



MSP0 CERTIFICATION SUMMARY REPORT

KILANG KELAPA SAWIT BUKIT PASIR
SDN BHD

SURVEILLANCE 02

Remote Audit Date: 17/08/2021

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MSPO Certification Summary Report

Company Name: Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.

Certifying Unit: Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.

Client Number: 92-126

Audit Type: ASA 02

Mode of Audit: Remote



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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	Malaysia Palm Oil Certification Council
MSPO	Malaysia 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
KKSBP	Kilang Kelapa Sawit Bukit Pasir

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1. INTRODUCTION

Kilang Kelapa Sawit Bukit Pasir Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit 02 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 Kilang Kelapa Sawit Bukit Pasir Sdn Bhd.

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: Sheron Pui Ling Wui

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;	Bachelor in Medical Science

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	3 years working experience in QA, QMS and internal audit, and 3.5 years working experience in MSPO audit.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as auditor for MSPO scheme.
Good Milling Practices. Palm oil milling working experience or auditing experience	Qualified and appointed as auditor for MSPO scheme.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO 9001:2015 Lead Auditor course.
Health and safety auditing on the mill processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO 45001:2018 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training
Environmental and ecological auditing or experience with mill processes and activities. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.
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	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following	Chan Shi Lie	Graduate in Bachelor of Media Technology (Major in Broadcasting)	Yes
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
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)	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Navin Baskram	4 years working experience in oil palm plantation and two (2) years' experience as sustainability executive and Internal Auditor. 2 years' experience in RSPO accreditation for RSPO scheme accreditation body.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Chan Shi Lie	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Navin Baskram	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an	Chan Shi Lie	Qualified and appointed as auditor for MSPO scheme.	Yes

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Requirement	Assessor	Qualification	Compliance
auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Navin Baskram	Qualified as auditor based on audit log.	
Field working experience in the palm oil sector or demonstrable equivalent	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Navin Baskram	4 years working experience in oil palm plantation.	Yes
Good Milling Practices. Palm oil milling working experience or auditing experience	Chan Shi Lie	6 years working experience in oil palm plantations. 2 years auditing experience.	Yes
	Navin Baskram	4 years working experience in oil palm plantation.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Chan Shi Lie	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Navin Baskram	Successfully completed ISO9001 standard for Lead Auditors.	Yes
Health and safety auditing on the mill processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Chan Shi Lie	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Navin Baskram	Successfully completed ISO 45001 standard for Lead Auditors.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Chan Shi Lie	Successfully completed SA 8000 Basic training	Yes
	Navin Baskram	Pending completion of SA 8000 training.	Yes
Environmental and ecological auditing or experience with mill processes and activities. or Successfully completed Environmental Management Systems ISO 14001 standard	Chan Shi Lie	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Navin Baskram	Successfully completed ISO 14001 standard for Lead Auditors.	Yes

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Requirement	Assessor	Qualification	Compliance
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Chan Shi Lie	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes
	Navin Baskram	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) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

ASA 02:

The Surveillance 02 audit conducted remotely on 17/08/2021 covering the following activities but not limited to below:

Remote:

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual Review of documentation established but not limited to below
 - Policies
 - Mill location map
 - Land titles – 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
- Virtual inspection, observations and inspection of mill facilities and activities

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- Virtual interview operation personnel, operators for understanding for the work assigned;
- Reviewed 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;
- Reviewed 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;

Remote Assessment

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

The methodology for collection of objective evidences by means of virtual 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

Kilang Kelapa Sawit Bukit Pasir Sdn Bhd is located at Jalan Kim Chee, Bukit Pasir, Muar, Johor.

The mill began operation in 1981 with an operating capacity of 20 MT per hour. In 2014 it was upgraded to 50 MT per hour operating capacity.

Name of Mill	Location	Coordinates
Kilang Kelapa Sawit Bukit Pasir Sdn Bhd	Jalan Kim Chee, Bukit Pasir, Muar Johor	N 2°5'6", E 102°41'53"

3.1. Production volume

Volume for the past year Jan 2020 to Dec 2020			Actual volumes Jan 2021 to July 2021			Projected volume Aug 2021 to Dec 2021		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
312,097	59,022	20,080	156,212	28,823	10,004	96,168	30,610	7,963

3.2. Mas of Mill Location



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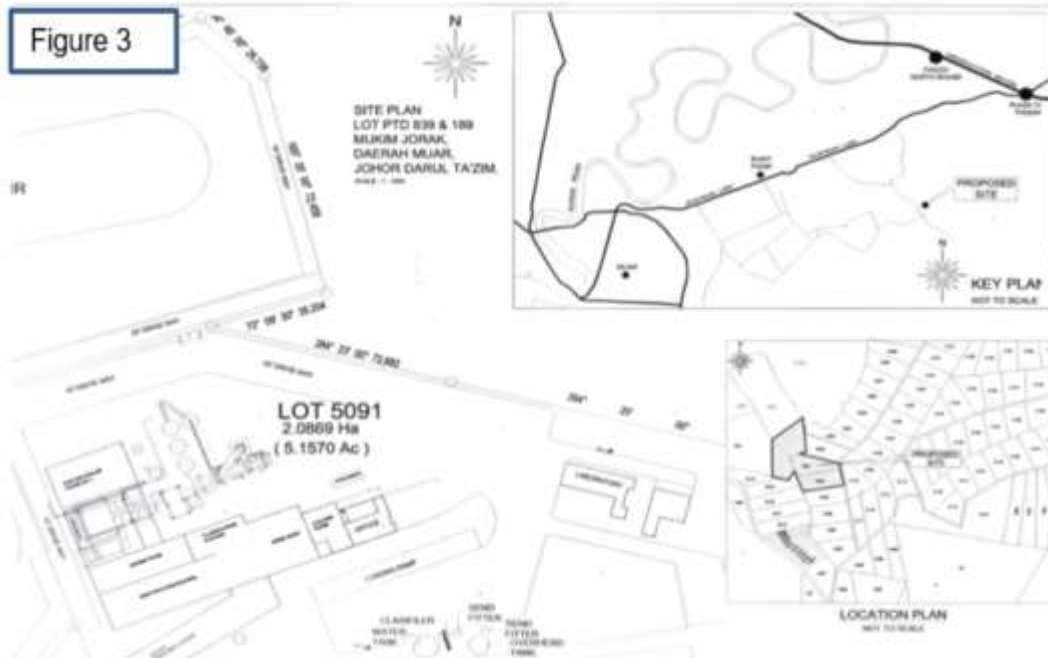
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4. CERTIFICATION ASSESSMENT

4.1. ASA 02

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 02:

The surveillance 02 audit is conducted on 17/08/2021.

During the remote surveillance 01 audit, there are 4 Majors and 3 Opportunities for Improvement (OFIs) are raised

During this audit, the major non-compliances raised in the last audit, the audit team has review by means of remote inspection of mill, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the mill management. The corrective measures implemented could be verified as appropriate.

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

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

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

4.2. Stakeholders' Consultation

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

Therefore, there is no physical stakeholders consultation conducted for this surveillance audit TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 07/07/2021 to announce the audit of the certified unit. As at audit date on 17/08/2021 there are no comments received.

