUCTION

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

1.1. Objective

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

1.2. Scope

The certification is based on the documentation established by Chin Teck Plantations Berhad.

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

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

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

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

1.3. Appointment and Qualification of team members

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

Qualification of the Lead Auditor: Khairul Anwar Bin Ismail

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

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Requirement	Qualifications
vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Carried out at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	5 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers online course.

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

Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Navin Baskram	Bachelor in Biotechnology and Master in Environmental Management.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Navin Baskram	Four (4) years working experience in oil palm plantation and two (2) years' experience as sustainability executive and Internal Auditor. Two (2) years' experience in RSPO accreditation for RSPO scheme accreditation body.	Yes
	Mohammad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations	
Successfully completed MPOCC endorsed lead auditor training	Navin Baskram	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series of	

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Requirement	Assessor	Qualification	Compliance
		standards for Lead Auditors.	
Carried out a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Navin Baskram	Qualified and appointed as auditor for MSPO scheme.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Good Milling Practices. Palm oil milling working experience or auditing experience	Navin Baskram	Qualified and appointed as lead auditor for MSPO scheme.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Navin Baskram	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed ISO 9001:2015 Lead Auditor course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Navin Baskram	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Navin Baskram	Successfully completed Basic SA 8000 training.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed Basic SA 8000 training.	
Environmental and ecological auditing or experience with organic agriculture.	Navin Baskram	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes

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Requirement	Assessor	Qualification	Compliance
or Successfully completed Environmental Management Systems ISO 14001 standard	Mohammad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 Lead auditor course.	
Attended High Conversation Value Assessment training	Navin Baskram	Attended and completed the HCV-HCS for producer online course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Attended and completed the HCV-HCS for producer online course.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Navin Baskram	Able to communicate in both Bahasa Malaysia and English.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Able to communicate in both Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

Surveillance Audit

The surveillance four (04) audit carried out onsite on 09/05/2023 & 12/05/2023 covering the following activities but not limited to below:

Onsite:

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

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

On-site Assessment

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

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

Non-conformance:

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

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

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3. ORGANISATION INFORMATION

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

The certified mills are listed at the below table.

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

Gua Musang Estate POM

Volume for the past year Jan 2022 to Dec 2022			Actual volume Jan 2023 to April 2023			Projected volume May 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
55,444.33	11,104.83	2,806.07	15,921.15	3,055.49	835.59	36,910.00	7,271.27	1,882.41

Keratong Estate POM

Volume for the past year Jan 2022 to Dec 2022			Actual volume Jan 2023 to April 2023			Projected volume May 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
145,666.26	27,987.28	6,712.79	40,175.56	7,311.29	1,945.02	101,035	18,691.48	4,546.58

