

# MSPO CERTIFICATION SUMMARY REPORT

**KAM CHEONG PLANTATIONS SDN. BHD**

**SURVEILLANCE 02**

Remote Audit Date: 15/07/2021 - 16/07/2021

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## MSPO Certification Summary Report

Company Name: Kam Cheong Plantations Sdn. Bhd

Certifying Unit: Kam Cheong Plantations Sdn. Bhd

Client Number: 92-094

Audit Type: ASA 02

Mode of Audit: Remote



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### Abbreviations

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

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### 1. INTRODUCTION

Kam Cheong Plantations Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance two (02) audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

#### 1.1. Objective

The objective of this surveillance two (02) audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

#### 1.2. Scope

The assessment is based on the documentation established by Kam Cheong Plantations Sdn. Bhd.

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

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

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

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

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

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

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

##### Qualification of the Lead Auditor (Trainee): Navin Baskram

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;	Bachelor in Biotechnology and Master in Environmental Management.

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	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.
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.	Completed 20 man days requirement to qualify as auditor. Currently undergoing process of completing 15 man days as trainee lead auditor for qualification as Lead Auditor.
Field working experience in the palm oil sector or demonstrable equivalent	Four (4) years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Four (4) years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO9001 standard for Lead Auditors.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO45001 standard for Lead Auditors.
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 ISO14001 standard for Lead Auditors.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Successfully completed High Conversation Value Assessment training.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in both Bahasa Malaysia and English.

### Qualification of Team Member(s)

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Khairul Anwar Bin Ismail	Graduate in Agricultural Science	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Khairul Anwar Bin Ismail	Successfully completed MS2530 series of standards for Lead Auditors	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Khairul Anwar Bin Ismail	Qualified as auditor.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Khairul Ismail Anwar Bin	5 years working experience in oil palm plantation.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Ismail Anwar Bin	5 years working experience in oil palm plantation.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Khairul Ismail Anwar Bin	Successfully completed SA 8000 Basic training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Completed High Conversation Value assessment	Khairul Ismail Anwar Bin	Attended and completed the HCV-HCS for producers online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Khairul Ismail Anwar Bin	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 operational personnel, workers, contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

The annual surveillance two (02) is conducted in accordance to the certification procedure.

### Surveillance two (02) Audit:

Surveillance two (02) audit conducted remotely from 15/07/2021 – 16/07/2021 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
- Estate map
- Land title(s)
- Standard Operating Procedures
- Work Flow Charts
- Management Plans
- Operating licenses and approvals
- Operating records
- Training records
- Applicable Legislation Documents
- Virtual inspection of estate(s) facilities and field activities;



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- Virtual interview operation personnel and field workers for understanding of work assigned;
- Virtual stakeholders communication; If required
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit.

### Remote Assessment

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

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

This remote audit is conducted in accordance to MPOCC Updated Circular (22 March 2021) Guidance on Remote Audits due to Covid-19 Pandemic on travelling restrictions.

The remote audit follow the IAF MD4:2018 and as guided by the ISO 9001 Auditing Practices Group Guidance on Remote Audits.

The communication tool applied for remote audit are WhatsApp, Microsoft Teams and Telephone.

For the annual surveillance two (02) audit, Kam Cheong Plantations Sdn. Bhd has 1 estate. Therefore, no selection required.

### Non-conformance:

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

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

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### 3. ORGANISATION INFORMATION

Kam Cheong Plantations Sdn. Bhd is an oil palm plantation company with head office located at Block 11, Lot 94 Prima Square II, Sandakan and estate located at Mile 45 and Mile 25 Sabah, Malaysia.

The details of the divisions as below:

Name of Division	Location	Coordinates
Kam Cheong Plantations Sdn. Bhd – Mile 25	Batu 25, Jalan Sandakan – Kota Kinabalu	5.82382 N ; 117.81417 E
Kam Cheong Plantations Sdn. Bhd – Mile 45 Lungmanis	Batu 45, Jalan Sandakan - Kota Kinabalu	5.68698 N ; 117.66970 E

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (January 2021 to December 2021)
	Total*	Production**	
Kam Cheong Plantations Sdn. Bhd. – Mile 25	209.30	157.71	1,138.00
Kam Cheong Plantations Sdn. Bhd. – Mile 45 Lungmanis	669.36	591.06	1,5825.75
<b>Total</b>	<b>878.66</b>	<b>748.77</b>	<b>16,963.75</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Estate or Division

Year / Estate or Division	Mile 25 Division	Mile 45 Division
1997	-	34.69
1998	-	72.77
1999	-	219.27
2000	-	82.64
2014	9.84	-
2016	32.94	40.72
2017	-	45.21
2018	30.49	70.76
2019	-	-
<b>Total Mature</b>	<b>73.27</b>	<b>566.06</b>

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2020	38.46	-
2021	45.98	25
<b>Total Immature</b>	<b>84.44</b>	<b>25</b>
<b>Total</b>	<b>157.71</b>	<b>591.06</b>

### 3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each estate or division		Total area to be replanted (ha)
	Mile 25	Mile 45	
2024	-	90	90
2025	-	90	90
2026	-	90	90
2027	-	70	70
2028	-	69.37	69.37
<b>TOTAL</b>	<b>-</b>	<b>409.37</b>	<b>409.37</b>

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### 3.4. Maps of Estate Location

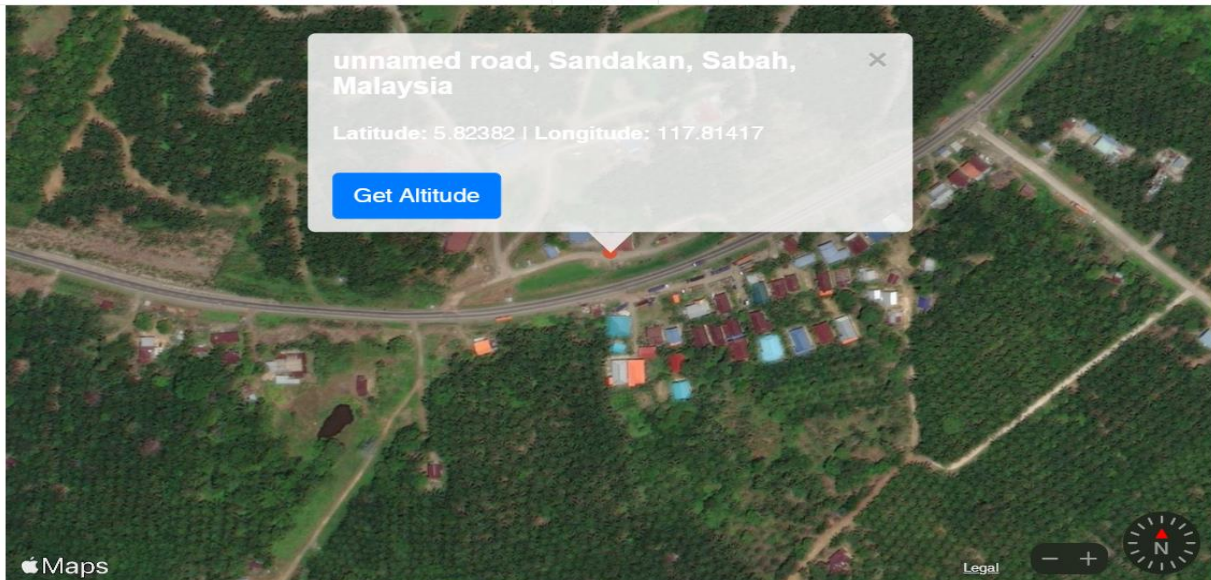


Figure 1: Location of Mile 25 division

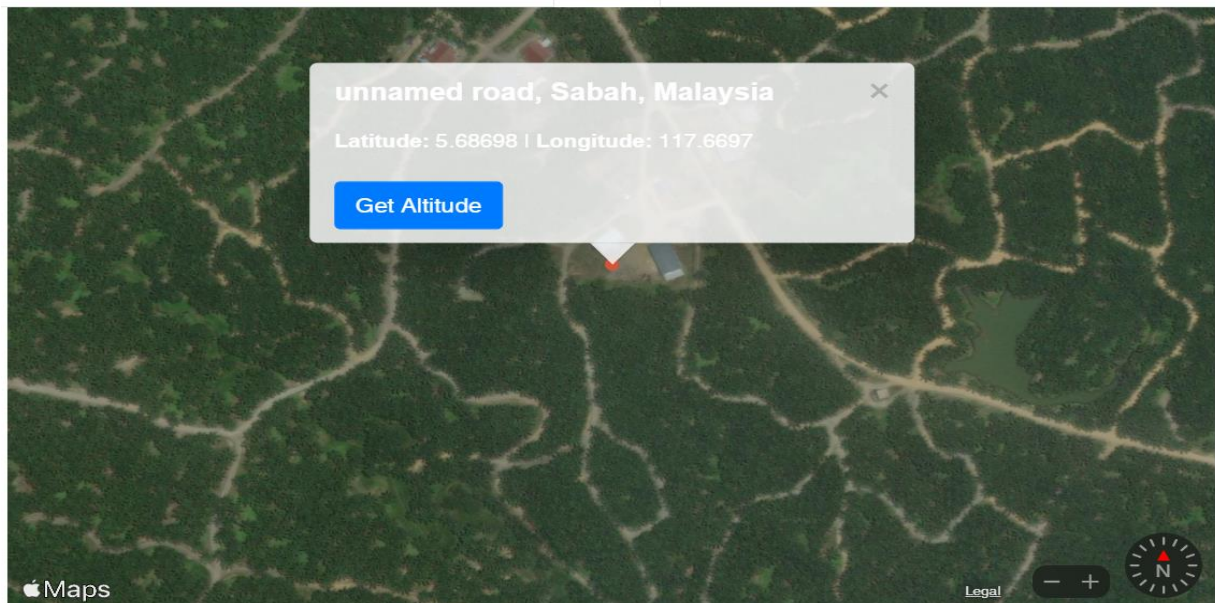


Figure 2: Location of Mile 45 division

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA Two (02)

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

##### 4.1.1. Surveillance Two (02):

The Remote Surveillance two (02) audit is conducted from 15/07/2021 to 16/07/2021 covering Kam Cheong Plantations Sdn. Bhd.