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

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Kilang Kelapa Sawit Bukit Pasir (KKSBP) established MSPO Policy dated 01/04/2019 sign by Director.</p> <p>Review on the submitted photo, the policy is publicly display at mill notice board.</p> <p>Policies training for workers and staff conducted on 19/06/2021.</p> <p>KKSBP communicate the MSPO policy via official letter with external stakeholders dated 11/07/2021.</p> <p>Interviewed workers via Microsoft Teams app informed they been briefed on MSPO policy and its requirements.</p>	Yes
4.1.1.2	<p>KKSBP MSPO policy describe:</p> <p>KKSBP committed to provide adequate resources towards sustainability of palm oil business by implementing MPSO system and continuous improvement on sustainability development.</p> <ul style="list-style-type: none"> • Management commitment and responsibility • Transparency • Compliance to legal requirement • Social responsibility, health, safety and employment conditions • Environment, natural resources • Best practices • Development of New Plantings 	Yes
4.1.2.1	<p>KKSBP established SOP for internal audit document number SOP-MP1-Management Procedure/1, revision 1/1, dated issued 01/04/2019.</p> <p>The procedure describes the audit will be conducted at least once a year before third party external audit.</p> <p>Latest internal audit conducted on 15/07/2021 to 16/07/2021. There is no non-conformity raised during the internal audit. Two Opportunity for improvements (OFIs) have been identified and addressed accordingly.</p>	Yes
4.1.2.2	<p>KKSBP established SOP internal audit document number: SOP-MP1-Management Procedure/1, revision 1/1, dated issued 01/04/2019.</p> <p>The latest internal audit conducted on 15/07/2021 to 16/07/2021.</p> <p>Internal audit conducted covered all elements of MS 2530-4:2013 Part 4 General Principles for palm oil mills requirements.</p> <p>There is no non-conformity raised during the internal audit. Two Opportunity for improvements (OFIs) have been identified and addressed accordingly.</p>	Yes
4.1.2.3	<p>KKSBP conducted management review meeting on 17/07/2021 include discussion on internal audit results.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.3.1	<p>KKSBP established SOP Management Review document number, MP 02, issue / revision 1/1 dated 01/04/2019.</p> <p>The SOP describes the frequency of management review is at least once annually.</p> <p>Latest management review conducted on 17/07/2021 with agenda as follows:</p> <ul style="list-style-type: none"> • Review on previous minute of meeting • MSPO certification status • Manual, Policy and procedure status • Results of internal audits – Trends and audit schedule • Preventive and corrective action status • Recommendation for improvement. 	Yes
4.1.4.1	<p>KKSBP established Continuous Improvement Plan 2021.</p> <p>The CIP includes social, environment, operation and safety and health.</p> <p>CIP established describes:</p> <ul style="list-style-type: none"> • Objectives / focus / areas / goals • Strategies and activities • Resources and support • Person in charge • Timeline. • Completion • Measure of success • Results • Remark <p>Example: Environmental Aspect</p> <p>Objective: Advanced Oxidation & Flotation Solution for Effluent treatment Plant</p> <p>Strategy: Appoint services provider recommended by D.O.; Jururunding Net Water Asia Pte Ltd</p> <p>Activity: Consultation and inspection for AOF project.</p> <p>Resource: Implementation on-job training after commission of the system</p> <p>PIC: Management</p> <p>Timeline: On going</p> <p>Completion: On going</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Result: On going (commissioning delayed due to MCO)</p> <p>Remark: Pending implementation date and time for the Advanced Oxidation & Flotation Solution for effluent treatment plant (AOF) commissioning.</p> <p>Webinar training record for Advanced Oxidation and Flotation system for POME treatment implementation conducted on 23/06/2021 by NWT engineer is reviewed.</p>	
4.1.4.2	<p>KKSBP established flow chart for new technology implementation dated 12/12/2020.</p> <p>The flow chart describes as follows:</p> <ul style="list-style-type: none"> • Project proposal • Confirmation project proposal from service provider • Study project proposal (Benefit, safety and environment) • Budget allocation • Budget approval • Tendering process • Management approval (Selection of contractor) • Start construction • Commissioning, evaluate the system and continuous monitoring • Create SOP for the operation • Provide training for the operators • Monitoring for further improvements <p>Example of new system to be implemented:</p> <ul style="list-style-type: none"> • Advance oxidation & flotation solution for effluent treatment plant. Webinar training record dated 23/06/2021 is review. 	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>KKSBP conducted internal stakeholders meeting dated 14/07/2021 and 09/06/2021 include agenda such as COVID 19 prevention, company policies and complaint and grievances procedure.</p> <p>KKSBP communicate with external stakeholders via official letter on 11/97/2021 include agenda such as MSPO SCCS, MS 2530-4:2013 Part 4 General principles for palm oil mills, environment, legal requirements and company policies.</p>	Yes
4.2.1.2	KKSBP establish list of public and confidential available documents.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Example of public documents:</p> <ul style="list-style-type: none"> Annual stakeholders meeting Complaint and grievance records <p>Example of confidential documents:</p> <ul style="list-style-type: none"> Land titles Standard operating procedures <p>There are available in both Bahasa Malaysia and English.</p>	
4.2.2.1	<p>KKSBP established SOP communication, document number: SOP-MP5-Management procedure/5, revision 1/1 dated 01/04/2019 for handling of internal and external communication and consultation with stakeholders with regards to MSPO requirements and mill operations.</p> <p>The SOP describes the period to respond feedback received from stakeholders is within 2 weeks.</p> <p>Interview with workers via Microsoft Teams app informed that they are briefed on COVID 19 SOP during morning muster.</p>	Yes
4.2.2.2	<p>KKSBP appoints the Assistant Mill Manager as the representative for the consultation and communication dated 01/04/2021.</p>	Yes
4.2.2.3	<p>KKSBP established list of stakeholder's updated year 2021 includes contractors, suppliers, local communities, government agencies and NGOs.</p> <p>There is 1 request of information from stakeholders dated 05/08/2021 requesting company information's and KKSBP responded on 09/08/2021 within the timeframe of resolution of two weeks or 14 days.</p>	Yes
4.2.3.1	<p>KKSBP established SOP traceability document number SOP-MP 10-Traceability/10, revision 1/1 dated 01/04/2019.</p> <p>SOP describes:</p> <ul style="list-style-type: none"> Assistant Mill manager as person in charge for oversee the traceability process. Sequence of traceability from receiving of FFB until dispatch of CPO and PK. <p>Documents of receiving FFB</p> <ul style="list-style-type: none"> Delivery ticket / dispatch slip from supplier Weighbridge ticket <p>Documents of delivering CPO & PK</p> <ul style="list-style-type: none"> Weighbridge ticket, PK dispatch note Weighbridge ticket, authorization note, and dispatch note 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.2	<p>KKSBP conducted internal audit on 15/07/2021 to 16/07/2021 as mechanism for traceability inspection.</p> <p>Results of internal audit on traceability is review and no findings raised.</p>	Yes
4.2.3.3	<p>KKSBP appointed Assistant Mill Manager as a person in charge for monitoring and implementing traceability requirement dated 01/04/2021.</p>	Yes
4.2.3.4	<p>KKSBP established monthly records of storage, sales and delivery.</p> <ul style="list-style-type: none"> • Summary of daily records of FFB purchase as of 13/08/2021 • Invoice summary CPO • Invoice summary PK • Summary of Daily dispatch for CPO and PK <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 from FFB supplier is review. The ticket consist of the following information;</p> <ul style="list-style-type: none"> • MPOB license • Ticket number • Date • Vehicle number • Product • Weight • Graded OER. <p>Weighbridge tickets for CPO and PK despatch are review that consists following information:</p> <ul style="list-style-type: none"> • Date • Ticket number • Vehicle number • Contract number • Product • Weight. 	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>KKSBP updated license and permit master list dated 25/03/2021.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>Example of permit and license:</p> <ul style="list-style-type: none"> MPOB CPO License No: 500133404000 valid from 01/08/2020 until 31/07/2021 Air receiver, JH PMT 80380, valid from 06/01/2021 to 05/04/2022 Fire Services Certificate , No: JBPM: JH/7/453/2020 valid until 09/09/2021 	
4.3.1.2	<p>KKSBP established List and Summary of Applicable laws and regulations dated 01/04/2021. The establish list include the applicable clauses.</p> <p>Example:</p> <ul style="list-style-type: none"> Factories and machineries (noise exposure) (revocation) 2019 Minimum Wage Order 2020 Prevention and Control of Infectious Disease Act 1988 (amendment 2020) 	Yes
4.3.1.3	<p>KKSBP update the list of legal documents on 01/04/2021.</p> <p>Latest updated list of legal documents includes:</p> <ul style="list-style-type: none"> Prevention and control of Diseases Act 1988 (Pindaan Jadual Pertama) 2020 Employees' Minimum Standard of Housing, Accommodations and Amenities Act 1990 (Amendment 01/02/2021) 	Yes