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3.2. Maps of Mill Location

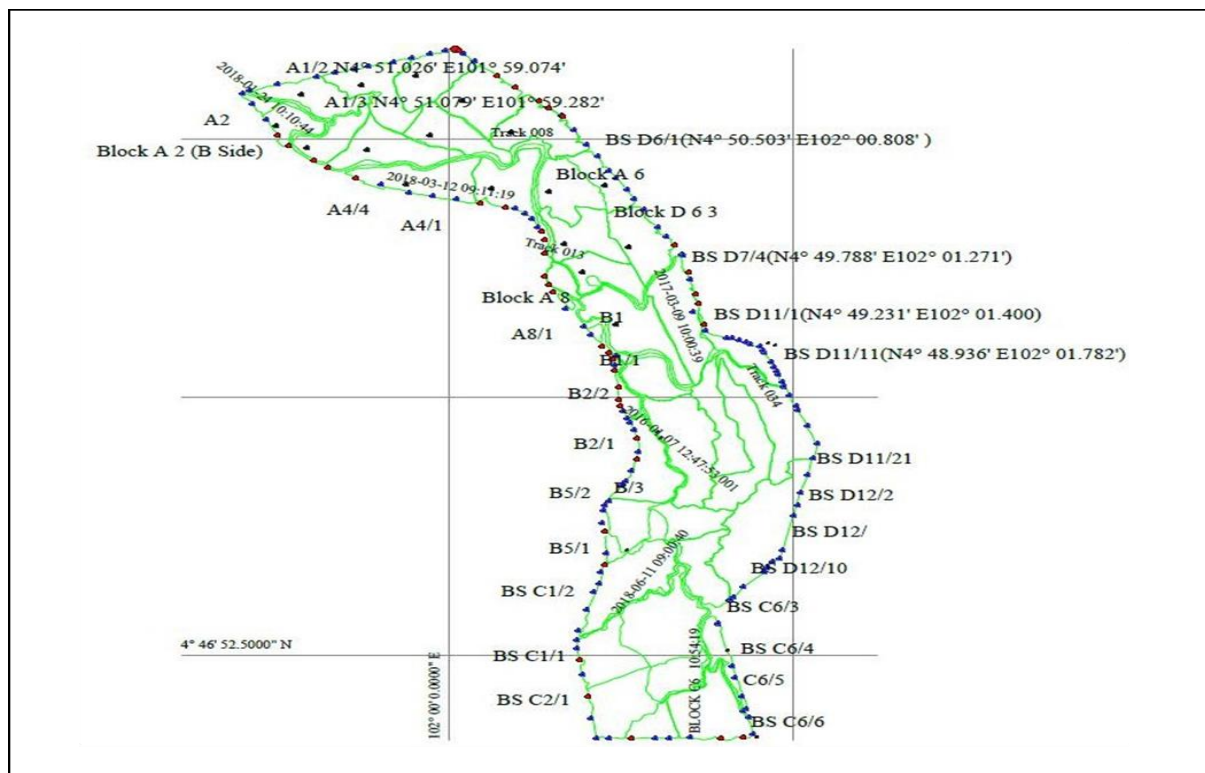


Figure 1: Location of Gua Musang Estate POM

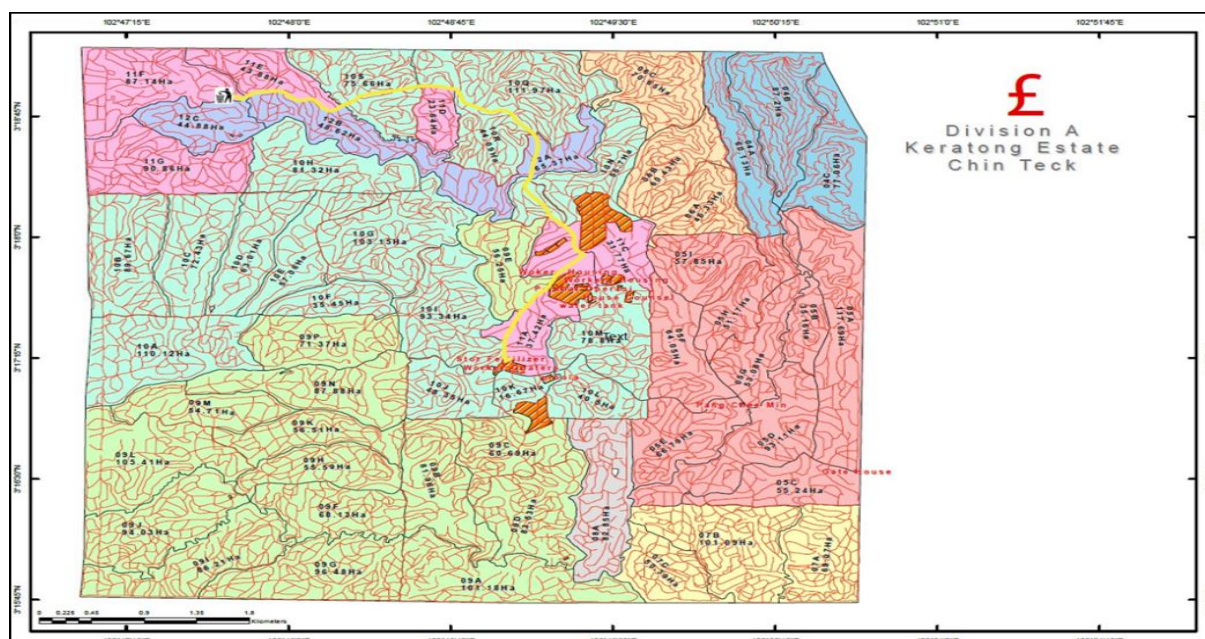


Figure 2: Location of Keratong Estate POM

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

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

4.1.1. Surveillance Audit:

The surveillance four (04) audit is carried out on 09/05/2023 & 12/05/2023.

During the last surveillance audit, there are two (02) Opportunities for Improvement (OFI) raised.

During this surveillance 04 audit, two (02) Opportunities for Improvements (OFIs) were identified.

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

The number of audit findings raised in this audit refer to Section 4.6 of this audit report.

4.2. Stakeholders' Consultation

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 07/04/2023 to announce the audit of the certified unit. As at audit date on 09/05/2023 there are no comments received.