During the last onsite surveillance one (01) audit, there are two (02) Majors and one (01) Opportunity for Improvement (OFI) raised.

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

Action plan is submitted for Minor non-conformance raised during this audit with implementation review during the next audit.

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

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

#### 4.2. Stakeholders' Consultation

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 16/06/2021 to announce the audit of the certified unit. As at audit date from 15 to 16/07/2021 there are no comments received.

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### 4.3. Summary of Assessment

#### Principle and Criteria Assessment Summary

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Kam Cheong Plantations Sdn Bhd (KCPSB) established Sustainability policy dated 26/03/2019 signed by Chief Executive Officer.</p> <p>Sustainability policy is available in English language, document no.: KC/P/Sustainability/1/2019 and Bahasa Malaysia language, document no.: KC/P/KEMAMPANAN/1/2019.</p> <p>The policy states:</p> <ol style="list-style-type: none"><li>1. Compliance to all relevant legal and MSPO requirements;</li><li>2. Commitment to continuous improvement;</li><li>3. Protection and conservation of high conservation values;</li><li>4. Protection of rare, threatened and endangered species in high conservation value areas;</li><li>5. Improving or use the latest technology to improve the process, water conservation and waste management or recycling;</li><li>6. Doing good agricultural practices in farming;</li><li>7. To ensure this policy is adopted and communicated through communication and ongoing training.</li></ol> <p>Pictorial evidence of policy displayed at notice boards for both divisions has been shared and reviewed.</p> <p>Phone call interviews with loaders, harvesters and general workers informed, they are briefed on MSPO policy.</p> <p>Reviewed and verified briefing records dated 25/05/2021.</p>	Yes
4.1.1.2	<p>KCPSB MSPO policy dated 26/05/2021 includes a statement on commitment to continuous improvement.</p> <p>The policy include the continual improvement statement in 'No. 2 Commitment to Continuous Improvement to meet MSPO requirement.'</p> <p>KCPSB is committed to sustainability development and continuous improvement on estate operation through MSPO standard.</p>	Yes
4.1.2.1	<p>KCPSB established Internal Audit procedure dated 10/07/2019.</p>	Yes



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The procedure states in section 6.1.2 (viii) 'The minimum number of internal audit at least once a year to cover all the applicable elements and above factors mentioned'. Additional, unplanned internal audits can be conducted, under certain unusual circumstances.</p> <p>KCPSB has conducted internal audits for both divisions as follows:</p> <ol style="list-style-type: none"> <li>1. Mile 25: Site inspection on 02/04/2021;</li> <li>2. Mile 45: Site inspection on 02/04/2021.</li> </ol> <p>Documentation audits for both divisions on 02/04/2021.</p> <p>The internal audit result has identified root cause, action plan, grading of non-conformity, timeframe to be resolved, strong and weak points.</p> <p>Example:</p> <p>Strong points: Establishment of SOPs which are being implemented adequately;</p> <p>Weak points: Awareness of tractor drivers in compliance with estate SOPs.</p>	
4.1.2.2	<p>KCPSB established Internal Audit procedure dated 10/07/2019.</p> <p>Outcome of audit is documented in audit report dated 02/04/2021.</p> <p>Example:</p> <p>Nonconformity: Poor waste segregation in landfill;</p> <p>Grade: Minor non-conformity;</p> <p>Timeframe: Ten (10) days;</p> <p>Root cause: Tractor driver does not understand SOP in waste management;</p> <p>Corrective action: To place SOP signboard at landfill;</p> <p>Status: Closed on 12/04/2021.</p> <p>Pictorial evidence of SOP displayed at landfill has been shared and verified to review the effectiveness of implementation.</p>	Yes
4.1.2.3	<p>KCPSB Internal audit results are presented in the management review meeting conducted on 02/04/2021.</p> <p>The outcome of the internal audit and status of the action plans are included in the management review.</p>	Yes
4.1.3.1	<p>KCPSB conducted management review meeting on 03/05/2021.</p> <p>Management review is carried out on an annual basis after the internal audit.</p> <p>The meeting agenda includes:</p> <ol style="list-style-type: none"> <li>1. Internal audit results;</li> </ol>	Yes

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Principle 1: Management Commitment & responsibility																		
Indicator	Summary of Assessment	Compliance																
	<div>2. Continuous improvement program;</div> <div>3. Complaint and grievances;</div> <div>4. Stakeholders meeting reporting.</div>																	
4.1.4.1	<div>KCPSB established Continuous Improvement Plan (CIP) updated on 10/01/2021.</div> <div>The CIP covered impacts related to social, safety and health and environmental.</div> <div>Example:</div> <div>Social</div> <table><tr><td>Improvement Action</td><td>Covid-19 vaccine</td></tr><tr><td>Expected outcomes</td><td>Protected from Covid-19 virus</td></tr><tr><td>Time line monitoring</td><td>2021-2022</td></tr><tr><td>Responsibility</td><td>Safety Manager</td></tr></table> <div>Workers vaccination is still in progress as vaccination appointments are given by the Ministry of Health and organized by the state government.</div> <div>Example:</div> <div>Environment</div> <table><tr><td>Improvement Action</td><td>Water traps at every housing or labour line</td></tr><tr><td>Expected outcomes</td><td>Block oil to water course</td></tr><tr><td>Time line monitoring</td><td>2020-2022</td></tr><tr><td>Responsibility</td><td>Manager</td></tr></table> <div>Pictorial evidence of ongoing water trap construction at labour line has been shared and reviewed.</div>	Improvement Action	Covid-19 vaccine	Expected outcomes	Protected from Covid-19 virus	Time line monitoring	2021-2022	Responsibility	Safety Manager	Improvement Action	Water traps at every housing or labour line	Expected outcomes	Block oil to water course	Time line monitoring	2020-2022	Responsibility	Manager	Yes
Improvement Action	Covid-19 vaccine																	
Expected outcomes	Protected from Covid-19 virus																	
Time line monitoring	2021-2022																	
Responsibility	Safety Manager																	
Improvement Action	Water traps at every housing or labour line																	
Expected outcomes	Block oil to water course																	
Time line monitoring	2020-2022																	
Responsibility	Manager																	
4.1.4.2	<div>KCPSB established flowchart for new technology information and technique dated 15/07/2019.</div> <div>Flow chart describes the process for implementation new technology:</div> <div><div>• Communication;</div><div>• Implementation;</div><div>• Monitoring for further improvement.</div></div> <div>External stakeholders are informed on the flowchart for new technology information and technique via google forms dated 25/05/2021.</div> <div>No new techniques or new technology implemented currently by KCPSB.</div>	Yes																
4.1.4.3	<div>KCPSB established the flowchart for new technology information and technique with document revision dated 15/07/2019.</div>	Yes																