4.3.1.4	<p>The Assistant Mill Engineer is the person in charge to update any changes as and when available dated 01/04/2021.</p>	Yes
4.3.2.1	<p>KKSBP land titles are freehold issued by Pejabat Tanah dan Galian Johor.</p> <p>Land use stated are medium industrial area for Palm Oil Mill.</p>	Yes
4.3.2.2	<p>KKSBP is the legal owner of the land titles. Stated in the grant, land is owned by Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.</p> <p>Grants are available at KKSBP Office for reference purpose.</p>	Yes
4.3.2.3	<p>KKSBP land titles include "Borang B2 Pelan Tanah" which has the map and locality.</p>	Yes
4.3.2.4	<p>KKSBP land titles are issued by the Pejabat Tanah dan Galian Johor. Review on the land titles document no dispute of the land found.</p> <p>Thus, no FPIC is required.</p>	Yes
4.3.3.1	<p>KKSBP land titles are issued by the Pejabat Tanah and Galian Johor. Review on the land titles documents no dispute of the land found.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.3.2	KKSBP land titles are issued by Pejabat Tanah dan Galian Johor, Review on the land titles documents, there are clear demarcation of boundary.	Yes
4.3.3.3	KKSBP land titles are issued by Pejabat Tanah dan Galian Johor. Review on the land titles documents, no issue on land use rights. Thus, no FPIC or negotiation records is required.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>KKSBP established Social Impact Assessment (SIA) dated 15/07/2021.</p> <p>SIA Objectives as follows :</p> <ul style="list-style-type: none"> Identify social impact and social consequences result from the mill operations. Minimized social negative impact and maximizing the positive impacts. <p>The survey include internal and external stakeholders example workers and suppliers.</p> <p>Example of positive impacts:</p> <ul style="list-style-type: none"> Increase human resource quality Create new employment <p>Hiring local community as staff and workers. Verification conducted via mill workers list and interview with workers.</p> <p>Example of negative impacts:</p> <ul style="list-style-type: none"> Air pollution caused by emission Sound pollution from milling process activities. <p>Mill has Continuous Emission Monitoring System (CEMS), monitoring on mill emission to ensure compliance with DOE requirement.</p>	Yes
4.4.2.1	<p>KKSBP established Complaint and Grievance procedure dated 15/08/2018.</p> <p>The SOP describes the timeline to resolve complaint and grievance within 14 days.</p> <p>Person in charge to resolve complaint is the mill manager.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed they understand the complaint and grievance process.</p>	Yes
4.4.2.2	KKSBP Complaint and Grievance procedure states timeline to resolve complaint and grievance within 14 days.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
	<p>There are no complaints lodge for year 2021 till the audit date.</p> <p>Interview using Microsoft Teams with general workers, store clerk, oil room worker and workshop attendant informed they understand of complaint and grievance procedure.</p>		
4.4.2.3	<p>KKSBP established complaint form and made available at the mill guardhouse.</p> <p>Complaint box is available and accessible for employees and stakeholders to make complaints.</p>	Yes	
4.4.2.4	<p>KKSBP complaint form and box is available and accessible at the mill guardhouse.</p> <p>Complaint and grievance procedure briefing conducted on 09/05/2021.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed they understand of complaint and grievance procedure.</p>	Yes	
4.4.2.5	<p>Review the complaint book no complaint is lodged from past 24 months till the audit date.</p> <p>The complaint book is available at mill office can be access upon request.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant confirmed no complaint lodge.</p>	Yes	
4.4.3.1	<p>KKSBP hired local communities for clerk and operation.</p>	Yes	
4.4.4.1	<p>KKSBP established Safety and Health Policy, dated 01/02/2019 sign by Director.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed they understand and aware on Safety and Health policy.</p>	Yes	
4.4.4.2	a	<p>KKSBP established Safety and Health Policy, dated 01/04/2019 sign by Director.</p> <p>Photo review the Safety and Health policy is displayed at the notice board.</p> <p>KKSBP adopted Guideline by MKN and Agri-commodity sector and Pelan Pemulihan-Fasa 1 dated 23/07/2021.</p> <p>Briefing of safety and health policy conducted on 19/06/2021.</p> <p>Briefing of COVID 19 conducted on 14/07/2021.</p> <p>Interview using Microsoft Teams workers informed they are briefed on the COVID-19 and Safety and Health policy.</p>	Yes
	b	<p>KKSBP established Hazard Identification, Risk Assessment, and Risk Control (HIRARC) for the mill operations, dated 21/05/2021.</p> <p>The HIRARC includes activity, type of hazards, potential risks, control measure, risk rating, additional control and PIC.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example of HIRARC:</p> <p>Grading ramp</p> <p>Activity: FFB grading at grading ramp.</p> <p>Type of hazard: Inappropriate handling of grading tools.</p> <p>Potential risks: Injuries or wounds.</p> <p>Control measure: Provide PPE such as safety shoes and glove.</p> <p>Risk rating: 3</p> <p>Additional control: Provide training of PPE.</p> <p>PIC: Assistant or staff</p> <p>Further verification on PPE records the PPE such as safety shoes and glove issue to workers dated 31/12/2020.</p>	
c. i	<p>KKSBP established Annual Training Programme for 2021.</p> <p>Training in the programme includes:</p> <ul style="list-style-type: none"> • OSH policy. • Mill SOPs. • Emergency response plan and fire drill. <p>Example of briefing conducted:</p> <ul style="list-style-type: none"> • Covid-19 dated 14/07/2021 • Chemical spillage dated 22/09/2020 • Emergency response plan and fire drill dated 09/05/2021 • SOP/SWP/HIRARC General Safety dated 09/06/2021 	Yes
c. ii	<p>KKSBP copies of SDS available at stores, laboratory and displayed.</p> <p>Example of SDSs:</p> <ul style="list-style-type: none"> • Chargep AC 121-AP dated 22/06/2020 	Yes
d	<p>KKSBP established HIRARC states PPE required for the activities.</p> <p>Example of engine room the PPEs require are ear plug and safety shoes.</p> <p>Review on the PPE issuance record dated 31/12/2020 states the PPEs provided to workers are safety helmet, safety shoes and ear plug.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed they provided PPEs for the assigned task according to HIRARC.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>KKSBP provides workers face mask as safety precaution and prevention from infectious diseases.</p>	
e	<p>KKSBP established SOP for chemical handlings, doc no.: SOP-MP12-Chemical handling dated 11/04/2019.</p> <p>The SOP describes the handling and storage process.</p> <p>Briefing on chemical spillage handling dated 09/06/2021.</p> <p>Interview using Microsoft Teams with store clerk feedback she understand the chemical handling and storage process.</p>	Yes
f	<p>KKSPB appoints the Mill manager as person in-charge of safety and health.</p>	Yes
g	<p>KKSPB conducts Occupational Safety and Health meeting on quarterly basis.</p> <p>The last two quarters meeting held on 20/04/2021 and 14/07/2021.</p> <p>Workers representative are involved in the meeting.</p> <p>Review the OSH meeting minutes there is no accident or injury case.</p>	Yes
h	<p>KKSBP established Emergency Respond Plan (ERP) dated 01/04/2021.</p> <p>Emergency contact details display at the mill notice board.</p> <p>The ERP established includes assessment on:</p> <ul style="list-style-type: none"> • Fire • Explosion in plant • Spillage • Tank leakage • Pipe burst • Utilities failure • Industrial accident • Pollution • Black smoke form boiler • Pandemic outbreak <p>KKSBP established COVID-19 flowchart on mitigation measures to be taken the includes:</p> <ul style="list-style-type: none"> • Daily body temperature reading • Workplace and housing sanitation programme 	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"> Control of exit and entering premises. 	
i	<p>KKSBP have two staffs attended first aid training conducted by St John Ambulance Malaysia on 23/06/2019 - 24/06/2019.</p> <p>First aid kits are available at labour quarters, operation site and office.</p> <p>Review the latest first aid kit checking record dated 11/07/2021.</p>	Yes
j	<p>KKSBP JKPP 8 reported in for year 2020 is review, only one accident occur on 27/03/2020 which assessed during ASA01.</p> <p>Accident record review and interview using Microsoft Teams with workers feedback no accident occur from last audit date till the audit date.</p> <p>OSH meeting April and July 2021 states there is no accident or COVID case reported.</p>	Yes
4.4.5.1	<p>KKSBP established Employment Policy dated 01/04/2019 signed by Director.</p> <p>The policy states company will not engage in or support discriminatory based on race, caste, national origin, religion, disability, gender, sexual orientation or political affiliation.</p> <p>Employment policy training conducted on 19/06/2021 for workers.</p>	Yes
4.4.5.2	<p>KKSBP established Employment Policy dated 01/04/2019 signed by Director.</p> <p>The policy states company will not engage in or support discriminatory based on race, caste, national origin, religion, disability, gender, sexual orientation or political affiliation.</p> <p>Review on complaint record no related cases reported from year 2020 till the audit date.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed there are no discrimination occurs in their work place.</p>	Yes