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4.3. Summary of Findings

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Chin Teck Plantations Berhad (CTPB) established Sustainability Policy in 2019 signed by the Executive Chairman. It was updated on 01/03/2023.</p> <p>The policy is publicly available in both Bahasa Malaysia & 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 mills notice board.</p> <p>Briefing on the policy carried out by the individual mills as follows;</p> <ol style="list-style-type: none"> Gua Musang Estate Palm Oil Mill (GMEPOM) dated 09/03/2023; Keratong Estate Palm Oil Mill (KEPOM) dated 10/03/2023. <p>Site interviews with sampled mill operators informed, they had been briefed on Sustainability Policy.</p>	Yes
4.1.1.2	<p>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.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.2.1	CTPB established MSPO Internal Audit Procedure, doc no: MSPO-P1-C2, rev. 1.02, dated 01/03/2021. GMEPOM latest internal audit is carried out on 03/04/2023 - 06/04/2023 with three OFIs raised. KEPOM latest internal audit is carried out on 16/04/2023 – 18/04/2023 with two OFIs raised.	Yes
4.1.2.2	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. Review on the internal audit report, there is no non conformities has been raised during 2023 internal audits for GMEPOM and KEPOM. The summary of internal audit has been identified the strong and weak points for further improvement in the next audit.	Yes
4.1.2.3	Results of the CTPB group mills internal audits are presented during the management review meeting dated 18/04/2023.	Yes
4.1.3.1	CTPB carried out management review meeting once a year after the internal audits dated 18/04/2023. 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 mills continual improvement plans (CIP). Example: CIP for KEPOM updated on 10/04/2023 as below: Aspect: Social; Plan: Maintenance for housing facilities (Staff); Responsibility: Estate Manager; Plan Date: October 2022; Status: Completed. Onsite visit at new staff quarters, the new housing had been completed constructed.	Yes
4.1.4.2	CTPB established the Latest Technology and Systems Standard and Practices Procedure dated 01/01/2019. The flowchart indicates the necessary resources including budget and training will be provided if applicable, available and feasible for adoption.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>GMEPOM had installed the air pollution control system using wet scrubber for year 2023. The training sop for wet scrubber had been carried out on 17/01/2023.</p>	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>CTPB group mills adopted Stakeholder Communication & Consultation Procedure, MSPO-P2-C2, ver. 1.00, rev. 1.02, updated 08/05/2019.</p> <p>The objective of procedure are to provide guidance for:</p> <ul style="list-style-type: none"> Sharing information about stakeholder concerns and views; Giving stakeholder a reasonable opportunity to express their view; Taking those views into account and address resolution reasonably practicable. <p>Stakeholders records will use the following:</p> <ul style="list-style-type: none"> Stakeholders List (Appendix 1); Stakeholders Concerns and Resolution Matrix (Appendix 2); Grievances/Complaints Form (Appendix 3); Information Request Form – MSPO Related (Appendix 4). <p>Stakeholders meeting conducted by respective mills:</p> <p>GMEPOM carried out stakeholders meeting.</p> <ul style="list-style-type: none"> External 20/03/2023; Internal stakeholder 04/03/2023. <p>KEPOM carried out stakeholders meeting.</p> <ul style="list-style-type: none"> External dated 22/02/2023 (remote); Internal dated 24/02/2023. 	Yes
4.2.1.2	<p>CTPB established the documents public as per List of Public Documents available for MSPO Stakeholder Inspection, Doc No: MSPO- P2-C1 dated 01/01/2019.</p> <p>Example of public document are:</p> <ol style="list-style-type: none"> All MSPO policies and licenses; Safety and health plan; Plans and impact assessment relating to social impact; Plans and impact assessment relating to environmental impact and pollution prevention plan; 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	5. Records of complaints and grievances; 6. Continual improvement plan. Confidential document: 1. NRIC record or contact number; 2. Annual report (financial report).	
4.2.2.1	CTPB established Stakeholder Communication & Consultation Procedure, MSPO-P2-C2, ver. 1.00, rev. 1.02, dated 08/05/2019. Review on CTPB group stakeholder invitation letters via email to their stakeholders include information of form & SOP for consultation & communication. KEPOM: Stakeholders consultation carried out via email dated 22/02/2023. List of information given to stakeholders: 1. MSPO introduction and company policies; 2. Complain and grievance form; 3. Information request form.	Yes
4.2.2.2	GMEPOM Assistant Mill Engineer is the appointed PIC to handle any issues related to social and communication. KEPOM mill appointed the Mill Engineer as communication officer dated 01/03/2023 is review.	Yes
4.2.2.3	Stakeholders list for CTPB were available from various background. The list updated on 01/04/2023 for GMEPOM. The list updated on 04/03/2023 for KEPOM. The list included surrounding communities, government agencies, contractors & suppliers, neighboring estates, etc. The lists were updated from time to time whenever necessary. GMEPOM carried out stakeholders meeting. <ul style="list-style-type: none"> External 20/03/2023; Internal stakeholder 04/03/2023. KEPOM carried out stakeholders meeting. <ul style="list-style-type: none"> External dated 22/02/2023 (remote); Internal dated 24/02/2023. The meeting include company policy, environment impacts, safety and health, and stakeholders feedback.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Reviewed and verified feedback there is only information request from stakeholders.	
4.2.3.1	<p>CTPB established SOP for Traceability, dated on 26/08/2018, version no: 01 and revision no: 1.01. This SOP describes work flow starting from the origins of the FFB until the despatch of the CPO or PK.</p> <p>GMEPOM</p> <p>Record of FFB received from Gua Musang Estate and external FFB suppliers (grading chit, delivery note and weighbridge ticket) are available.</p>	Yes
4.2.3.2	<p>Internal audit for GMEPOM carried out on 03/03/2023 – 06/03/2023 include inspection for traceability. There is no finding on traceability.</p> <p>Internal audit for KEPOM carried out on 16/04/2023 – 18/04/2023 include inspection for traceability. There is no findings for traceability.</p>	Yes
4.2.3.3	<p>GMEPOM management has appointed Chief Clerk as the Transparency & Traceability Officer for MSPO Committee dated 01/01/2022.</p> <p>KEPOM has appointed Office Clerk as the Transparency & Traceability Officer as review in MSPO committee organization chart.</p>	Yes
4.2.3.4	<p>CTPB established records of sales, delivery or transportation of receiving FFB and outgoing crude palm oil and palm kernel.</p> <p>Example:</p> <p>GMEPOM:</p> <p>Incoming FFB:</p> <p>DO from supplier dated 08/05/2023, no. 20447;</p> <p>Weighbridge ticket from CTPB, dated 08/05/2023, ticket no: 217209 include the DO number 2044. Net weight: 12.64 mt.</p> <p>Outgoing CPO:</p> <p>CTPB (GMEPOM) Contract no: CTPO/GM/016/23 dated 08/05/2023;</p> <p>Mill weighbridge ticket no: 7640, dated 08/05/2023, net weight: 41.15 mt. include DO no 4411;</p> <p>Weighbridge ticket dated 08/05/2023, no: 48141, net weight: 41.27 mt, include DO no from CTPB (GMEPOM).</p> <p>Outgoing PK:</p> <p>CTPB (GMEPOM) Contract no: CTPK/GM/008/23 dated 04/05/2023. QTY: 42.91 mt;</p> <p>Mill DO no: 4404 dated 04/05/2023;</p> <p>Mill weighbridge ticket no: 7634, dated 04/05/2023, net weight: 42.91 mt. include DO no 4404;</p> <p>Weighbridge ticket dated 05/05/2023, no: 000264, net weight: 42.95 mt, include DO no from CTPB (GMEPOM).</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>CTPB established list of legal documents updated on 17/03/2023.</p> <p>The legal documents include the latest legal documents such as :</p> <ol style="list-style-type: none"> 1. Minimum Wages order 2022; 2. Workers Minimum Standards of Housing and Amenities Act 1990 (amendment 2021). <p>GMEPOM</p> <p>Example of reviewed permit and licence:</p> <ol style="list-style-type: none"> 1. MPOB Licence validity is from 01/04/2023 to 31/03/2024; 2. Diesoline Storage Permit validity is from 12/06/2022 to 11/06/2023; 3. Lesen Abstraksi Air validity is from 02/01/2023 to 01/01/2024. <p>KEPOM</p> <p>Example of reviewed permit and licence:</p> <ol style="list-style-type: none"> 1. MPOB Licence validity is from 01/12/2022 to 30/11/2023; 2. Lesen "Abstraksi Air" validity is from 01/01/2023 to 31/12/2023. 	Yes
4.3.1.2	<p>CTPB established list of legal documents updated on 17/03/2023.</p> <p>The legal documents include the latest legal documents such as :</p> <ol style="list-style-type: none"> 1. Minimum Wages order 2022; 2. Workers Minimum Standards of Housing and Amenities Act 1990 (amendment 2021); 3. Environment Quality Act (Amendment) 2012; 4. Trade Unions Act 1959. 	Yes