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The flow chart states involvement with workers on the implementation of new technology, information and technique, to provide training when required once technology or equipment has been approved for implementation.</p> <p>No new techniques or new technology implemented currently by KCPSB.</p>	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>KCPSB established the list of stakeholders dated 21/06/2020, doc ref.: KC/LIST.STAKEHOLDER/01 includes NGOs, surrounding communities, schools, government authorities, collection centers, suppliers and transporters.</p> <p>KCPSB conducted stakeholders meeting dated 30/05/2021.</p> <p>During remote documents review, the stakeholders meeting minute include consultation and communication SOP, social, environment, safety and legal matters topics.</p>	Yes
4.2.1.2	<p>KCPSB established list of publicly available management documents, dated 06/01/2020.</p> <p>The document is available in Malaysian language.</p> <p>Example of publicly available document upon request and confidential:</p> <ul style="list-style-type: none"> <li>i. MPOB license;</li> <li>ii. Estate Map.</li> </ul> <p>Example of confidential documents:</p> <ul style="list-style-type: none"> <li>i. Payroll;</li> <li>ii. Contract agreement.</li> </ul> <p>Remote photos review, the list of publically available and confidential document are displayed at notice board.</p> <p>Phone call interviews with loaders, harvesters and general workers informed they had been briefed on publicly and confidential documents dated on 07/05/2021.</p>	Yes
4.2.2.1	<p>KCPSB establish flowchart of consultation and communication dated 20/03/2019.</p> <p>The flowchart describe:</p> <ul style="list-style-type: none"> <li>i. Communication to employee and stakeholders;</li> <li>ii. Enquiry / issue from employee and stakeholders.</li> </ul> <p>KCPSB conducted stakeholders consultation and communication meeting dated 30/05/2021.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	During remote documents review, the stakeholders meeting minute included consultation and communication SOP, social, environment, safety and legal matters topics.	
4.2.2.2	<p>KCPSB appoints Estate Manager as person in-charge for consultation and communication.</p> <p>Remotely reviewed the appointment letter dated 01/01/2021.</p> <p>External stakeholders are informed on consultation and communication person in charge during stakeholders meeting dated 30/05/2021.</p> <p>Phone call interviews with loaders, harvesters and general workers informed they had been briefed on consultation and communication person in charge dated on 07/05/2021.</p>	Yes
4.2.2.3	<p>KCPSB established the list of stakeholders dated 21/06/2020, includes NGOs, surrounding communities, schools, government authorities, collection centers, suppliers and transporters.</p> <p>Remotely reviewed the request record, all document requested by stakeholders response within one day.</p>	Yes
4.2.3.1	<p>KCPSB establish traceability procedure, document number: KC/TRACEABILITY/0/2019 dated 10/05/2019.</p> <p>The procedure describes:-</p> <ol style="list-style-type: none"> <li>Identification, registration of documentation and type of document store;</li> <li>Implementation and monitoring of records by management to ensure the traceability system are accordingly;</li> <li>Retention of traceability record kept as accordance with minimum to five (5) years;</li> <li>Frequency of traceability record by annual management review meeting;</li> <li>List of records in plantation crop production that should be available for the inspection.</li> </ol> <p>Remotely reviewed the FFB record book, delivery note and weighbridge ticket.</p> <p>Example of delivery order number:</p> <p>Date: 05/07/2021;</p> <p>Division: Mile 45, Lungmanis;</p> <p>Delivery Order Number: 55304;</p> <p>Delivered to: LCH Palm Oil Mill;</p> <p>Lorry no.: SS6501L;</p> <p>MSPO Cert. No.: 04 300 92 094;</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Nett weight: 13.44 M/tons. Example of weighbridge ticket from mill: Ticket Number: 041425; Date: 05/07/2021; Delivery Order Number: 55304; Lorry number: SS6501L; Nett weight: 13.44 M/tons.	
4.2.3.2	KCPSB conduct traceability inspection on daily, weekly and monthly basis by Field Staffs, Chief Clerk and Estate Manager.  Reviewed the internal audit report, the report includes inspection for traceability system with no findings raised during the internal audit conducted on 02/04/2021 for both divisions.  Remotely reviewed the FFB sales and delivery records for June 2021 records updated and well maintained.	Yes
4.2.3.3	KCPSB appointed Chief Clerk as person in charge for maintaining the traceability system for Mile 25 and 45.  Remotely reviewed the appointment letter dated 01/01/2021	Yes
4.2.3.4	KCPSB established records of sales and delivery on daily, weekly and monthly basis kept at estate office.  Review on the records such as delivery chit to mill weighbridge are available. Unique number is captured in estate weighbridge ticket and mill weighbridge ticket.  Reviewed and verified records of FFB sales from year 2019 to 2020.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	KCPSB established Legal Register updated on 10/07/2021. Example of legal register: <ul style="list-style-type: none"><li>• Pesticide Act 1974;</li><li>• Malaysian Palm Oil Board Act 1998;</li><li>• Prevention and Control of Infectious Diseases (Measures within the Infected Local Areas) regulation 2020.</li></ul> KCPSB established List of Permit & Licenses dated 01/07/2021. Example of permits and licenses: <ul style="list-style-type: none"><li>• MPOB license remains valid date 01/09/2019 – 31/08/2020;</li></ul>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Trading licenses, No: A405649, valid date 05/01/2021 – 04/01/2021.</li> </ul>	
4.3.1.2	<p>KCPSB established Legal Register dated 01/07/2021.</p> <p>Remote review of legal register, the applicable requirements for estate as follow:</p> <ul style="list-style-type: none"> <li>Prevention and Control of Infectious Diseases (Measures within the Infected Local Areas) regulation 2020;</li> <li>Environmental Quality Act 1974;</li> <li>Immigration Act 1959/1963;</li> <li>Occupational Safety and Health Act 1994 (Act 514).</li> </ul>	Yes
4.3.1.3	<p>KCPSB legal register is established on 02/01/2020 and updated on 01/07/2021.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Prevention and control of Infectious Disease Act 1988 Regulation &amp; Order 2020.</li> </ul>	Yes
4.3.1.4	KCPSB appointed the head office administrative clerical staff as person for updating legal documents, regulations and licenses dated 01/01/2021.	Yes
4.3.2.1	<p>KCPSB land titles are Country Lease and Provincial Lease issued by Sabah State Land Office.</p> <p>There is no diminish of land use rights of other users.</p>	Yes
4.3.2.2	<p>KCPSB land titles are Country Lease and Provincial Lease issued by Sabah State Land Office with tenure of 99 years lease period for both divisions.</p> <p>Reviewed the land titles, actual use of the land is agricultural of economic value.</p>	Yes
4.3.2.3	<p>Land titles include map consist of title number, size in acre and boundary stone numbers.</p> <p>Remote photos reviewed, boundary marker is marked with a boundary stone and wooden stick of red and white colour.</p>	Yes
4.3.2.4	KCPSB land titles are issued by Director of Lands and Surveys, Sabah. Therefore, no land disputes.	Yes
4.3.3.1	<p>KCPSB land titles are Country Lease and Provincial Lease issued by Director of Lands and Surveys, Sabah.</p> <p>There are no native or customary sub-lease land in KCPSB for both divisions.</p>	Yes
4.3.3.2	KCPSB land titles are Country Lease and Provincial Lease issued by Director of Lands and Surveys, Sabah.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	There are no native or customary sub-lease land in KCPSB for both divisions.	
4.3.3.3	KCPSB land titles are Country Lease and Provincial Lease issued by Director of Lands and Surveys, Sabah.  There are no native or customary sub-lease land in KCPSB for both divisions.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	KCPSB established Social Impact Assessment (SIA) dated 11/05/2021.  The SIA include information from internal and external stakeholders collected from survey and feedback.  Review on the SIA report, described in section 8.0 the assessment results, positive and negative impacts, monitoring plan to promote positive and mitigate negative, timeline and person in charge (PIC).  Example: Negative Impact;  Issue: Poor condition of office chair and table;  Mitigation: To replace and provide with new chair and table;  PIC: Estate Manager;  Time frame: 2021;  Expected completion time: December 2021;  Based on photo review, new table and chair had been provided.  Positive impact: COVID-19 vaccination;  Promote action: To monitor closely the worker vaccination programmed;  PIC: General Manager;  Time: On going.  Remote documents review, the vaccination for workers had been requested dated 07/07/2021. All workers had been included.	Yes
4.4.2.1	KCPSB established complaint and grievances flow chart available in English language, document number: KC/ADUAN/1/2020 dated 01/01/2020 and Bahasa Malaysia language, document number KC/ADUAN/2018 dated 31/12/2018.  Pictorial evidence of the flow chart displayed at estate notice board at both division has been shared and reviewed.  Time frame to resolve complaints and grievances is within 30 days and if out of Estate manager jurisdiction it will be forwarded to Top management and to be resolve within 60 days.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Phone call interviews with loaders, harvesters and general workers informed they had been briefed on complaint and grievance procedure dated 31/05/2021.	
4.4.2.2	KCPSB established complaints form and available at estate office. Complaint record reviewed, no complaints lodged from year 2020 till the audit date.	Yes
4.4.2.3	The complaint and grievance form is available near the office complaint box that can be access by all workers. Pictorial evidence of complaint box has been shared and reviewed.	Yes
4.4.2.4	Complaints and Grievance flow chart available at notice board for both divisions. Pictorial evidence of complaints and grievance flow chart displayed at notice boards has been shared and reviewed. Briefing on complaints and grievance flow chart conducted as follows: Mile 25: 03/05/2021; Mile 45: 31/05/2021.	Yes
4.4.2.5	Remotely reviewed the complaints and grievances record for KCPSB Mile 45 and 25, there is no complaint lodged as of audit date. The complaints record are maintained since April 2019 until audit date.	Yes
4.4.3.1	KCPSB provides job opportunity to local communities for estate operations and office admin.	Yes
4.4.4.1	KCPSB established Safety & Health Policy dated 26/03/2019 signed by Chief Executive Officer. The policy states that "Kam Cheong Plantations Sdn Bhd the farm is committed by giving priority to the aspects of safety, health and environment for all staff. Fulfilling this goal is one of the main objectives of management as well as the responsibility of all parties related to those." The policy is available at estate notice board. Pictorial evidence of policy displayed at notice boards has been shared and reviewed. Phone call interviews with loaders, harvesters and general workers consisting informed, they are briefed on safety and health policy dated 19/03/2021.	Yes
4.4.4.2	a KCPSB safety & health policy is available at estate notice boards. Phone call interviews with loaders, harvesters and general workers informed, they are briefed on safety and health policy dated 19/03/2021.	Yes
	b KCPSB established HIRARC dated 01/01/2021 by work area for each activity.	Yes