4.4.5.3	<p>KKSBP established employment agreement for workers in accordance with Employment Act 1955 and Minimum Wage Order 2018 (amended 2020).</p> <p>Both local and foreign workers are provided with a copy of workers employment agreement after signed.</p> <p>Review on worker's pay in the month of July confirmed workers are paid follow employment agreement.</p> <p>The payslips describe the rate of RM 47.86 per day, public holiday and overtime.</p>	Yes
4.4.5.4	KKSBP monitored contractor's workers pay rate	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Sighted payslip for contractor worker for the month of June 2021 is accordance to Minimum Wages Order 2018 (amended 2020).	
4.4.5.5	KKSBP established list of workers that includes name, date of birth, date of join, nationality and gender.	Yes
4.4.5.6	<p>KKSBP established employment agreement with workers.</p> <p>The document includes information on workers particulars, salary rate, working time and annual leaves.</p> <p>The employment agreement is signed by workers and mill manager.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed they received copy of employment agreement.</p>	Yes
4.4.5.7	<p>KKSBP used punch card system for recording working hours and overtime for staff and workers.</p> <p>Working hours are available and display at mill notice board.</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed they understand the working hours.</p>	Yes
4.4.5.8	<p>KKSBP established working hours and displayed in office notice board.</p> <p>Shift A: 7:00 am to 3:00pm</p> <p>Shift B: 3:00pm to 11:00pm</p> <p>Break time:</p> <p>Shift A: 12:00pm to 1:00pm</p> <p>Shift B: 7:00pm to 8:00pm</p> <p>Interview using Microsoft Teams for general workers, store clerk, oil room worker and workshop attendant informed they are aware and observed the working hours provided by mill.</p>	Yes
4.4.5.9	<p>KKSBP established pay slips includes company name, worker name, worker no, department, basic salary, work rest-day, public holiday, overtime, SOCSO from employer, deduction, gross salary and net salary.</p> <p>Review the payslip for oil room worker for May and July 2021 the overtime hours are more than 104 hours.</p> <p>Major non-conformity 01:</p> <p>Review the oil room operator No.61 payslip overtime for May 2021 and July 2021, found the overtime are 105 and 125 hours that have exceeded the 104 hours allowed in any one month according to the Employment (Limitation of Overtime Work) Regulation 1980.</p>	No
4.4.5.10	<p>KKSBP provides social benefits such as:</p> <ul style="list-style-type: none"> Annual bonuses based on company discretion. 	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"> Medical claim. 	
4.4.5.11	<p>KKSBP provides housing for workers. The housing compound are in accordance to Workers Minimum Standards of Housing and Amenities Act 1990 (Act 446).</p> <p>Each unit is for 4 persons, water and electricity supply.</p> <p>Facilities such as worship place and grocery shop located nearby the housing areas.</p>	Yes
4.4.5.12	<p>KKSBP established Sexual Harassment policy dated 01/04/2019 signed by Director.</p> <p>Photo review the policy is display on mill notice board.</p> <p>Review the complaint record no complaint lodge as of audit date.</p> <p>Microsoft Teams workers interview for general workers, store clerk, oil room worker and workshop attendant informed no case of violent or sexual harassment in their working place.</p>	Yes
4.4.5.13	<p>KKSBP Employment policy dated 01/04/2019 signed by Director includes a statement "The employer respect the right of all employees to form or join trade unions of their choice."</p> <p>Review the workers meeting dated 14/07/2021 include agenda of SOP COVID 19, complaint and grievance, housing, PPE, and employee performance review.</p> <p>Microsoft Teams workers interview for general workers, store clerk, oil room worker and workshop attendant informed they understand their right to join the union however they have no interest to join the trade union example Malaysian Trades Union Congress.</p>	Yes
4.4.5.14	<p>KKSBP established Social Policy sign by director dated 01/04/2019 states forbidding any children and young person's labor exploitation.</p> <p>Review on workers list and Microsoft Teams workers interview for general workers, store clerk, oil room worker and workshop attendant indicate no children or young person hired by KKSBP.</p>	Yes
4.4.6.1	<p>KKSBP established Annual Training Program 2021.</p> <p>Review on the training records include attendance list, photos and training material is available and maintained.</p> <p>Example training conducted:</p> <ul style="list-style-type: none"> Briefing on COVID 19 SOP conducted on 14/07/2021 and 09/06/2021 SOP for chemical spillage dated 09/06/2021 SOP for processing dated 09/06/2021 	Yes
4.4.6.2	<p>KKSBP established Training Need Analysis for staffs and workers based on the job descriptions.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Training conducted:</p> <ul style="list-style-type: none"> • HIRARC and General Safety on 09/06/2021 • SOP and SWP for sterilization on 09/06/2021 • SOP and SWP for press station on 09/06/2021. • Emergency response plan and fire drill on 09/05/2021 • COVID 19 guideline on 14/07/2021 and 09/06/2021 • MSPO Policy Training on 19/06/2021 • Safety & health policy on 09/05/2021 • Complaint & grievances briefing on 09/06/2021 	
4.4.6.3	<p>KKSBP establish annual training program for year 2021.</p> <p>Example:</p> <ul style="list-style-type: none"> • Mill operation on September 2021 • Emergency drill (Fire / Chemical Spillage) on April 2021 • Emergency drill (Tank / Pipe burst) on April 2021 • Environmental on March 2021 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>KKSBP established Environmental Policy dated 01/02/2018 signed by Director.</p> <p>The policy describe:</p> <p>Environmental compliance by ensuring operation complies with applicable environment regulation, legislations, customer requirement.</p> <p>Pictorial evidence of policy displayed on mill notice boards has been shared and reviewed.</p> <p>The policy is in English and Bahasa Malaysia.</p> <p>KKSBP conducted policy briefing to workers on 09/06/2021.</p> <p>KKSBP established Environmental Management Plan for year 2021 dated 19/05/2021.</p> <p>Example of content:</p> <p>Area: FFB sterilizer.</p> <ul style="list-style-type: none"> • Negative Impact: <ul style="list-style-type: none"> - Discharge of condensate into monsoon drains. • Management control: 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
	<ul style="list-style-type: none"> - To recover oil at oil room. - To ensure waste water is treated in effluent pond before discharged to natural source. <ul style="list-style-type: none"> • PIC: Supervisor <p>Interview via Microsoft Teams with sampled workers consisting of general worker, oil room worker and workshop attendant informed they understand company policies and information displayed at notice boards.</p> <p>Video evidence of oil recovery at oil room has been shared and reviewed.</p> <p>Interview via Microsoft Teams with oil room worker informed that they maintain the oil trap on weekly basis based on the schedule provided.</p> <p>Reviewed and verified SOP training carried out on 09/02/2021.</p>		
4.5.1.2	a	<p>KKSBP established Environmental policy dated 01/02/2018 signed by Director.</p> <p>The Environmental Management Plan (EMP) has been updated on 09/06/2021.</p> <p>The established environmental objectives are:</p> <ul style="list-style-type: none"> • 100% compliance to licensing requirements • Not more than 600Litre of scheduled waste under code SW 305 generated every 6 months. <p>The environmental objectives remain with no changes as of audit date.</p>	Yes
	b	<p>KKSBP established Environment Aspect Impact Assessment (EAIA) register updated on 18/03/2021.</p> <p>EAIA covers all operations.</p> <p>Aspect and impact analysis for all operations included in the EIA.</p> <p>The EIA consist of environmental aspect, risk, environmental impacts, rating and legal requirements.</p> <p>The environment aspect impact describes major activities / aspect, impact, management control, person in charge, status and completed (Initials / Date).</p> <p>Example of content:</p> <ul style="list-style-type: none"> • Area: Loading ramp; • Major Activity: Smoke emission by FFB lorry / tractor; • Impact: Air Pollution; • Risk: Health hazard; • Situation: Normal; 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Significant rating: 8; Action plan: Advise outside transporter to have regular maintenance for vehicles; PIC: Assistant Manager. <p>Phone interview with Assistant Manager informed that external FFB lorries and CPO tankers are briefed on regular maintenance of vehicle and also to ensure engine is switched off when the vehicle is not in use.</p>	
4.5.1.3	<p>KKSBP EMP include action to mitigate negative impact and promote positive impacts.</p> <p>Example:</p> <p>Activity: Empty Fruit Bunches</p> <ul style="list-style-type: none"> Aspect: Discharge of EFB sludge from shredder and press; Impact: Negative: Water pollution; Management control: Pressing to recover oil at EFB pressing station, produces EFB fibre used as boiler fuel. <p>There are no disposal or dispatch of EFB and used as fuel for boiler operation.</p>	Yes
4.5.1.4	<p>KKSB established CIP 2021.</p> <p>Example:</p> <p>Focus Area: Palm Oil Mill Effluent;</p> <p>Strategy: Implementation of Methane Capture;</p> <p>Status: Ongoing;</p> <p>Positive impact: Reduce in methane emissions.</p>	Yes
4.5.1.5	<p>KKSBP establish training program titled "Annual Training Program Year 2021".</p> <p>Training for workers on environment was carried out as below:</p> <ul style="list-style-type: none"> Environmental Policy dated 09/06/2021; Chemical Spillage dated 09/05/2021; Mill SOP training dated 09/02/2021. 	Yes
4.5.1.6	<p>KKSBP's Environmental committee meeting was conducted on 17/05/2021.</p>	No