4.3.1.3	<p>CTPB established legal register for group of estates and mills with latest review on 17/03/2023.</p> <p>Example of legal register updated;</p> <ul style="list-style-type: none"> • Minimum Wages Order 2022. <p>Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019.</p>	Yes
4.3.1.4	<p>GMEPOM appoints the Chief Clerk as legal compliance officer stated in MSPO committee organization chart 2023 dated 01/01/2023.</p> <p>The appointment letter is sighted 01/01/2023.</p> <p>KEPOM appointed Chief Clerk the as legal compliance officer stated in MSPO committee organization chart 2023 dated 01/01/2023.</p> <p>The appointment letter is sighted 01/01/2023.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.1	<p>GMEPOM is located within Gua Musang Estate land. Gua Musang Estate and GMEPOM have the same owner.</p> <p>Sighted the land title, Title no: 19935, land is freehold land title. Land title issued by Pendaftar <i>Pejabat</i> Pengarah <i>Tanah</i> dan Galian Negeri <i>Kelantan</i>.</p> <p>KEPOM is located within Keratong Estate land. Keratong Estate and KEPOM have the same owner.</p> <p>Sighted the land title, Title no: 7218, land is lease hold land title. Land title issued by Pendaftar <i>Pejabat</i> Pengarah <i>Tanah</i> dan Galian Negeri <i>Pahang</i>.</p>	Yes
4.3.2.2	<p>Land title include Gua Musang Estate title no: 19935, Issued by Pendaftar <i>Pejabat</i> Pengarah <i>Tanah</i> dan Galian Negeri <i>Kelantan</i>. Gua Musang Palm Oil Mill layout map reviewed.</p> <p>Land title include Keratong Estate. KEPOM layout map reviewed.</p>	Yes
4.3.2.3	<p>GMEPOM is located within Gua Musang Estate and KEPOM is located within Keratong Division A Estate. Both mills does not border with other estates.</p> <p>Legal perimeter boundary were visited and verified during field visits at estates.</p>	Yes
4.3.2.4	CTPB land titles, and stakeholder meeting has been reviewed, there is no disputed regarding land for the sites.	Yes
4.3.3.1	<p>Document review on GMEPOM layout map, verified the mill is located within Gua Musang Estate. Therefore no customary land right involved.</p> <p>Document review on KEPOM layout map, verified the mill is located within Keratong Estate. Therefore no customary land right involved.</p>	Yes
4.3.3.2	<p>Document review on GMEPOM layout map, verified the mill is located within Gua Musang Estate. Therefore no customary land right involved.</p> <p>Document review on KEPOM layout map, verified the mill is located within Keratong Estate. Therefore no customary land right involved.</p>	Yes
4.3.3.3	<p>Document review on GMEPOM layout map, verified the mill is located within Gua Musang Estate. Therefore no customary land right involved.</p> <p>Document review on KEPOM layout map, verified the mill is located within Keratong Estate. Therefore no customary land right involved.</p>	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	CTPB established Social Impact Procedure, MSPO-09, rev. 1.01, dated 12/03/2019.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Stated in the procedure, social impact assessment questionnaire carried out to internal and external stakeholders. The information gathered are use as part of assessment process analysis.</p> <p>GMEPOM</p> <p>The last consultations were carried out on 04/03/2023 for internal & external 20/03/2023 for external (GMEPOM).</p> <p>Example of negative impact listed in SIA:</p> <p>Factor: Transportation;</p> <p>Social impacts: Main road to mill need to be improved;</p> <p>Action plan: Mill management will repair the road;</p> <p>Person in charge: Field conductor;</p> <p>Road repair done on 23/03/2023 connecting the main road to mill.</p> <p>KEPOM</p> <p>SIA carried out on:</p> <ul style="list-style-type: none"> External dated 22/02/2023 (remote); Internal dated 24/02/2023. <p>SIA established dated 01/01/2023 include list of social factors, social impact analysis, mitigation measures, action taken, time frame, PIC and status.</p> <p>Example positive impact:</p> <p>Activity: Working hours;</p> <p>Mitigation measure: Low;</p> <p>Action taken: Ensure working hours not more than 45 hours per week;</p> <p>PIC: Supervisors;</p> <p>Status: Done.</p> <p>Working hours are display at mill notice board. Interview with mill workers informed they understand their working hours.</p> <p>Example negative impact:</p> <p>Activity: Machine noises;</p> <p>Mitigation measure: Medium;</p> <p>Mitigation: Provide earplugs to workers/visitors at vicinity of mill;</p> <p>PIC: Supervisors;</p> <p>Status: Ongoing.</p>	
4.4.2.1	GMEPOM adopt CTPB group SOP for Grievance & Complaints Handling Procedure, MSPO-P4-C2, rev. 1.01, dated 08/05/2019 to	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>handling complaints and grievances.</p> <p>Complaint & Grievance Handling Procedure is displayed at mill office notice board.</p> <p>The timeline to resolve grievance are within 14 days after the complaint received.</p> <p>Estate Manager or Chief Clerk or Mill Engineer appointed as person in charge to handle matters related to complaint and grievances.</p> <p>KEPOM</p> <p>Document review, CTPB had appointed Mill manager as person in-charge for complaint and grievance officer.</p> <p>The complaint form and box are available at Mill office.</p> <p>Site interviews with sample mill operators inform they understand the process to make complaint.</p>	
4.4.2.2	<p>Complaint records review for CTPB are resolved in timely manner.</p> <p>GMEPOM</p> <p>Complaint record is reviewed, based on the sampled complaints from the general worker on 13/01/2023:</p> <p>The case has been resolved.</p> <p>Closed date: 13/01/2023.</p> <p>The complaints were resolved on timely manner.</p> <p>KEPOM</p> <p>There is no complaint other than maintenance request from year 2020 till the audit date.</p>	Yes
4.4.2.3	<p>CTPB mills adopted group Grievance & Complaints Handling Procedure, MSPO-P4-C2, rev. 1.01, dated 08/05/2019.</p> <p>Site interview with sample mill operators and visit to mill office confirm complaint form is established and available for public.</p>	Yes
4.4.2.4	<p>CTPB mills employees and the surrounding communities were made aware of the complaint procedure through stakeholders meeting and regular briefing.</p> <p>Site interviews with sample mill operators informed they have been briefed on complaint and grievances procedure and understand its processes.</p>	Yes
4.4.2.5	<p>CTPB mills complaint record review there is no complaint lodged from pass 24 months.</p> <p>The record review it was maintain from year 2020 till the audit date.</p> <p>GMEPOM: Complain lodged on 13/01/2023 has been resolved.</p> <p>KEPOM: No complaint other than the maintenance request.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
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 group established Occupational Safety & Health Policy dated 13/05/2019 signed by the 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 visits at GMEPOM and KEPOM notice boards, OSH policy is displayed and can be accessed by workers. Document reviews on briefing records and site interviews with GMEPOM and KEPOM sampled mill operators 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 the Executive Chairman. Onsite visits at GMEPOM and KEPOM notice boards, OSH policy is displayed and can be accessed by workers. Document reviews on briefing records and site interviews with GMEPOM and KEPOM mill operators informed they have been briefed on OSH policy dated 09/03/2023 and 10/03/2023 respectively.	Yes
	b CTPB established HIRARC for respective operation activities applicable to the all mills based on the risk assessment table and updated on 22/02/2023 for GMEPOM and KEPOM. 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: Confined Space Activity: Overhaul inspection of work in confined spaces; Hazard: Electric shock; Causes and Effect: Death; Existing Risk Control: Using the pneumatic devices; Likelihood, Severity & Risk Rating: L-2, S-2, R-4 low risk; Recommended Control Measures: SOP training and PPE usage; PIC: Mill Engineer; Date Review: Yearly 20/01/2023.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Document review on KEPOM training records and site interviews with sterilizer and boiler operator informed they had been training on Authorized Entrant and Standby Person AESP for Confined Space dated 08/02/2023.	
c. i	<p>CTPB established Annual Training Programme 2023 for GMEPOM and KEPOM includes safe work practices of all mill operation activities.</p> <p>Example:</p> <ul style="list-style-type: none"> Chemical handling SOP training for chemical handler's team dated 09/01/2023 for GMEPOM and 19/03/2023 for KEPOM. <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"> Sodium Sulfate revision dated 28/05/2020; Potassium Chromate revision date 01/07/2021; Shell Rimula R3+30 revision dated 23/01/2021. <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	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	Yes