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Indicator	Summary of Assessment	Compliance
	<p>The HIRARC table describes the activities, hazard, risk and effects, risk assessment, control measures, residue risk and date review.</p> <p>Example:</p> <p>Reviewed date: 01/01/2021;</p> <p>Activity: Pass through the road with high voltage area;</p> <p>Hazard: High Voltage Area;</p> <p>Effect: Electric Shock;</p> <p>Risk rating before control: C1, L2, Risk score Low;</p> <p>Control Measures: Training and Signage;</p> <p>Residue risk: C1, L1, Risk score Low.</p> <p>Remote photos review, warning signage had been installed near to electric cable area.</p>	
c i	<p>KCPSB established Annual Training Programme for 2021 dated 01/01/2021.</p> <p>Remote review of training record for safety work practice as follow:</p> <ul style="list-style-type: none"> <li>Miles 25; Chemical Handling and PPE dated 04/05/2021;</li> <li>Miles 45; Chemical Handling and PPE dated 03/05/2021.</li> </ul>	Yes
c ii	<p>Remote photo review of SDS for chemicals are displayed and updated. Chemicals are stored in proper storage facilities with sufficient ventilations.</p> <p>SDS available in dual language, English and Bahasa Malaysia.</p>	Yes
d	<p>KCPSB established records of PPEs issuance and review on the records are maintained and updated.</p> <p>Type of PPE for activity in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: Chemical Spraying</p> <p>PPE: Nitrile Glove, Goggles, Apron, N95 respirator, rubber boots.</p> <p>Workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA. This have further crosscheck with PPE issuance record and phone call interview with loaders, harvesters and general workers.</p> <p>CHRA conducted on date 12/01/2017 and valid for five (5) years.</p>	Yes
e	<p>KCPSB established List of SOP, doc KC/LIST.SOP/0/2019 dated 20/07/2019.</p> <p>The list includes:</p> <ul style="list-style-type: none"> <li>SOP for chemical spraying document ref.: KC/SOP/15/0/2016;</li> </ul>	Yes

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Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>SOP for chemical handling at chemical store document ref.: KC/SOP/0/2019;</li> <li>SOP for triple rinsing document ref.: KC/SOP/1/0/2019;</li> <li>SOP for premixing document ref.: KC/SOP/6/0/2019.</li> </ul> <p>Photo review and phone call interview with estate store keeper informed all chemical containers with original label or packaging.</p>	
f	<p>KCPSB appointed health and safety coordinator to oversee the health and safety aspects of all operations activities.</p> <p>Remotely review the appointment letter dated 10/06/2018.</p>	Yes
g	<p>KCPSB conducts Occupational Safety and Health meeting on quarterly basis attended by estate management and workers.</p> <p>The last two quarters meeting held on 26/01/2021 and 26/03/2021.</p> <p>Remote review of latest OSH minutes of meeting conducted dated 26/03/2021. The agenda in meeting consist of safety &amp; health matters, workplace inspection and others matter are available.</p> <p>KCPSB OSH Committee reported zero (0) incident with zero (0) day Loss Time Injury (LTI).</p>	Yes
h	<p>KCPSB established Accident and Emergency Procedure dated 30/09/2019 and Fire Emergency Procedure dated 20/12/2018.</p> <p>Emergency evacuation layout plans and contact details available at estate office and housing notice boards at both divisions.</p> <p>Remote document review, KCPSB conduct ERP Fire SOP training dated on 27/04/2021.</p> <p>COVID-19 guidelines and procedures briefed to all worker on 24/04/2021.</p>	Yes
i	<p>First aid training attended by KCPSB estate manager and OSH staff on 24/04/2021.</p> <p>Emergency contact numbers are available at both divisions' notice boards.</p> <p>Pictorial evidence of emergency contact displayed at notice boards has been shared and reviewed.</p> <p>First aid kit available in housing compound and field activities such as harvesting, chemical and fertilizer store.</p> <p>Phone call interviews with loaders, harvesters and general workers informed the first aid kits are available at office and estate operation.</p>	Yes
j	<p>KCPSB maintain records of injuries and presented during quarterly safety and health meeting.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		JKKP 8 reported for year 2020 submission by KCPSB dated 11/01/2021 reported with no accident and zero lost days.  Remotely review the 2020 and 2021 records of injuries there is no incident recorded.	
4.4.5.1	<p>KCPSB established Ethical &amp; Human Rights Policy dated 26/03/2019 signed by Chief Executive Officer and made available at both divisions notice board.</p> <p>Briefing on the policy conducted on 08/04/2021 for Mile 25 and 20/05/2021 for Mile 45.</p> <p>Phone call interviews with loaders, harvesters and general workers informed, they had been briefed on Social and Human Right policy.</p>		Yes
4.4.5.2	<p>KCPSB established Ethical &amp; Human Rights Policy dated 26/03/2019 signed by Chief Executive Officer and made available at both divisions notice board.</p> <p>The policy include declaration that the management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion,</p> <p>Briefing on the policy conducted on 08/04/2021 for Mile 25 and 20/05/2021 for Mile 45.</p> <p>Phone call interviews loaders, harvesters and general workers informed, they had been briefed on Social and Human Right policy.</p> <p>Remotely review the complaint record, no complaint lodged for related the discrimination issue.</p>		Yes
4.4.5.3	<p>KCPSB established contract agreement for workers in accordance to Sabah Labour Ordinance and Minimum Wage Order 2020.</p> <p>Workers are paid either daily rate or piece rate.</p> <p>The contract agreement are signed by workers and management.</p> <p>KCPSB established list of piece rate implemented started in year 2020 for piece rated work.</p> <p>Phone call interviews with loaders, harvesters and general workers informed they are briefed on the list of piece rate and agreed with the rate pay.</p> <p>The pay slip indicates the workers pay in line with Minimum Wage Order and list of piece rate.</p> <p>Workers who are on piece rated are determine based on historical performance for each task.</p>		Yes
4.4.5.4	<p>KCPSB monitored contractor workers pay based on pay slip provided.</p> <p>During remote review of contractor's workers wages, they are paid according to the task work as describe in the agreement with KCPSB.</p>		Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.5	KCPSB established summary records of workers for both Mile 25 and Mile 45 divisions.  The summary records include details such as name, no passport or IC, gender, nationality, date of birth, date of entry and job description.	Yes
4.4.5.6	KCPSB Employment agreement for workers contents are in line with Sabah Labour Ordinance 1950, Chapter 67.  Remote review of contract employment consist of worker particulars, workers job, salary, type of allowances and leave entitlement duly signed by both the management and worker.  Employment agreement signed by workers and management.  Phone interviews with loaders, harvesters and general workers informed they received the signed copy of employment agreement and briefed on the content of agreement.	Yes
4.4.5.7	KCPSB use the morning roll call to monitor workers reporting for work.  Working hours are stated in the worker contract agreement. Overtime is not implemented by the estate.  Sighted workers attendance records for month of June 2021 for both Mile 25 and Mile 45 divisions.  Phone call interviews with loaders, harvesters and general workers, they understand on the working hours.	Yes
4.4.5.8	KCPSB established working hours and display at the notice board for both divisions.  The work hours are as follows:  Workshop and field workers  Working time:  5.30 am until 10.30 am;  11.00 am until 2.00 pm.  Rest time:  10.30 am until 11.00 am.  Phone call interviews with loaders, harvesters and general workers informed they had been briefed on the working hours as stated in their employment agreement.	Yes
4.4.5.9	KCPSB provide pay slips to all workers documenting the wage, overtime, holiday pay, SOCSO and EPF deductions for local workers.  Workers are paid either piece rate or daily rate.  Remotely reviewed the workers' pay slip for June 2021, the workers monthly pay in line accordance to Minimum Wage Order and and list of piece rate.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.10	KCPSB provides social benefits such as harvesting incentives, housing, medical, annual and medical leave and listed in the work contract.	Yes
4.4.5.11	KCPSB adopted the industry best practices for workers housing quarters with water, electricity, crèche for foreign worker's children, recreational area and gardening area are provided.  Photo review and phone call interviews with loaders, harvesters and general workers informed the living quarters includes basic amenities.	Yes
4.4.5.12	KCPSB established Sexual Harassment policy dated 26/03/2019 signed by Chief Executive Officer and displayed at both divisions notice board.  The Policy states: <ul style="list-style-type: none"> <li>i. To make sure employment condition free from sexual harassment;</li> <li>ii. Company commitment to act as soon as possible upon complaint and impose disciplinary action against convict.</li> </ul> There are no complaints related to sexual harassment.  Phone call interviews with loaders, harvesters and general workers informed they had been briefed on Sexual Harassment policy dated 20/05/2021.	Yes
4.4.5.13	KCPSB established Ethical and Human Rights Policy dated 26/03/2019 signed by Chief Executive Officer include a statement respects the rights of freedom of association.  There is no union form by workers in KCPSB.  KCPSB conduct social meeting once a year as a platform for workers to raise any concerns on social related matters. Social meeting conducted as follows:  Mile 25: 25/02/2021; Mile 45: 02/07/2021.  Phone call interviews with loaders, harvesters and general workers informed they have no interest to form or join any union.	Yes
4.4.5.14	KCPSB established Ethical and Human Rights Policy dated 26/03/2019 signed by Chief Executive Officer include a statement, comply to applicable laws and regulations related to labour that no underage of below 18 years will be hired in accordance to Sabah Labour Ordinance Cap. 67.  Remotely review list of workers, there is no underage worker employed.	Yes
4.4.6.1	KCPSB established "Training Matrix or Safety Program Annually" dated 01/01/2021 for year 2021.  Remotely review the training document and attendance list, photos and training material of particular training.  Example training conducted: <ul style="list-style-type: none"> <li>• Workshop operator dated 07/05/2021;</li> </ul>	Yes

