



MSPO CERTIFICATION SUMMARY REPORT

PERMATA PLANTATION SDN SHD

SURVEILLANCE 2

Remote Audit Date: 28/06/2021 – 29/06/2021

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MSPO Certification Summary Report

Company Name: Permata Plantation Sdn Bhd

Certifying Unit: Permata Plantation Sdn Bhd

Client Number: 92-092

Audit Type: ASA 02

Mode of Audit: Remote



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Abbreviations

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

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1. INTRODUCTION

Permata Plantation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an surveillance audit 02 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 audit 02 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 the Permata Plantation 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 team leader and one team members. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of the report.

Qualification of the Lead Auditor: Mohd Nur Amin Bin Mohd Halim

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

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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)	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	6 years 10 months of working experience in managing sustainability for oil palm industry for both upstream and downstream division.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	6 years 10 months of working experience in managing sustainability for oil palm industry for both upstream and downstream division.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 9001, 14001, 45001 LA course training attended.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Attended and completed the HCV-HCS for producers online course
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

Qualification of Team Member

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	Ariff Bin Lokman	Graduate in Plantation Industry and Management	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Ariff Bin Lokman	7 years working experience in oil palm plantation.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Ariff Bin Lokman	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.	Ariff Bin Lokman	Qualified as Lead Auditor for MSPO scheme.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Ariff Bin Lokman	7 years working experience in oil palm plantation.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Ariff Bin Lokman	7 years working experience in oil palm plantation.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 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	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Ariff Bin Lokman	Successfully completed SA 8000 Basic training and Auditor for MSPO and RSPO scheme.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
Completed High Conversation Value assessment	Ariff Bin Lokman	Successfully completed HCV – HCS for producers course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Ariff Bin Lokman	Able to communicate in Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

Surveillance 02 Audit:

The Surveillance 02 audit is conducted remotely on 28/06/2021 – 29/06/2021 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(s) map(s)
 - Land title(s)
 - Standard Operating Procedures
 - Work Flow Charts
 - Management Plans
 - Operating licenses and approvals
 - Operating records
 - Training records
 - Applicable Legislation Documents
- 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 is Google meet / WhatsApp / Telephone.

For the surveillance 02 audit, Permata Plantation Sdn Bhd has 1 estate. Therefore, no selection required.

Table 2-1: Estate Selected

Name of Estate or Division	Coordinates
Permata Plantation Sdn Bhd	4°34'31"N, 118°11'13"E

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

Permata Plantation Sdn Bhd is an oil palm plantation company located at TB 311 & 312, 2nd Floor, Block 36, Fajar Complex 91100 Tawau, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Permata Plantation Sdn Bhd	KM66, Jalan Tawau / Kunak, 91000 Tawau, Sabah	4°34'31"N, 118°11'13"E

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jun 2021 to Dec 2021)
	Total*	Production**	
Permata Plantation Sdn Bhd	228.22	205.89	2,200.00
Total	228.22	205.89	2,200.00

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

**Immature + Mature Area

3.2. Planting Program for Each Estate

Year / Estate	Permata Plantation Sdn Bhd
1997	63.04
2013	87.67
2018	37.18
Total Mature	187.89
2021	18.00
Total Immature	18.00
Total	205.89

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) estate	Total area to be replanted (ha)
2021	43.16	43.16
2022	37.88	37.88
TOTAL	81.04	81.04

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3.4. Maps of Estate(s) Location