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Indicator	Summary of Assessment	Compliance
	<p>procedures outlined are receiving & storage of chemical, chemical dispenses from store to mixing area and scheduled waste disposal.</p> <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"> GMEPOM management has appoints Safety Supervisor as person in-charge for safety and health dated 02/01/2021; KEPOM management has appoints Safety Coordinator as person in-charge for safety and health dated 01/01/2023. 	Yes
g	<p>CTPB carried out Safety and Health Committee (SHC) meetings on a quarterly basis which is in compliance to Occupational Safety & Health Act 1994 for all mills.</p> <p>The meeting agenda includes work safety, PPE, harvesting, handling chemicals and accidents / injuries record.</p> <p>Document review on minutes of CTPB OSH meeting of all mills are carried out quarterly and attended by both workers and management representatives.</p> <p>The latest SHC meeting carried out on 09/03/2023 for GMEPOM and 07/03/2023 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 19/12/2022 for GMEPOM and 09/12/2022 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 carried out by Hospital Assistant at respective mills.</p> <p>For example:</p>	Yes

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Indicator	Summary of Assessment		Compliance
		<ul style="list-style-type: none"> 25 employees attended the internal first aid training and appointed as competent first aider by GMEPOM dated 13/12/2022. <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 2022 submitted as follows:</p> <ul style="list-style-type: none"> GMEPOM dated 10/01/2023. 2 accidents reported in year 2022. JKPP 6 have been sent to DOSH and accident reports are available; KEPOM dated 17/01/2023. 1 accident reported in year 2022. JKPP 6 have been sent to DOSH and accident reports are available. <p>Document review, all medical leave and SOCSO claim has been paid accordingly.</p>	Yes
4.4.5.1	<p>CTPB group established the Social and Human Rights Policy is available in the office notice board signed by the Executive Chairman dated 02/01/2019.</p> <p>The policies communicate to workers through muster call and displayed at mills notice boards.</p> <p>The policy states CTPB is committed to good social practices regarding human rights for industrial harmony.</p> <p>GMEPOM</p> <p>Briefing for company policies carried out on 09/03/2023.</p> <p>KEPOM</p> <p>Briefing for company policies carried out on 10/03/2023.</p>		Yes
4.4.5.2	<p>The Social and Human Rights Policy is available in the office notice board signed by the 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>Site interview with sampled mill operators, there has been no experience of any form of discrimination.</p>		Yes
4.4.5.3	CTPB established appointment letter for local workers and employment agreement for foreign worker.		Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Worker employment agreement states the employees' pay, and conditions meet legal or industry minimum standards.</p> <p>GMEPOM</p> <p>GMEPOM general worker no. 05201 ramp attendance, employment agreement signed 11/05/2015 by both workers and mill management.</p> <p>Document review, on payment made for April 2023, for worker A, general worker's no. 05201.</p>	
4.4.5.4	CTPB group monitor CPO and PK transport contractor worker wages by payment record based on Minimum Wages Order 2022 and agreed rates between the contractor and the worker.	Yes
4.4.5.5	<p>CTPB established lists of workers and staff.</p> <p>The list consists the information about name, gender, DOB, IC/Passport No., passport expiry date, work permit expiry date, designation and date of join.</p> <p>GMEPOM</p> <p>Staff: 17; Mill local workers: 32; Mill foreign workers: 13.</p> <p>KEPOM:</p> <p>Staff: 14; Local worker: 13; Foreign: 58.</p>	Yes
4.4.5.6	<p>CTPB established employment contract (foreign) or appointment letter (local) for every worker recruited and signed by both parties.</p> <p>The worker is briefed on the employment contract terms and conditions, wage, position and a copy of working contract is provided to worker.</p> <p>Site interviews with sampled mill operators informed they have been briefed on the contract terms and conditions and received a copy after signed.</p> <p>Example:</p> <p>KEPOM</p> <p>Workers name: Worker A; Date Join: 02/02/2019; Job description: Boiler attendant.</p>	Yes
4.4.5.7	CTPB use the punch card system to record the working days and overtime of all workers.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The working hours is displayed in at the mills notice boards.</p> <p>Overtime rate according to Employment Act 1955 requirement of 1.5 time's hourly rate for normal overtime.</p> <p>Document review on check rolls confirm that the working days and overtime is tally with the payslips.</p>	
4.4.5.8	<p>CTPB established working hours and displayed at mill notice board.</p> <p>GMEPOM & KEPOM</p> <p>Working hours: 7:30 am to 3:30 pm;</p> <p>Break time: 11:00 am – 11:30 am or 11:30am – 12:00pm.</p> <p>Onsite interviews with mill operator informed they understand on mill's working hours.</p> <p>Document review of payslips and time recording system (punch card) showed that the overtimes were paid accordingly.</p>	Yes
4.4.5.9	<p>CTPB provide pay slip as records to document wages, deduction and any overtime of the workers.</p> <p>Document review there is approval of electricity deduction from JTK.</p> <p>Example for GMEPOM:</p> <p>There is 'Potongan Upah Di Bawah Seksyen 24 Akta Kerja 1955' ' approved for electricity deduction dated.</p> <p>KEPOM: no deduction for electricity or water usage.</p> <p>Site interviewed with sampled mill operators informed they understand the working hours and overtime rates.</p> <p>Training on wages and amendment of Akta Kerja 2023 carried out on 04/03/2023.</p> <p>Had kerja lebih masa permit approved by Jabatan tenaga Kerja (JTK) Pahang dated 12/12/2012.</p>	Yes
4.4.5.10	<p>CTPB provides benefits for both local and foreign workers such as medical cost, sick leave, SOCSO and public holidays.</p>	Yes
4.4.5.11	<p>CTPB follow minimum housing act (Minimum Perumahan dan Kemudahan Pekerrja 1990, peraturan 38 (1) a) provide workers with free housing and water supply.</p> <p>Onsite verification confirm the basic amenities such as recreational area, toilet, water and electricity are provided.</p> <p>GMEPOM:</p> <p>Perakuan kelayakan is available for GMEPOM from JTK dated 29/09/2014, no: JTK/KEL 07/2014.</p> <p>Latest housing inspection done in weekly basis.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Electricity is supplied by national grid and the bill is borne (with government approval) by the workers themselves.</p> <p>KEPOM</p> <p>The workers are provided with free housing and water supply.</p> <p>Weekly inspection is done, and reports were available for verification. Electricity and clean water are supplied by the mill for free. The water supply is 24-hours whereas electricity is supplied 11.5 hours/day based on schedule.</p> <p>Latest housing inspection carried out on 06/05/2023.</p>	
4.4.5.12	<p>CTPB established Social and Human Rights Policy; Signed by the Executive Chairman dated 02/01/2019.</p> <p>The policy stated to provide workplace free of violence and sexual harassment whether directly or indirectly against all employees and stakeholders.</p> <p>The policy is displayed at the mills notice boards.</p> <p>Complaint record review no related complaint lodged for sexual harassment and violence.</p> <p>Site interviews with sampled mill operators informed no sexual harassment cases occurred in CTPB.</p>	Yes
4.4.5.13	<p>CTPB confirm there is no restriction of worker to form any trade union or workers committee.</p> <p>GMEPOM</p> <p>Internal stakeholder meeting carried out 16/03/2023 attended by workers and management.</p> <p>KEPOM</p> <p>Internal stakeholder meeting carried out 24/02/2023.</p> <p>Site interviews with sampled mill operators informed there is no union form in estate. However, worker informed the worker meeting carried out 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; Date: 02/01/2019.</p> <p>The policy stated 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>Example:</p> <p>GMPOM</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Based on the employee master lists dated 01/03/2023, at all the visited mill, there was no evidence that children or young persons have been recruited.	
4.4.6.1	<p>CTPB Annual training program established for 2023.</p> <p>Example of training:</p> <p>GMEPOM</p> <ul style="list-style-type: none"> • Schedule waste training; • EIA training; • 3 R training; • Clean Air Training; • ERP training. <p>KEPOM</p> <ul style="list-style-type: none"> • Induction training; • MSPO awareness; • Work place safety and health; • Fire fighting; • First aid; • Environmental. 	Yes
4.4.6.2	<p>CTPB groups mills established the training needs analysis year 2023</p> <p>The training allocated to workers based on job type.</p> <p>Example:</p> <p>GMEPOM</p> <p>General worker allocated for training of SOPs, HIRARC, MSPO briefing, fire drill, PPE, EIA & schedule wastes, Covid-19 and first aid.</p> <p>KEPOM</p> <p>General worker need to attend MSPO awareness, safety and health, ERP, Environmental, PPE and schedule waste handling.</p>	Yes
4.4.6.3	<p>CTPB group mills established continuous training program for year 2023.</p> <p>The training were planned for whole year includes MSPO briefing, company policies, SOPs, first aid, environmental and safety and health.</p> <p>GMEPOM</p> <ul style="list-style-type: none"> • First aider training on June 2023. <p>KEPOM</p> <ul style="list-style-type: none"> • PPE training plan on June 2023. 	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"> HIRARC awareness training on Nov 2023. 	