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"><li>Manuring SOP dated 03/05/2021;</li><li>Chemical Spraying and Chemical Premix dated 22/04/2021.</li></ul>	
4.4.6.2	KCPSB established training matrix dated 01/01/2021. Remotely reviewed the training matrix, training provided is based on the work description.	Yes
4.4.6.3	KCPSB established annual training program dated 01/01/2021 for year 2021 and updated annually. The training programmed include training for health, safety environment and social. Example: <ul style="list-style-type: none"><li>Operator training on April 2021;</li><li>Safety and health training on April 2021.</li></ul>	Yes

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

Indicator	Summary of Assessment	Compliance
4.5.1.1	KCPSB established Environmental Protection Policy dated 2603/2019 signed by Chief Executive Officer. The policy describes: <ul style="list-style-type: none"><li>Complying with related environmental laws and regulation;</li><li>Reducing negative impact of the environment;</li><li>No open burning;</li><li>Reduce GHG impact;</li><li>Awareness on environmental management for local community.</li></ul> KCPSB conducted policy briefing to all workers on 20/05/2021. Pictorial evidence of policy displayed at notice boards has been shared and reviewed. KCPSB established Environmental Management Plan dated 20/05/2019. Example of content: Activity: Harvesting. 1) Negative Impact: Harvesting of black and unripe bunches that are left in the field causing rotting of bunches and oil contaminating nearby river; 2) Control measure: Briefing for harvesters; 3) Management control: Continuous field monitoring during harvesting activity;	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>4) Responsibility: Field staff / Estate manager.</p> <p>Phone interview with harvesters informed are briefed on harvesting practices and company policies.</p> <p>Pictorial evidence of company policies displayed at notice boards has been shared and reviewed.</p> <p>Reviewed and verified briefing records on harvesting dated 27/04/2021.</p>	
4.5.1.2	<p>a KCPSB established Environmental Policy and Biodiversity dated 23/03/2019 signed by Chief Executive Officer.</p> <p>The objective of the policy is to support measures to improve and conserve the environment and biodiversity.</p>	Yes
	<p>b KCPSB aspect and impact are identified in the EIA including aspect, impact, risk assessment, mitigation plan, monitoring plan and responsibility dated 20/05/2019.</p> <p>Example:</p> <p>Activity: Manuring;</p> <p>Negative Aspect: Fertilizer run off can cause water pollution;</p> <p>Negative aspect: Water pollution;</p> <p>Risk level: Low;</p> <p>Mitigation plan: Marking of riparian buffer areas;</p> <p>Monitoring plan: Monitoring of activity to ensure no fertilizer application at riparian area;</p> <p>Responsibilities: Staff and Estate Manager.</p> <p>Pictorial evidences of riparian area at block number F2, F9 and F10 for Mile 45 has been shared and reviewed. Pegging in red has been established to ensure clear demarcation of riparian areas.</p> <p>Phone interview with manuring workers informed they have been briefed on manuring SOP on 04/05/2021.</p>	Yes
4.5.1.3	<p>KCPSB established Environmental Management Plan including aspect and impact are identified in the EIA including aspect, impact, risk assessment, improvement plan, monitoring plan and responsibility dated 20/05/2019.</p> <p>Example:</p> <p>Activity: Chemical application;</p> <p>Negative impact: Water pollution;</p> <p>Positive Impact: Chemical application is used in appropriate manner to prevent contamination;</p> <p>Improvement plan: Providing correct dosage according for chemical application in field and marking of riparian area.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Monitoring: Monitoring of chemical application activity in field.</p> <p>Responsibility: Staff and Estate Manager.</p> <p>Phone interview with chemical sprayers and informed that they have been briefed on chemical application and there are no application on rainy days.</p> <p>Rainfall records and chemical application records for the month of June 2021 has been reviewed and verified. There is no chemical application during rainy days.</p>	
4.5.1.4	<p>KCPSB established promotion of positive impacts in the CIP dated 10/01/2021.</p> <p>Example:</p> <p>Improvement Action: Riparian Management;</p> <p>Expected outcome: Reduce solid suspension from soil erosion;</p> <p>Timeframe for monitoring: Ongoing;</p> <p>Location: Riparian area;</p> <p>Responsibility: Estate Manager;</p> <p>Status review: Restoring of riparian area still ongoing for block 1998 and 2021. Marking of red pegging done in May 2021 for other riparian reserve area.</p> <p>Pictorial evidence of riparian areas at block F2, F9 and F10 for Mile 45 has been shared and reviewed. Riparian area are well demarcated.</p>	Yes
4.5.1.5	<p>KCPSB training matrix updated on 01/01/2021, ref no: KC/Training/0/2021.</p> <p>Environmental policy training conducted on 20/05/2021 at Mile 45 and Mile 25.</p> <p>Chemical handling conducted on 22/04/2021.</p> <p>Phone interview with sprayers informed they have been briefed on chemical spraying and environment policy.</p>	Yes
4.5.1.6	<p>KCPSB latest environmental meeting conducted on 11/05/2021. The meeting was participated by management and employee representatives.</p> <p>Reviewed environmental meeting minutes topics discussed such as scheduled waste management and monitoring.</p> <p>The committee included workers from both Mile 45 and Mile 25.</p>	Yes
4.5.2.1	<p>KCPSB established records of diesel per tonne FFB from 2016 to 2020.</p> <p>Baseline values for diesel usage has been set on three (3) years values.</p> <p>Diesel per tonne FFB is lower for year 2020 compared to the average baseline value from 2017 to 2019.</p> <p>This is due to low usage of diesel as there was no machinery breakdown.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Electricity is generated using diesel genset.	
4.5.2.2	<p>Reviewed and verified budget for diesel consumption for year 2021.</p> <p>Comparison of diesel usage for year 2020 and 2021 from the period of January to June was carried out.</p> <p>Diesel consumption for year 2021 is higher compared to year 2020 for the same period.</p> <p>This is due to high usage of machinery for replanting activities.</p> <p>Monitoring of diesel usage per ton FFB process is on annual basis while there are records of monitoring on a monthly basis.</p>	Yes
4.5.2.3	<p>KCPSB does not use any renewable energy.</p> <p>Phone interview with management informed that there are no plans to install renewable energy due to high cost.</p>	Yes
4.5.3.1	<p>KCPSB Waste Management Plan (WMP) is included in the EIA updated on 20/05/2019.</p> <p>The WMP includes source, type of waste, process, waste classification, performance measure and waste management.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Waste Identified: Pruned fronds;</li> <li>2. Source: Harvesting activity.</li> </ol>	Yes
4.5.3.2	<p>a KCPSB Waste Management Plan (WMP) is included in the EIA updated on 20/05/2019.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Waste Identified: Pruned fronds;</li> <li>2. Source: Harvesting activity;</li> <li>3. Control method: Frond stacking according to SOP.</li> </ol> <p>Phone interview with harvesters informed they have been briefed on harvesting SOP.</p> <p>Reviewed and verified harvesting briefing carried out on 27/04/2021.</p> <p>Pictorial evidences of frond stacking at Block 5 Mile 45 has been shared and reviewed. Fronds are well stacked.</p>	Yes
	<p>b KCPSB Waste Management Plan (WMP) is included in the EIA updated on 20/05/2019.</p> <p>The plan identifies recycling of potential waste as nutrients.</p> <p>Example:</p> <p>Waste identified: Empty chemical containers;</p> <p>Source: Chemical store;</p>	Yes