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The frequency of the environmental meetings are annually.</p> <p>The meeting was participated by the mill management representatives.</p> <p>Sighted evidence of meeting minutes, agenda and attendance sheet signed by the participants.</p> <p>The meeting on the 17/05/2021 covered topics such as effluent management, changes in environmental management systems and EMS performance monitoring management.</p> <p>Major non-conformity 02:</p> <p>KKSBP has carried out environmental meeting on 17/05/2021. However, there is no evidence of workers participation in the meeting.</p>	
4.5.2.1	<p>KKSBP established records of diesel per tonne FFB from 2017 to 2020.</p> <p>Baseline values for diesel usage has been set on yearly basis.</p> <p>Diesel per tonne FFB is lower in year 2020 compared to the average baseline value.</p> <p>This is due low occurrence of machinery breakdowns.</p> <p>Monitoring of usage of electricity and diesel is on monthly basis.</p> <p>Reviewed and verified monthly diesel usage record for June 2021.</p>	Yes
4.5.2.2	<p>KKSBP budget for diesel consumption for year 2020 has been reviewed and verified.</p> <p>Actual usage of fuel is lower compared to the budget in 2020. This is due low occurrence of machinery breakdowns.</p> <p>Monitoring of diesel usage per ton FFB process is on annual basis. Monthly records of diesel usage monitoring has been shared and reviewed.</p>	Yes
4.5.2.3	<p>KKSBP use fiber and kernel shell as renewable fuel for boiler to generate for steam for mill operation and power generation.</p> <p>Reviewed in the CIP, the erection of methane biogas plant to capture methane gas for electricity generation purposes is still in planning stage.</p>	Yes
4.5.3.1	<p>KKSBP established waste management plan updated 19/05/2021.</p> <p>Waste identification and source of pollution has been addressed;</p> <ul style="list-style-type: none"> • Source of waste: Spent lubricants and its related spare parts are generated from vehicle maintenance; • Management plan: Collection and disposal by DOE approved contractor or vendor • Monitoring and action plan: To call vendor every 6 months or when waste exceeds 20mt. 	Yes
4.5.3.2	<p>a KKSBP established waste management plan updated on 19/05/2021.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Type of waste identified: POME</p> <p>Ways to reduce pollution:</p> <p>POME is treated by IETS (Industrial Effluent Treatment Plant) before discharge to water course.</p> <p>Reviewed and verified training on IETS conducted on 23/06/2021.</p>	
	<p>b</p> <p>KKSBP wastes generated from milling operation are identified and documented in the waste management plan.</p> <p>Stated in the plan fibre, palm kernel shell and EFB are to be used as fuel for boiler operation. Excess EFB not used for boiler will be sold to third party.</p> <p>Reviewed and verified dispatch EFB records on 15/08/2021.</p>	Yes
4.5.3.3	<p>KKSBP established SOP for Chemical handlings.</p> <ul style="list-style-type: none"> SOP Chemical handlings, SOP-MP12 issue/revision 01/01 dated 15/11/2018. SOP Schedule waste, SOP number MP 15, issue / revision 01/01 dated 15/11/2018. SOP describes on reference scheduled waste to comply with EQA regulation 2005 amended 2007. <p>List of identified scheduled waste in the SOP includes SW 102, SW103, SW305, SW 306, SW 404, SW 408, SW 409, SW 410 and SW 422.</p> <p>List of scheduled waste established in the waste management plan including engine oil, hydraulic oil, empty chemical container, oil filter and drums.</p> <p>Monitoring plan has describes to call vendor every 6 months or when waste generates exceeds 20mt, whichever comes first for SW 305 and SW 306.</p> <p>Reviewed and verified scheduled waste disposal records on 12/04/2021.</p> <p>Mill's competent person for scheduled waste is the Engineer.</p>	Yes
4.5.3.4	<p>KKSBP established waste management plan dated 19/05/2021 includes disposal plan for domestic wastes.</p> <p>Domestic wastes: used paper, plastic bottles / containers / rubbish</p> <p>Action plan: Domestic waste collection at 2 times per week by Muar Municipal Council.</p> <p>Interview via Microsoft Teams with sampled workers informed that domestic waste is disposed by the Muar Municipal Council.</p>	Yes
4.5.4.1	<p>KKSBP established waste management plan dated 19/05/2021.</p> <p>Assessment monitoring for polluting activities such as Isokinetic stack emission for Oxide of Sulfur and Oxide of Nitrogen for PM10, PM2.5, NO₂, SO₂, CO and CO₃ has been carried out according to the DOE</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
	<p>license specifications and results of emissions are within the respective specifications.</p> <p>Greenhouse gas emission from diesel mainly Carbon Monoxide (CO) is monitored by fuel monitoring records on a monthly basis.</p> <p>Reviewed and verified diesel monitoring record for June 2021.</p>		
4.5.4.2	<p>KKSBP established action plan to reduce identified significant pollutant and emission for smoke emissions, dust particulates and opacity.</p> <p>The action plan includes monitoring and continuous improvement to reduce GHG Emissions.</p> <p>Example:</p> <p>To install biogas plant</p> <p>Implementation: Installation is still at planning stage;</p> <p>Target: By year 2030.</p>	Yes	
4.5.4.3	<p>KKSPB POME is treated using "Advance Oxidation & Flotation Solution" as further treatment with open pond system.</p> <p>Monthly analysis of POME is carried out by an external laboratory.</p> <p>Sampled test conducted on 17/06/2021 with the BOD result is below permissible limit of 100mg/l under the specifications of the DOE licence for KKSBP.</p> <p>The treated POME is discharge to the waterways according to DOE requirements.</p> <p>The DOE license has been reviewed and verified.</p> <p>Reviewed and verified records of effluent discharge sent to DOE in February 2021.</p> <p>Mill's competent person for effluent treatment plant management is the Mill Manager.</p>	Yes	
4.5.5.1	a	<p>KKSBP updated water management plan updated on 19/05/2021.</p> <p>The plan identified source of water and water usage.</p> <p>Source of raw water: Pumping from Sungai Panchor.</p> <p>Water usage: Mill processing activities</p> <p>KKSBP obtained permit for water abstraction. Sighted exgratia payment for water abstraction by Badan Kawal Selia Air Johor (BAKAJ) for June 2021.</p> <p>Water for workers housing from Syarikat Air Johor (SAJ).</p>	Yes
	b	<p>Outgoing water from the mill effluent tested by SMM accredited external laboratory on 28/05/2021 were reviewed and verified.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Results of parameters for BOD, COD, Total Nitrogen, Ammonical Nitrogen, Total Solids, Suspended Solids, Oil & Grease, Volatile Fatty Acids and Total Alkalinity are within specifications.</p> <p>Example:</p> <p>BOD is below 20 mg/l for analysis conducted on 28/05/2021.</p> <p>Final discharge from effluent pond to waterways is monitored on a monthly basis and reported to DOE.</p>	
c	<p>KKSBP established water management plan updated on 19/05/2021. The plan describes water monitoring as follows:</p> <ul style="list-style-type: none"> To monitor water extract through flow meter at water pump; To record daily use of water. The water usage for mill operation is monitor on monthly basis. Flow meter at water pump is maintained in a good conditions. <p>Water usage records for year 2021 has been shared and reviewed.</p> <p>Water for worker housing from Syarikat Air Johor (SAJ).</p>	Yes
4.5.5.2	<p>KKSBP treat POME using (IETS) Industrial Effluent Treatment Plant) system and discharge into watercourse.</p> <p>Final discharge of POME analysis result dated 28/05/2021 is review and the result for BOD below 20mg/l in accordance to DOE discharge limits.</p> <p>Review on certificates of analysis dated 28/05/2021 result as below:</p> <p>BOD mg/L: 19 (Result A)</p> <p>Suspended Solid mg/L: 200;</p> <p>pH Value: 8.6</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>KKSBP established SOPs for Good Milling Practices for palm oil mill operation dated 18/04/2019.</p> <p>Example of SOPs established;</p> <ul style="list-style-type: none"> FFB grading; Sterilization process; Threshing process; Press station; Boiler station. <p>Example:</p> <p>SOPs training for workers conducted on 09/02/2021.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>KKSBP established the latest COVID-19 procedure by the Ministry of Health titled "Mill guideline to mitigate risk of COVID-19 infection amongst workers".</p> <p>Awareness and preventive measures briefing is being carried out continuously during morning briefings.</p> <p>Reviewed and verified of records of employees registration of body temperature for Covid-19.</p> <p>Interviews via Microsoft Teams with sampled workshop attendant and general workers informed they understand the Covid-19 SOPs.</p>	
4.6.1.2	<p>KKSBP implement best practices.</p> <p>Example:</p> <ul style="list-style-type: none"> • Ambient Air Monitoring carried out on 12/05/2021. • CEMS monitoring below the 150mg/m3 for total PM and below 20% for opacity; • Weighbridge calibration carried out on 08/03/2021. <p>Video evidence of smoke emissions were shared and reviewed. Smoke emissions are in accordance with Ringelmann Chart 2.</p> <ul style="list-style-type: none"> • Boiler man is first grade permitted to operate boiler and is knowledgeable on boiler operations; • Mill manager holds a first grade steam certificate. 	Yes
4.6.2.1	<p>KKSBP established 2 years business plan for year 2020 / 2021.</p> <p>The business plan includes:</p> <ul style="list-style-type: none"> • FFB Processed and CPO production; • Profit and loss accounts; • FFB cost and processing expenditures; • Capital expenditure; • Depreciation; • OER, KER; • Mill improvement capital expenditure. <p>The budget includes:</p> <ul style="list-style-type: none"> • CPO sale price/mt; • PK sale price/mt; • FFB price/mt. <p>Reviewed and verified monthly reporting on to top management for June 2021.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.3.1	<p>KKSB established documentation for product purchasing updated on 25/03/2021.</p> <p>Example purchase order for laboratory dated 06/05/2021 was reviewed. Information stated in quotation and purchase order is product description, quantity, unit of measurement and unit price.</p> <p>Sighted invoice dated 07/05/2021 as evidence of completion of service. Payment has been done on 17/06/2021.</p>	Yes
4.6.3.2	<p>KKSBP established contract agreement with CPO transporters 01/01/2019.</p> <p>The contract period is for three (3) years.</p> <p>The contract agreement includes:</p> <ul style="list-style-type: none"> • Agreement / Duration; • Undertakings by transporter; • Undertaking by company; • Payment; • Termination; • Notices; • Time; • Cost; • Agreement Binding Upon Successors-in-title; • Transportation charges. <p>The agreement is acknowledgment by both parties.</p> <p>Latest payment for service has been carried out on 12/08/2021.</p>	Yes
4.6.4.1	<p>Contract agreement between KKSBP with CPO transporters dated 01/01/2019 is reviewed.</p> <p>The contract stated will encourage continuous commitment towards a sustainable industry by ensuring oil palm product are produced in a sustainable manner adhering to the MSPO requirements.</p> <p>Evidence of COVID-19 screening of all individuals entering the premise with records of information such as name, company/address, and purpose of visit has been shared and reviewed.</p> <p>KKSBP provide an information chit before entering premises and will return back to guard post prior to leaving the premise.</p> <p>Training for contractors for Covid-19 SOP was carried out on 20/06/2021.</p>	Yes
4.6.4.2	<p>Contract agreement between KKSBP with CPO transporters is documented and signed by both parties.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The agreement describes the service, terms of payment and conditions.	
4.6.4.3	<p>KKSBP has issued a notice to the transport contractor on acceptance of external auditors to verify assessments through physical inspections if needed on 08/12/2019.</p> <p>The contractor has acknowledged the notice.</p>	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.
X	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	No non-conformity raised in previous audit.
<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	4	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number < 1 >		
Indicator # and Description	4.2.1.1 The management shall communicate adequate information to other stakeholders on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. (MAJOR)	
Location:	Office	
Description of Finding / Objective Evidence:		
The last external stakeholders meeting carried out on 10/04/2019. However, there is no external stakeholders meeting conducted in year 2020 to communicate on environmental, social and legal issues.		
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
Mode of Audit	<input type="checkbox"/> Remote	<input checked="" type="checkbox"/> Onsite