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

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>CTPB established Environmental Policy dated 02/01/2019.</p> <p>The policy mentions CTPB to carry out estate and palm oil milling operations, in accordance with established legal and regulatory framework, with respect to environmental quality and in the context of current industry practices.</p> <p>During site visit to CTPB observed the policy is publicly available at respective mill's notice boards.</p> <p>GMEPOM has carried out a briefing on the group environment policy to employees include executives and staffs on 09/03/2023.</p> <p>KEPOM has carried out a briefing on the group environment policy to employees include executives and staffs on 10/03/2023.</p>	Yes
4.5.1.2	<p>a CTPB established Environmental Management Plan (EMP) Procedure, document no. MSPO-06, rev.0 dated 01/07/2018 include the objectives under section 2.0.</p> <p>The objective mentions CTPB to ensure the implementation of this environmental management plan, including monitoring, reviewing and continuous improvement.</p>	Yes
	<p>b CTPB established Environmental Aspect Impact Assessment and Management Plan reassessed on 13/02/2023 (GMEPOM) and 17/04/2023 (KEPOM) include the analysis of environmental aspects and impacts for all operations.</p> <p>Example:</p> <p>GMEPOM</p> <p>Station: Reception;</p> <p>Work Activities: Transportation;</p> <p>Aspect: Oil leakage from tractors/lorries;</p> <p>Impact: Soil and water pollution;</p> <p>Impact level: Low;</p> <p>Type of impact: Negative.</p> <p>KEPOM</p> <p>Station: Boiler;</p> <p>Aspect: Black smoke from boiler furnace;</p> <p>Impact: Air pollution;</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Impact level: High; Type of impact: Negative.	
4.5.1.3	<p>CTPB established Environmental Aspect Impact Assessment and Management Plan reassessed on 13/02/2023 (GMEPOM) and 17/04/2023 (KEPOM) include the analysis of environmental aspects and impacts for all operations.</p> <p>Example:</p> <p>GMEPOM</p> <p>Station: Reception;</p> <p>Work Activities: Transportation;</p> <p>Aspect: Oil leakage from tractors/lorries;</p> <p>Impact: Soil and water pollution;</p> <p>Impact level: Low;</p> <p>Type of impact: Negative;</p> <p>Mitigation Measure: Vehicle regularly serviced and properly maintained;</p> <p>Monitoring program: Continuous vehicle inspection;</p> <p>PIC: Supervisor;</p> <p>Status: Ongoing.</p> <p>Reviewed and verified records of shovel service done on 10/04/2023.</p> <p>KEPOM</p> <p>Station: Boiler;</p> <p>Aspect: Black smoke from boiler furnace;</p> <p>Impact: Air pollution;</p> <p>Impact level: High;</p> <p>Type of impact: Negative;</p> <p>Mitigation measure: Plans to install Electrostatic Precipitator to reduce smoke to ash;</p> <p>Monitoring program: CEMS is installed to monitor the smoke opacity where data is sent to Department of Environment directly.</p> <p>PIC: Supervisor;</p> <p>Timeline: Ongoing.</p> <p>Reviewed CEMS monitoring, no signs of opacity reading exceeding threshold values.</p>	Yes
4.5.1.4	CTPB established Environmental Management Plan (EMP) Procedure, document no. MSPO-06, dated 01/07/2018, under section 5:	Yes