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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Control measure: Recycled by certified agent.</p> <p>Reviewed and verified disposal records to authorized agents. Last disposal was in August 2020.</p> <p>In lieu of the current Covid-19 pandemic, the initial waste collector business has been affected.</p> <p>KCPSB has reappointed another approved waste collector on 30/06/2021, waiting for final approval from DOE for collection due to movement restrictions within the districts of Sabah.</p> <p>Notification via WhatsApp to waste collector on waste collection request dated 30/06/2021 has been reviewed and verified.</p>	
4.5.3.3	<p>KCPSB established SOP on Handling Scheduled Waste with document reference no. KC-SOP/8/0/2019-2016, rev, 0 dated 10/06/2019.</p> <p>SOP describes that scheduled waste needs to be label and stored at accordingly in dedicated scheduled waste store.</p> <p>KCPSB listed and identify scheduled wastes generated in estate operation in their Environmental Management plan according to legal requirement.</p> <p>Wawasan Oil Recycle Sdn. Bhd is currently waiting for approval from the Department of Environment to carry out scheduled waste collection.</p> <p>This has been delayed due to low volume of scheduled waste such as filter, empty fertilizer bags, empty pesticide containers, lubricant and hydraulic oil produced in the estate and the Covid-19 pandemic outbreak which has caused movement restrictions in the state of Sabah.</p> <p>Disposal records of scheduled waste and compliance to the Scheduled Waste Regulation 2005 will be further verified in ASA03.</p>	Yes
4.5.3.4	<p>KCPSB established procedure on Handling Empty Chemical Container document reference no: KC/SOP/1/2019, revision no: 1 dated 10/06/2019.</p> <p>The SOP describes all rinsed water discharged from premix chemical activities at premix area, will be collected and reused for chemical spraying activity in field.</p> <p>Unused empty chemical containers are disposed by 3<sup>rd</sup> party DOE authorized scheduled waste collector.</p> <p>Pictorial evidence of empty chemical containers marked with "X" in red shared and reviewed. The empty containers which are not disposed are reused for pre-mixing activities.</p>	Yes
4.5.3.5	<p>All domestic wastes from housing disposed at landfill located in Mile 45 division block number 7.</p> <p>Domestic wastes are collected twice in a week. Reviewed and verified waste collection record on 22/06/2021 and 29/06/2021.</p> <p>Reviewed and verified pictorial evidence of landfill in Mile 45 Estate block number 7. Landfill is well managed with date open and closed.</p>	Yes