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Non Conformity Number < 1 >	
Raise by:	Muhammad Khairul Anuar bin Azizul Hasan
Date Raise:	27/10/2020
Deadline for implementation	26/12/2020
Root Cause Analysis (by company):	
The meeting was not being conducted on the year 2020 as precaution on the spread of coronavirus disease (COVID -19).	
Correction (by company):	
KKSBP Mill to send through email a communication letter to all of our stakeholder that cover on environmental, social and legal issue as their acknowledgement.	
Corrective / Preventive Action (by company)	
Mill to conduct annual external stakeholder meeting by following a proper SOP and guideline from KKM for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19). Proposed date is on January 2021.	
In addition, mill to adopt communication by email with the stakeholder whenever the mass meeting can't be conduct during the pandemic to communicate on environmental, safety & health, social and legal issues.	
Review of Correction & Corrective / Preventive Action	
KKSBP has communicate with stakeholders via email as briefing for MSPO requirements.	
Review on communication letter dated 30/11/2020 to 01/11/2020 to stakeholders confirmed the email has been communicated and acknowledge both parties.	
KKSBP has proposed on January 2021 to conduct the physical stakeholders meeting.	
The implementation could be consider as appropriate.	
This will be verified during the next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor:	Date of Closure:
Muhammad Khairul Anuar bin Azizul Hasan	24/11/2020
Review of Implementation	
KKBSP has communicate with stakeholders via official letter for MSPO requirements.	
From document review on the official letter dated 07/11/2021, describes topic of discussion of MSPO MS2530 standards consist of the compliance to the legal requirements and MSPO sustainability policy.	
The stakeholders feedbacks are received with signature and company stamp.	
Thus, the implementation is appropriate.	
Name of Auditor:	Date of Review:
Chan Shi Lie	17/08/2021