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Indicator	Summary of Assessment	Compliance
	<p>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 & KEPOM:</p> <p>Positive impacts of EFB application included in the CIP.</p> <p>GMEPOM and KEPOM established transporting EFB record FY2022, latest updated records as of April 2023 reviewed respectively.</p> <p>Field visit observed the application of EFB at replanting areas.</p>	
4.5.1.5	<p>CTPB group mills established training program FY2023 include training for environmental aspects.</p> <p>Site interviews with sampled mill operators informed they were aware of the environmental policy and environment protection.</p> <p>Example:</p> <p>GMEPOM</p> <p>Training of scheduled waste handling carried out on 09/03/2023.</p> <p>KEPOM</p> <p>Training on scheduled waste handling and management carried out on 11/01/2023.</p>	Yes
4.5.1.6	<p>CTPB environmental meetings include discussion on previous meeting confirmation and matters related to environmental management.</p> <p>Example:</p> <p>GMEPOM carried out latest environmental meeting on 16/02/2023 include discussion review CEMS, effluent lab results, wildlife and Environment Impact Assessment.</p> <p>KEPOM carried out environmental meeting on 10/03/2023 include discussion such as effluent treatment, domestic and scheduled waste management.</p>	Yes
4.5.2.1	<p>CTPB established baseline for fossil fuel usage (diesel consumption/FFB production) for Mill operations. The previous year actual diesel usage records used as baseline to monitor the current diesel usage.</p> <p>Example:</p> <p>GMEPOM</p> <p>Diesel/FFB processed</p> <p>Y2022 = 2.43 Litre/FFB processed;</p> <p>Baseline = 2.13 Litre/FFB processed.</p> <p>The diesel usage for year 2022 is higher than baseline due to longer mill</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>running hours caused by increase in FFB received for processing.</p> <p>KEPOM</p> <p>Diesel/FFB processed</p> <p>Y2022 = 1.03 Liter/FFB processed;</p> <p>Baseline = 1.07 Litre/FFB processed.</p> <p>The diesel usage for year 2022 is lower than baseline due to longer mill running hours using steam turbine.</p>	
4.5.2.2	<p>CTPB established budget and actual records for diesel consumption FY2023.</p> <p>Example:</p> <p>GMEPOM</p> <p>Reviewed and verified budgeted diesel and actual diesel for year 2023. Actual usage is much higher due to frequent machinery breakdowns in mill.</p>	Yes
4.5.2.3	<p>GMEPOM and KEPOM uses renewable energy such as fibre and shells for boiler operations.</p>	Yes
4.5.3.1	<p>CTPB established Waste Management Procedure, document number: MSPO-P5-C3, dated 01/07/2018, under section 5.1 of waste management flow describes all wastes produced from the mill operation shall be identified.</p> <p>Reviewed and verified GMEPOM waste management plan reviewed on 11/04/2023 and KEPOM waste management plan reviewed on 01/01/2023.</p> <p>Example:</p> <p>GMEPOM</p> <p>Waste Type: Domestic</p> <p>Source: Linesite</p> <p>KEPOM</p> <p>Waste: Spent lubricant oil;</p> <p>Source: Workshop.</p>	Yes
4.5.3.2	<p>a CTPB established Waste Management Procedure, document number: MSPO-P5-C3, dated 01/07/2018, under section 5.1 of waste management flow describes all wastes produced from the mill operation shall be identified.</p> <p>Reviewed and verified GMEPOM waste management plan reviewed on 11/04/2023 and KEPOM waste management plan reviewed on 01/01/2023.</p> <p>Example:</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>GMEPOM</p> <p>Waste Type: Domestic; Source: Linesite; Issues: Generations of domestic waste; Management action: Segregation of waste; Period: Ongoing; Responsibility: Environment officer, field conductor.</p> <p>Reviewed and verified waste collection records for April 2023. Training for waste segregation is planned to be carried out in May 2023.</p> <p>KEPOM</p> <p>Waste: Spent lubricant oil; Source: Workshop; Action to be taken: Collect and record amount of relevant scheduled waste and dispose items through licensed contractor. PIC: Mill Engineer, Assistant Manager & Foreman.</p> <p>Reviewed and verified scheduled waste disposal records for spent lubricant oil dated 27/02/2023.</p>	
	<p>b CTPB established Waste Management Procedure, document number: MSPO-P5-C3, dated 01/07/2018 include identification on potential waste that could be reduced, reuse and recycle.</p> <p>Example:</p> <p>GMEPOM & KEPOM</p> <p>Waste product: EFB; Source: Mill Operations; Impact: Land and water pollution.</p> <p>Recycle and reused: Recycle for land application. Reviewed and verified mill records of EFB dispatch to estates for field applications.</p>	Yes
4.5.3.3	<p>CTPB established Waste Management Procedure, document number: MSPO-P5-C3 dated 01/07/2018 include handling of scheduled waste (collection, storage and disposal).</p> <p>Example:</p> <p>GMEPOM</p> <p>Latest update on SW inventory in eSWIS dated 06/04/2023 and waste disposal records for SW 410, SW 305, SW 409, SW 322 dated 02/02/2023 was reviewed.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>During site visit to the SW store observed the SW was stored in a proper manner.</p> <p>KEPOM</p> <p>Latest scheduled waste eSWIS records dated 02/05/2023 and waste disposal records for SW 410, SW 305, SW 409, SW 422 dated 27/02/2023, 16/04/2023, 08/05/2023, 20/02/2023 and 28/12/2022 were reviewed and verified.</p> <p>During site visit, observed all scheduled waste were disposed.</p>	
4.5.3.4	<p>CTPB disposed domestic waste as follows:</p> <p>GMEPOM</p> <p>Domestic waste was collected by respective municipal council. Municipal council collects waste approximately 3 times in a month. Reviewed domestic waste collection records for January 2023.</p> <p>KEPOM</p> <p>Domestic waste was disposed to designated landfill in the estate. Field visit observed landfill area located at block number 11 F which is far from water source and housing areas.</p>	Yes
4.5.4.1	<p>CTPB established the GHG Management Plan for GMEPOM revised for year 2023.</p> <p>Example:</p> <p>Source of GHG: Emission from Biomass combustion in steam boiler via chimney;</p> <p>Impact: Air pollution & Global warming;</p> <p>GHG: Carbon Dioxide (CO₂), Carbon Monoxide (CO), Sulfur Dioxide (SO₂), Nitrous Oxide (NO_x) and Hydrogen Sulphide (H₂S).</p>	Yes
4.5.4.2	<p>CTPB established the GHG Management Plan for GMEPOM revised for year 2023.</p> <p>Example:</p> <p>GMEPOM</p> <p>Source of GHG: Emission from Biomass combustion in steam boiler via chimney;</p> <p>Impact: Air pollution & Global warming;</p> <p>GHG: Carbon Dioxide (CO₂), Carbon Monoxide (CO), Sulfur Dioxide (SO₂), Nitric Dioxide (NO);</p> <p>Mitigation measure: Ensure boiler furnace is getting enough air for complete combustion;</p> <p>Monitoring program: Smoke opacity monitor is installed at the bottom of the boiler chute. DOE requires smoke opacity to be under 20%.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Reviewed and verified latest stack emission monitoring report dated 06/12/2022. Stack emission records resulted with emissions within specified limits.	
4.5.4.3	<p>CTPB final discharge water quality test carried out by SAMM accredited laboratory.</p> <p>GMEPOM</p> <p>Open ponding system used for POME Treatment.</p> <p>Inspection for the POME analysis carried out monthly basis, dated 17/03/2023 for final discharge.</p> <p>The test are carried out by accredited laboratory Ecolab International Sdn Bhd.</p> <p>BOD results are within specified parameters below 100mg/L.</p> <p>Monitoring of pond and trenches are conduct daily for leakages and overflow.</p> <p>KEPOM</p> <p>Open ponding system used for POME Treatment.</p> <p>Inspection for the POME analysis carried out monthly basis, dated 20/04/2023 for final discharge.</p> <p>The test are carried out by accredited laboratory Ecolab International Sdn Bhd.</p> <p>BOD results are within specified parameters below 100mg/L.</p> <p>Monitoring of pond and trenches are conduct daily for leakages and overflow.</p>	Yes
4.5.5.1	<p>a CTPB established water management plans includes the identification of water source and usage as follows:</p> <p>GMEPOM</p> <p>Water management plan reviewed on 30/03/2023 verified.</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 plans includes monitoring of incoming and outgoing river through the mill.</p> <p>Example:</p> <p>GMEPOM incoming and outgoing river water analysis reports dated 10/04/2023 reviewed.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	All parameters are within the specified limits allocated by DOE.	
c	CTPB established water management plans includes ways to optimize water usage and reduce water wastage. Example: Water consumption record to monitor usage of water. Water consumption records for the months of January, February, March and April 2023 for CTPB available and reviewed.	Yes
4.5.5.2	CTPB established water management plan stated practiced discharge of POME through waterways. Final discharge water quality test carried out by SAMM accredited laboratory. GMEPOM Open ponding system used for POME Treatment. Inspection for the POME analysis carried out monthly basis, dated 17/03/2023 for GMEPOM and 20/04/2023 for KEPOM final discharge. The test is carried out by accredited laboratory which is Ecolab International Sdn Bhd. BOD results are within specified parameters. Monitoring of pond and trenches are conduct daily for leakages and overflow.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	CTPB established Standard Operation Procedure (SOP) for Palm Oil Mill released in 2019, version 3.0 for all mills operation activities. For example FFB Grading SOP as below: This SOP has outlined the specification of the FFB for the grading process. There are 4 specifications which are: <ol style="list-style-type: none"> 1. Specification 1: Reject-able Unripe/black, empty bunch, rotten bunch; 2. Specification 2: Freshness A crops < 24 hours, B crops 24 – 48 hours, C crops > 48 hours; 3. Specifications 3: Ripeness Ripe, Under ripe; 4. Specification 4: Other Defects Long stalk, dirty, wet, small, pest damage, disease. 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<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>	
4.6.1.2	<p>CTPB implemented following best mill practices:</p> <ul style="list-style-type: none"> Stack emissions reports for year 2023 results found to be well within the Environmental Quality (Clean Air) Regulation 2014; Certificate of final discharge sighted and the result of BOD level of the final discharge report is below 100mg/l in accordance to DOE discharge limit for both GMEPOM & KEPOM. <p>CTPB carried out awareness training on mill best practices as below:</p> <ul style="list-style-type: none"> Chemical labelling SOP dated 09/01/2023 at GMEPOM; Confined space training dated 29/04/2023 at KEPOM. 	Yes
4.6.2.1	<p>CTPB established business management plans for all mills. Attention was given to the CPO & 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>KEPOM</p> <ol style="list-style-type: none"> General Charges; Upkeep expenses; Total revenue expenses; CAPEX expenditure for 10 years. 	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 GMEPOM dated 23/02/2023 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 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