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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Distance of landfill area from nearest waterways is approximately 2 KM.	
4.5.4.1	<p>KCPSB Waste Management Plan (WMP) is included in the EIA updated on 20/05/2019 identified sources waste into solid, liquid and gases.</p> <p>Greenhouse gas emissions has been identified from fossil fuel usage.</p> <p>Type of Greenhouse Gasses identified example:</p> <ul style="list-style-type: none"> <li>Carbon Monoxide (CO) from tractors;</li> <li>Methane (CH<sub>4</sub>) and Carbon Dioxide (CO<sub>2</sub>) from landfill.</li> </ul>	Yes
4.5.4.2	<p>KCPSB Waste Management Plan (WMP) is included in the EIA updated on 20/05/2019 with action plans.</p> <p>Example:</p> <p>Tractor usage for transportation</p> <p>Impact: GHG emissions from smoke;</p> <p>Action plan: Monitoring of fossil fuel usage;</p> <p>Time frame: Daily;</p> <p>PIC: Staff in charge.</p> <p>Reviewed and verified diesel usage records for the month of May 2021.</p>	Yes
4.5.5.1	<p>a KCPSB established water management plan on 15/05/2019.</p> <p>Water sources are from rainwater harvesting, catchment pond which is under construction located at block F15 and river for Mile 45 and government water supply by Sabah State Water Department for Mile 25.</p> <p>Water usage for domestic purposes is by rainwater harvesting.</p> <p>Pictorial evidences of storage tanks at labour line has been shared and reviewed.</p> <p>Catchment pond is currently under construction, once this is completed water supply will be provided from the pond.</p> <p>KCPSB conduct water quality test for inlet and outlet of streams flowing through Mile 45 division.</p> <p>Pictorial evidences of water inlet sampling area at Mile 45 block F2 and outlet at Block F10 has been reviewed and verified.</p>	Yes
	<p>b KCPSB established water management plan on 15/05/2019.</p> <p>Maps has been established to identify streams and catchment locations.</p> <p>River passing through the Mile 45 division is Sungai Segaliud.</p> <p>Pictorial evidences of water inlet sampling area at Mile 45 division block F2 and outlet at Block F10 has been reviewed and verified.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Water testing is done on an annual basis. The water testing is carried out by a 3<sup>rd</sup> party SAMM accredited laboratory.</p> <p>Test result are reviewed and comply with National Water Quality Standards of Malaysia requirements.</p> <p>Water testing report has not been carried out for year 2021 mainly due to the Covid-19 movement restrictions. Reviewed notification letter sent to laboratory to collect water sampling dated 12/05/2021.</p>	
c	<p>KCPSB optimizing water usage via:</p> <ol style="list-style-type: none"> <li>1. Implementation of water harvesting;</li> <li>2. Waste water from triple rinsing re used and applied at fields.</li> </ol>	
d	<p>Sungai Segaliud flows within KCPSB Mile 45 Division.</p> <p>Pictorial evidences of riparian buffers with visible signage and demarcation were shared and reviewed.</p> <p>Riparian buffers are well managed.</p> <p>Phone interviews with chemical sprayers and manurers informed that they were briefed on the riparian buffers with appropriate training on 04/05/2021.</p>	Yes
e	<p>From pictorial evidences shared at KCPSB Mile 45 division riparian buffer, there are no vegetation removed from riparian zones.</p> <p>Riparian zones are well maintained.</p>	Yes
f	<p>There are no bore well observed based pictorial evidences review at KCPSB both divisions.</p> <p>This is cross verified with chemical sprayers, manurers and harvesters during phone interviews.</p>	Yes
4.5.5.2	<p>There is no construction of bunds or dams observed at river flowing through KCPSB Mile 45 division.</p> <p>This has also been cross verified with chemical sprayers, manurers and harvesters during phone interviews and pictorial evidences shared.</p> <p>Pictorial evidences of river has also been shared and reviewed. There are no bunds, weirs or dams constructed.</p>	Yes
4.5.5.3	<p>KCPSB divisions practice rainwater harvesting for domestic use and operational use.</p> <p>This was cross verified with chemical sprayers, manurers and harvesters during phone interviews.</p> <p>Pictorial evidences of storage tanks to collect rainwater at Mile 45 line site has been shared and reviewed.</p>	Yes
4.5.6.1	<p>a KCPSB has presence of protected wildlife according to Sabah Wildlife Enactment.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Maintain the habitat area for crocodiles presence in the water catchment pond at block F8 Mile 45 division.</p> <p>The list of wildlife is established example wild boar, monkeys and water monitor lizard.</p> <p>Pictorial evidence of wildlife signage has been shared and reviewed.</p> <p>Wildlife signage installed to inform and educate workers and outsiders at entrance and field blocks.</p> <p>A monthly monitoring checklist of biodiversity conducted to ensure no hunting or capturing activities.</p> <p>Reviewed and verified checklist from January to June 2021.</p> <p>Phone interview with chemical sprayers, manurers and harvesters informed the feedback to management for wildlife sighted.</p>	
	<p>b The list of wildlife sighted in KCPSB Mile 45 division and nearby forest reserve is establish in accordance to Sabah Wildlife Enactment.</p> <p>The identified wildlife as below :</p> <ol style="list-style-type: none"> <li>1. Monkey;</li> <li>2. Water monitor lizard;</li> <li>3. Crocodile;</li> <li>4. Snakes;</li> <li>5. Jungle Fowls.</li> </ol> <p>No latest wildlife sightings based on latest records and phone interview with chemical sprayers, manurers and harvesters.</p>	Yes
4.5.6.2	<p>a The RTE identified at KCPSB Mile 45 division are according to Sabah Wildlife Conservation Enactment 1997 and Wildlife Regulation 1998.</p> <p>Reviewed and verified RTE training conducted during the muster call to brief on legal protection and prohibition based on Sabah Wildlife Enactment 1997 on 24/04/2021.</p> <p>Pictorial evidence of wildlife signage has been shared and reviewed.</p> <p>Wildlife signage installed to inform and educate workers and outsiders at entrance and field blocks.</p>	Yes
	<p>b KCPSB install appropriate signage as information to discourage any illegal or inappropriate hunting, fishing or collecting activities.</p> <p>Pictorial evidence of wildlife signage has been shared and reviewed.</p> <p>Wildlife signage installed to inform and educate workers and outsiders at entrance and field blocks.</p> <p>Phone interviews with chemical sprayers, harvesters and manurers informed no hunting, fishing and capturing.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.3	KCPSB established monitoring checklist of biodiversity system to monitor any illegal or inappropriate hunting, fishing or collecting activities and type of wildlife within the estate.  Reviewed and verified checklist from January to June 2021.	Yes
4.5.7.1	KCPSB established Environmental Policy and Biodiversity, reference no.: KC/P/ENVIRONMET/1/2019 dated 26/03/2019. The policy stated that 'The company is committed to not conduct any open burning activities'  Pictorial evidences of labour line and field blocks has been shared and reviewed.  No signage of open burning sighted during the site verification visit in field during replanting at Mile 25 and Mile 45 division.  Pictorial evidence of no burning signage at block number F8 at Mile 45 estates has been shared and reviewed.	Yes
4.5.7.2	KCPSB established Environmental Policy and Biodiversity, reference no.: KC/P/ENVIRONMET/1/2019 dated 26/03/2019.  The policy state 'The company is committed to not conduct any open burning activities'  No disease observed on palm oil tree that required burning for treatment via pictorial evidence verification.  Therefore no special approval for open burning from relevant authorities.	Yes
4.5.7.3	KCPSB established Environmental Policy and Biodiversity, reference no.: KC/P/ENVIRONMET/1/2019 dated 26/03/2019.  The policy state 'The company is committed to not conduct any open burning activities'.  There are no application documents sighted for controlled burning.	Yes
4.5.7.4	KCPSB established contract agreement for replanting is reviewed and verified.  The agreement describe felling and chipping of old palms.  Pictorial evidences of replanting area at F2 Mile 25 division has been shared and reviewed. There are no signs of burning.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	KCPSB established procedures on good agriculture policies.  The SOPs includes estate operations as follows:  1. Chemical spraying SOP, document number KC/SOP/15/0/2016, revision 0, dated on 19/01/2016;	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>2. Harvesting SOP document number KC/SOP/3/0/2019 revision 2 dated on 13/06/2019;</p> <p>3. Control of the spread of Covid 19 SOP document number KC/SOP/COVID-19/0/2020 dated on 1/07/2020.3.</p> <p>KCPSB displayed COVID-19 SOP and as guideline and scanning purpose at guard house and office notice board for safety precautions.</p> <p>Example:</p> <p>Training SOP for harvester at on 27/04/2021;</p> <p>Training SOP for manurers on 04/05/2021;</p> <p>Remote review on training record for SOPs, photos and attendance is documented and maintained.</p> <p>Remote review of individual details and temperature reading for Covid-19 is recorded every working days.</p> <p>Phone interviews with manurers and harvesters informed they have been briefed on Covid-19, manuring and harvesting SOPs.</p>	
4.6.1.2	<p>KCPSB established standard operating procedure (SOP) 108.1 for Managing Terrace &amp; Platform Construction' that includes the soil conservation measure.</p> <p>The procedure states 'to prevent erosion, cover plants should be established on slopes as soon as possible after land clearing.'</p> <p>The topography of Mile 45 and 25 divisions is low to moderate hills with slope 0-15°.</p> <p>This has been verified using Jutwa application.</p> <p>Review of pictorial evidences at sampled block at both divisions, Mucuna bracteates is planted to control soil erosion within the terrace area.</p>	Yes
4.6.1.3	<p>KCPSB established block marking at each field block for both divisions includes information block number, acreage, planting material and year of planting.</p> <p>Review of pictorial evidences, both divisions established block marking with information block number, acreage, planting material and year of planting and well maintained.</p> <p>Review of block markings are as below:</p> <ul style="list-style-type: none"> <li>i. Mile 45 Division: F2, 2016, 45.23 Ha;</li> <li>ii. Mile 25 Division: FD 3 H 3, 2018, 53.76 Ha.</li> </ul>	Yes
4.6.2.1	<p>KCPSB established three (3) years business management plan from year 2020 – 2022.</p> <p>The plan includes the following: for</p> <ul style="list-style-type: none"> <li>1. Chemical and fertilizer purchase;</li> </ul>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> <li>Tractor upkeep cost;</li> <li>Labour wages;</li> <li>Workers work pass and passport cost;</li> <li>Environment, social and safety and health;</li> <li>CIP for social, safety and health and environment.</li> </ol>	
4.6.2.2	<p>Review of KCPSB both divisions replanting program dated 07/02/2019.</p> <p>Replanting for year 2020 and 2021 is carried out for Mile 25 division with information as below:</p> <ol style="list-style-type: none"> <li>Year 2020, replanting for 88.23 Ha;</li> <li>Year 2021, replanting for 46.38 Ha.</li> </ol> <p>Pictorial evidences of replanting areas has been shared and reviewed.</p> <p>There is no open burning for replanting. Old palms are felled and chipped.</p>	Yes
4.6.2.3	<p>KCPSB established a three (3) years financial plan from year 2020 to 2022.</p> <p>The financial plan includes:</p> <ol style="list-style-type: none"> <li>Planting material;</li> <li>Crop projection based on age profile mature and immature;</li> <li>Cost of production for both divisions;</li> <li>Cost per ton of FFB and expenditure.</li> </ol>	Yes
4.6.2.4	<p>KCPSB established the monthly report for monitor the achievement of company's goals and objective.</p> <p>Example</p> <p>Mile 45 May 2021 monthly report</p> <ol style="list-style-type: none"> <li>The report stated the crop production analysis which comparing the actual crop vs monthly crop budget;</li> <li>Actual Crop;</li> <li>Budget this month;</li> <li>Variance;</li> <li>Annual budget.</li> </ol>	Yes
4.6.3.1	<p>KCPSB purchases products using quotation and purchase order system.</p> <p>Example:</p> <p>Remote review on records of purchasing chemicals dated 24/04/2021 includes purchase requisition, purchase order, quotation, delivery order and invoice are documented and maintained.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.3.2	<p>Reviewed purchasing of chemicals for KCPSB Mile 45 division dated 24/04/2021, includes purchase requisition, purchase order, quotation, delivery of order and invoices are documented and maintained.</p> <p>Content of purchase orders, quotations, delivery orders and invoices are consistent.</p> <p>Invoice clearly mentions timeframe of payment which is 60 days from the issuance of invoice.</p> <p>Reviewed records of payment voucher made on 25/05/2021. Payment amount is consistent with pricing in quotation.</p>	Yes
4.6.4.1	<p>KCPSB established contracts with FFB transporter and road graveling contractor.</p> <p>Reviewed and verified records of briefing to contractor workers on company MSPO policies, complaints system, environment management and Covid-19 SOP dated 03/05/2021.</p>	Yes
4.6.4.2	<p>The contract agreement between KCPSB and contractor dated 02/01/2021 signed by both parties describe the service, terms of payment and conditions.</p>	Yes
4.6.4.3	<p>Reviewed and verified contract agreement between KCPSB and FFB transporter dated 02/01/2021 and excavator dated 01/07/2019.</p> <p>The contact agreements describes scope, payment terms, termination and obligation of respective parties.</p> <p><b>Minor Non-Conformity 1</b></p> <p>KCPSB has established contract agreements with respective contractors. However, these contract agreements do not state the obligation of the contractors to accept MSPO auditors to verify assessments through a physical inspection if required.</p>	No
4.6.4.4	<p>KCPSB payment to contractor is based on progress report monitored by office administrator and approved by General Manager prior to issue payment.</p> <p>Reviewed and verified payment voucher to contractor upon job completion for.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>KCPSB planting statement is reviewed and there are no new planting at both Mile 25 and Mile 45 divisions.</p> <p>The 1<sup>st</sup> planting cycle carried out in Mile 25 division in year 1997 and Mile 45 in year 1992.</p> <p>The 2<sup>nd</sup> planting cycle is carried in year 2020 and year 2021 for Mile 25.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.1.2	<p>KCPSB planting statement is reviewed and there are no new planting at both Mile 25 and Mile 45 divisions.</p> <p>The 1<sup>st</sup> planting cycle carried out in Mile 25 division in year 1997 and Mile 45 in year 1992.</p> <p>The 2<sup>nd</sup> planting cycle is carried in year 2020 for Mile 25 division for 88.35 Ha and year 2021 for 46.38 Ha.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p> <p>Therefore, no EIA or PMM required to establish.</p>	Yes
4.7.2.1	<p>KCPSB planting statements and estates maps are reviewed, there is no peat land.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p> <p>Pictorial evidences and soil maps are reviewed and verified, there is no peat land within the estate.</p>	Yes
4.7.3.1	<p>KCPSB planting statement, estates maps and land titles are reviewed.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p> <p>Therefore, no Social and Environmental Impact Assessment (SEIA) document established.</p>	Yes
4.7.3.2	<p>KCPSB planting statement, estates maps and land titles are reviewed.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p> <p>Therefore, no SEIA document established.</p>	Yes
4.7.3.3	<p>KCPSB planting statement, estates maps and land titles are reviewed.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p> <p>Therefore, no SEIA document established.</p>	Yes
4.7.3.4	There is no smallholders' scheme in KCPSB certification.	Yes