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Non Conformity Number < 2 >	
Indicator # and Description	4.4.4.2 The occupational safety and health plan shall cover the following: (MAJOR) b) The risks of all operations shall be assessed and documented j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals
Location:	Office
Description of Finding / Objective Evidence:	
<p>KKSBP did not maintain the safety and health documents to meet DOSH requirement as follow;</p> <p>b) Risk assessment is not updated to address the latest accident occurred.</p> <p>j) KKSBP reported accident of more than 4 days using JKPP 8 form, instead of using JKPP 6 form as accordance to DOSH requirements.</p>	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Mode of Audit	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> Onsite
Raise by:	Mohd Nur Amin bin Mohd Halim
Date Raise:	27/10/2020
Deadline for implementation	26/12/2020
Root Cause Analysis (by company):	
Mill management was not aware that the HIRARC need to be reviewed when there is a new accident occur in the mill.	
Correction (by company):	
Mill management immediately reviewed the existing HIRAC to address the latest accident occurred.	
Corrective / Preventive Action (by company)	
Appointed Safety and health committee to aware and timely monitored the HIRARC so its updated to address the every new accident occurred.	
Review of Correction & Corrective / Preventive Action	
<p>b) Review on HIRARC updated on 24/05/2020, verify document revised with the existing HIRARC for the updated of the assessment on the control measures and residue risks.</p> <p>The existing risk assessment did not evaluate the existing admin control after the accident occurred. The revised assessment evaluate the existing implement admin control of the system. The overall risk is increase from low to medium as compared to existing is low</p> <p>j) Review JKPP 6 Form for accident reporting, verify accident report submit to DOSH through online with reference number JH/SKEM/20/03104 dated on 28/10/2020.</p> <p>The corrective action taken could be consider and NC is closed.</p> <p>Further verification of the implementation will be verified during the next surveillance audit.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor:	Date of Closure:
Mohd Nur Amin bin Mohd Halim	24/11/2020
Review of Implementation	