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.1	CTPB engage contractors for CPO & PK transportations. The contractors have been briefed on the MSPO requirements during stakeholders meeting. Example: The latest stakeholders meetings were carried out on 20/03/2023 for GMEPOM and 11/05/2023 for KEPOM. Records of meetings were maintained for verification.	Yes
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 KEPOM 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." There is no objection by the management to accept MSPO approved auditors to verify the assessments through a physical inspection, if required.	Yes

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

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Chin Teck Plantations Berhad operation or any on/off-products claim.

4.5. Status of Non-Conformities Previously Identified

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

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4.6. Detail of Audit Findings Identified during last audit

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

4.7. Detail of Onsite Audit Findings Identified during This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	All Mill Office	CTPB mills could improve the SIA impact identification from internal and external stakeholders.
2.	4.4.4.2	The occupational safety and health plan shall cover the following b) The risks of all operations shall be assessed and documented	All Mill Office	CTPB mills could improve the monitoring of ear plug and ear muff usage to ensure no impairment issues in the near future.

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5. CONCLUSION

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

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

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

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

Certified CPO January 2023 to April 2023:	10,366.78 mt
Certified PK January 2023 to April 2023:	2,780.61 mt
Projected CPO May 2023 to December 2023:	25,962.75 mt
Project PK May 2023 to December 2023:	6,428.99 mt

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6. RECOMMENDATION

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

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

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

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

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

Puchong, 22/05/2023



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

Puchong, 14/06/2023



TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

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