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4.7.4.1	KCPSB planting statement, estates maps and land titles are reviewed. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting. Therefore, no maps established	Yes
4.7.4.2	KCPSB planting statement, estates maps and land titles are reviewed. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting. Therefore, no topography maps established.	Yes
4.7.5.1	Review on KCPSB planting statement and estate soil maps. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting. Therefore, no topography map and permits established.	Yes
4.7.5.2	Review on KCPSB planting statement and estate soil maps. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting. Therefore, no monitoring management plans for fragile and marginal soil established.	Yes
4.7.5.3	KCPSB planting statement and soil maps are reviewed. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting. Therefore, no identification of marginal and fragile soils established.	Yes
4.7.6.1	Review on KCPSB planting statement, there is no new planting. Therefore, no FPIC conducted. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.2	Review on KCPSB planting statement, there is no new planting. There is no scared site, therefore no management plan established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.3	Review on KCPSB planting statement, there is no new planting. Therefore, no customary land established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.4	Review on KCPSB planting statement, there is no new planting. Therefore, no compensation established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes

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4.7.6.5	Review on KCPSB planting statement, there is no new planting. Therefore, assessment on recognition for customary rights is not required. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.6	Review on KCPSB planting statement, there is no new planting. Therefore, no system for compensation established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.7	Review on KCPSB planting statement, there is no new planting. Therefore, no compensation plan established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.8	Review on KCPSB planting statement, there is no new planting. Therefore, no management plan established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes

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

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

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

AUDIT OUTCOME		
During last Audit	2	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number 01						
<b>Indicator # and Description:</b>	4.4.4.2 j: Records shall be kept of all accidents and be reviewed periodically at quarterly intervals					
<b>Location:</b>	Mile 45					
<b>Description of Finding / Objective Evidence:</b>						
In year 2019 there are 2 accidents with more 4 days Medical leave. However, during document review there is no documented evidence of JKKP 6 submission.						
Review on accident records there are 4 cases reported in 2019. However, there is only 3 cases is reported in JKKP 8.						
<b>Classification</b>	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor			
<b>Raise by:</b>	Chan Shi Lie	<b>Date Raise:</b>	14/07/2020			
<b>Deadline for implementation</b>		13/09/2020				
<b>Root Cause Analysis (by company):</b>						
Reporting to JKKP (JKK 6 and 8) requires basic knowledge or training in occupational safety and health law. We are not familiar with the JKKP 6 and 8 reporting process and it is difficult for us to make the report.						
<b>Correction (by company):</b>						
We have seek advised from DOSH officer and discuss with them on how to solve this issue. We will send the JKKP 6 form and update the JKKP 8 form.						
<b>Corrective / Preventive Action (by company)</b>						
After discussion with top management, they have decide to send staff or officer to attend safety and health related training or course conduct by NIOSH or any relevant parties.						
We will include review on JKKP 6 and 8 forms during internal audit to avoid repeated mistake occurred in next audit.						
<b>Review of Correction &amp; Corrective / Preventive Action</b>						
Review on the submitted evidence documents, all 4 accidents in year 2019 have been updated in JKKP 8 form and reported to DOSH on 16/07/2020.						
KCPSB have update the JKKP 6 form and reported to DOSH on 16/07/2020.						
KCPSB has registered person in-charge for safety and health for OSH coordinator training course on 05/08/2020.						
Documented evidences provided are sufficient to close the Major non-conformity and will be verify in the next surveillance audit.						
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

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Non Conformity Number 01	
<b>Name of Lead Auditor In Training:</b> Chan Shi Lie	<b>Date of Closure:</b> 06/08/2020
<b>Review of Implementation</b>	
<p>KCPSB maintained records of injuries and presented during quarterly safety and health meeting. No accidents reported for 2021.</p> <p>JKKP 8 reported for year 2020 submission by KCPSB dated 11/01/2021 reported with no accidents and zero lost days.</p> <p>The person in-charge for safety and health has completed the OSH coordinator training course on 17/09/2020.</p> <p>The certificate has been shared and reviewed.</p> <p>The evidence provided and implementation could be consider as appropriate.</p>	
<b>Name of Auditor:</b> Khairul Anwar Bin Ismail	<b>Date of Review:</b> 15/07/2021

Non Conformity Number 02	
<b>Indicator # and Description</b>	4.6.1.1 Standard operating procedures shall be appropriately documented and consistently implemented and monitored.
<b>Location:</b>	Mile 25 and 45
<b>Description of Finding / Objective Evidence:</b>	
<p>Kam Cheong Plantations Sdn. Bhd. established Covid 19 SOP document number KC/SOP/CPVID-19/0/2020 dated on 01/07/2020. The SOP stated that all outsider and workers from outside must checked on body temperature.</p> <p>However, during interview with security guard at guard house and document reviewed there is no record of body temperature reading capture before enter the estate premise.</p>	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Mode of Audit</b>	<input type="checkbox"/> Remote <input checked="" type="checkbox"/> Onsite
<b>Raise by:</b>	Zul Hairi Bin Abu Hassan
<b>Date Raise:</b>	14/07/2020
<b>Deadline for implementation</b>	13/09/2020
<b>Root Cause Analysis (by company):</b>	
<p>Management weakness in handling the prevention of pandemic COVID-19. We fail to prepare equipment for checking temperature and sanitize visitor and workers prior enter the estate compound.</p>	
<b>Correction (by company):</b>	
<p>The manager provides more equipment for temperature check and hand sanitizers. Update log book format and insert column for body temperature in and out reading include number phone.</p>	
<b>Corrective / Preventive Action (by company)</b>	

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Non Conformity Number 02	
Provide all list for SOP and legal laws. Checked any changes for new laws or SOP for every 3 months, report to management in company meeting and to continuous monitor implementation of taking body temperature reading for all visitors or workers before enter the estate compound.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Review on submitted evidence documents, KCPSB update the "Borang Keluar Masuk Kendaraan" by add in body temperature reading (in and out) and number phone for the month of July 2020. Evidence provided are sufficient to close the Major non-conformity and implementation will be verify in the next surveillance audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Auditor:</b> Zul Hairi Bin Abu Hassan	<b>Date of Closure:</b> 21/07/2020
<b>Review of Implementation</b>	
Reviewed and verified records of temperature reading and briefing records on Covid-19 for contractor workers dated 03/05/2021. Display of Covid-19 SOP at notice boards has been shared and reviewed. Phone interview with harvesters and general workers informed they have been briefed on Covid-19 SOP. The implementation is deemed sufficient.	
<b>Name of Lead Auditor (Trainee):</b> Navin Baskram	<b>Date of Review:</b> 15/07/2021

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

Non Conformity Number 01	
<b>Indicator # and Description:</b>	4.6.4.3 The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.
<b>Location:</b>	Office
<b>Description of Finding / Objective Evidence:</b>	
KCPSB has established contract agreements with respective contractors. However, these contract agreements do not state the obligation of the contractors to accept MSPO auditors to verify assessments through a physical inspection if required.	
<b>Classification</b>	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor

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Non Conformity Number 01			
<b>Raise by:</b>	Navin Baskram	<b>Date Raise:</b>	16/07/2021
<b>Deadline for implementation</b>		15/08/2021	
<b>Root Cause Analysis (by company):</b>			
Management did not identify the issue or problem in the contract agreement.			
<b>Correction (by company):</b>			
The management need to review the contents of the contract agreement in a yearly basis prior to renewal and during Internal audit. This is to ensure contract contents are in accordance to respective MSPO indicators.			
<b>Corrective / Preventive Action (by company)</b>			
Statement mentioned below included in all contract agreement: Section 21: The contractor shall accept MSPO approved auditors to verify assessment through a physical inspection.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
Reviewed and verified revised contract agreement for replanting contractor dated 19/07/2021 and FFB transporter dated 27/07/2021. Both contracts have included statement as below under Section 21: "The contractor shall accept MSPO approved auditors to verify assessment through a physical inspection." Email communication regarding revised contract agreements have been shared and reviewed. Both contractors have agreed on the terms via email.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Lead Auditor (Trainee):</b> Navin Baskram		<b>Date of Closure:</b> 29/07/2021	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the	Office	KCPSB internal audit procedure could be improved to include timeframe of non-conformity closure.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		necessary corrective action		
2.	4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification	Office	KCPSB management review could be improved to include external audit results.
3.	4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders	Office	KCPSB consultation and communication SOP could be improved.
4.	4.4.4.2	The occupational safety and health plan shall cover the following:  c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:  ii) all precautions attached to products shall be properly observed and applied	Office	KCPSB monitoring of Safety Data Sheet (SDS) could be improved.
5.	4.5.3.2	b. Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products	Office	KCPSB could improve monitoring of scheduled waste disposal in emergency situations.
6.	4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.	Office	KCPSB employment contract could be improved.

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### 5. CONCLUSION

Kam Cheong Plantations Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance two (02) audit consisting of one (1) estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

All minor non-conformances action plans are submitted and accepted. The implementation of Minor NC(s) will be review and verify during the next 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-Part 3:2013 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

Total certified number of estate(s):	1
Total certified production area:	748.77 Ha
Certified FFBs January to June 2021:	4,878.38 Mt
Project FFBs July to December 2021:	6,640 Mt



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### 6. RECOMMENDATION

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

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

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

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

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

Puchong, 27/07/2021

Navin Baskram  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader (Trainee)

Puchong, 05/08/2021

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

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