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Non Conformity Number < 2 >	
The JKPP 8 for year 2020 stated no accident reported from last audit date till December 2020. HIRARC updated on 24/05/2020, verify document revised with the existing HIRARC for the updated of the assessment on the control measures and residue risks. The implementation is appropriated.	
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Review: 17/08/2021

Non Conformity Number < 3 >	
Indicator # and Description	4.1.4.2: The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.
Location:	Office
Description of Finding / Objective Evidence:	
The mechanism for improve practices of new technology, new information and techniques is not establish.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Mode of Audit	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> Onsite
Raise by:	Muhammad Khairul Anuar bin Azizul Hasan
Date Raise:	27/10/2020
Deadline for implementation	26/12/2020
Root Cause Analysis (by company):	
Mill management not established a specific SOP for new technology, new information and technique.	
Correction (by company):	
Mill management to immediately develop a SOP for new technology, new information and technique in order to improve practise.	
Corrective / Preventive Action (by company)	
Mill management will closely monitor on every new incoming technology to ensure its disseminating throughout the workforce effectively.	
Review of Correction & Corrective / Preventive Action	
KKSBP established Flow chart on New Technology Implementation, document number KKSBP/FC/NT dated 12/12/2020. The evidence provided is sufficient to close the NC. The implementation of the flow chart will be review in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Muhammad Khairul Anuar bin Azizul Hasan	Date of Closure: 14/12/2020
Review of Implementation	

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Non Conformity Number < 3 >	
<p>KKSBP established Flow Chart for new technology implementation dated 12/12/2020.</p> <p>The flow chart for new technology implementation include project proposal, confirmation project proposal from service provider, to study on the project proposal which covers the benefits, safety and environments aspect of implementations, budget allocation and approval, project commissioning, evaluation, monitoring, creating of SOPs, trainings and further monitoring for improvement purposed.</p> <p>Thus, the implementation is appropriate.</p>	
<p>Name of Auditor: Chan Shi Lie</p>	<p>Date of Review: 17/08/2021</p>

Non Conformity Number < 4 >			
Indicator # and Description	4.4.6.1 All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. (MAJOR)		
Location:	Office		
Description of Finding / Objective Evidence:			
Training on Advance Oxidation and Flotation System is not included in the training programme year 2020.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Mode of Audit	<input type="checkbox"/> Remote	<input checked="" type="checkbox"/> Onsite	
Raise by:	Muhammad Khairul Anuar bin Azizul Hasan	Date Raise:	27/10/2020
Deadline for implementation		26/12/2020	
Root Cause Analysis (by company):			
Mill management not include Advance oxidation & flotation in the annual training program. All the system installation is completed but system commissioning and trial run had been stopped till now due to the outbreak of Covid – 19 pandemic. Since the boarder was closed due to the pandemic Covid – 19, the expertise from the Poland is unable to continue the pending task.			
Correction (by company):			
From the latest communication with the head of the Poland Engineer, Mr Bartosz Baranowski there is still unclear date to be confirm by the manufacturer to resume NWT system (AOF).			
Corrective / Preventive Action (by company)			
Mill management will closely follow up time to time with the Poland manufacturer on the status of the AOF System on the following:			
<ol style="list-style-type: none"> 1. Approval from Mr Keane on training protocol 2. Final filter cracked and failure in ozone generator 3. DOSH approval – Certificate of Fitness (CF) on Pressure Vessels. 			
Review of Correction & Corrective / Preventive Action			

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Non Conformity Number < 4 >	
Review on the communication letter between KKSBB with manufacturer dated 01/10/2020 confirmed mill has follow up on status next training to be conducted. The AOF System training could not be conducted in year 2020 due to the pending training approval from the manufacturer branch in Singapore. The training approval is required to conduct the training on AOF System in KKSBBP. DOSH approval for pressure vessel certificate of fitness is not obtained. The evidence provided is sufficient to close the NC. The training approval, actual AOF System training and DOSH approval will be verified in the next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Muhammad Khairul Anuar bin Azizul Hasan	Date of Closure: 14/12/2020
Review of Implementation	
Review on Training plan for year 2021 include Advanced Oxidation and Flotation System training. Review on training record for NWT Advanced Oxidation and Flotation System for POME treatment NWT Webinar dated 23/06/2021. The implementation is appropriated.	
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Review: 17/08/2021

4.6. Detail of Remote Audit Findings Identified during This Audit

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

REMOTE AUDIT OUTCOME		
During this remote audit,	2	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number < 1 >			
Indicator # and Description	4.4.5.9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. (MAJOR)		
Location:	Office		
Description of Finding / Objective Evidence:			
Review the oil room operator No. 61 payslip for May 2021 and July 2021 found the overtime are 105 and 125 hours that have exceeded the 104 hours allowed in any one month according to the Employment (Limitation of Overtime Work) Regulation 1980.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui	Date Raise:	17/08/2021

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Non Conformity Number < 1 >	
Deadline for implementation	16/10/2021
Root Cause Analysis (by company):	
Mill management investigated found that worker at the critical station with overtime more than 104HR, and this is happened when the operator needs to cover that post when the operator of the next shift is absent since some critical station required highly experienced workers. E.g.: Oil room, Sterilizer, Press Station.	
Correction (by company):	
Mill management immediately held a discussion with shift supervisor to verify and justify the needs of over time. Shift supervisor and workers had been notified about the limitation of overtime hours that cannot be more than 104hours. Payslip of August 2021 is confirm oil room operator overtime not exceed 104 hours.	
Corrective / Preventive Action (by company)	
Mill management have start implement workers overtime monitoring by using employee attendance checklist to precisely monitor each worker's total over time collected and reviewed weekly.	
Review of Correction & Corrective / Preventive Action	
Review the oil room operator No. 61 payslip for August 2021 confirmed overtimes within overtime limit hours which is 96.50 hours.	
KKSBP monitor workers overtime by monitor employee attendance checklist to ensure monthly total overtime hours not exceed 104 hours.	
The non-conformity corrective action is appropriately implemented and closed.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 13/09/2021
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number < 2 >	
Indicator # and Description	4.5.1.6 Management shall organize regular meetings with workers where concerns of workers about environmental quality are discussed.
Location:	Office
Description of Finding / Objective Evidence:	
KKSBP has carried out environmental meeting on 17/05/2021. However, there is no evidence of workers participation in the meeting.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by: Navin Baskram	Date Raise: 17/08/2021
Deadline for implementation	16/10/2021
Root Cause Analysis (by company):	

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Non Conformity Number < 2 >	
Environmental meeting was carried out but only participated by Mill manager, Engineers, office staff and each of head department and not included workers.	
Correction (by company):	
Mill had conducted a second environmental meeting for the year 2021 and include workers together as a participant dated 01/09/2021.	
Corrective / Preventive Action (by company)	
Mill workers will be invited on regular basis twice a year for environmental meeting.	
Review of Correction & Corrective / Preventive Action	
Review the environmental meeting records and participation list dated 01/09/2021 the meeting attended by management and workers.	
The non-conformity corrective action is appropriately implemented and closed.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 13/09/2021
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.	Office	KKSBP may consider improve approach of training for MSPO policy and fire drill.
2.	4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.	Office	KKSBP could improve environmental improvement plan to include positive impacts.

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5. CONCLUSION

Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct ASA 02 audit for its mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

There are 2 Major NC raised in this audit and closed out successfully. There is 0 Minor NC raise during this audit.

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

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

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

Certified CPO January to December 2020:	59,022	mt
Certified PK January to December 2020:	20,080	mt
Projected CPO August to December 2021:	30,610	mt
Project PK August to December 2021:	7,963	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, 25/08/2021

Sharon Pui Ling Wui
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 14/09/2021

Cheong, Chun Yuen (Robert)
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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Audit Type: ASA 02

Mode of Audit: Remote



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