Figure 1: Permata Plantation Sdn Bhd location

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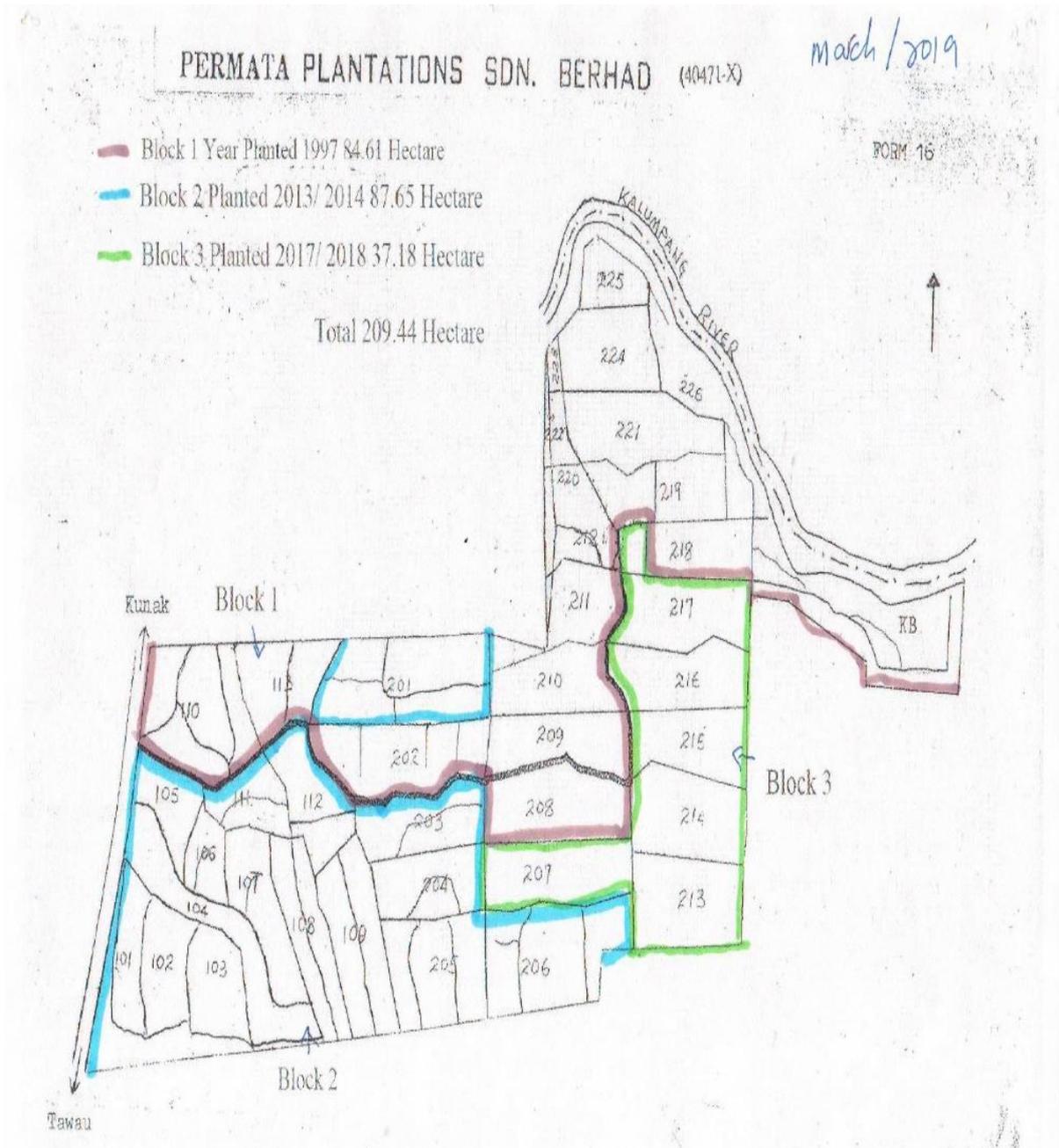


Figure 2: Permata Plantation Sdn Bhd map

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4. CERTIFICATION ASSESSMENT

4.1. ASA 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 02:

The Remote Surveillance 02 audit was conducted on 28/06/2021 to 29/06/2021 covering Permata Plantation Sdn Bhd.

During the last surveillance 01 audit, there are 0 Major, 0 Minor, 1 Opportunities for Improvement (OFI) are raised.

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 public notification on 11/06/2021 as to accommodate stakeholder's consultation meeting for Permata Plantation Sdn Bhd to provide comments. As at audit date on 28/06/2021 there are no comments received.

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	Permata Plantation Sdn Bhd (PPSB) has Sustainable Agriculture Policy dated 01/08/2019 signed by Managing Director. The policy statement includes commitment to continual improvement in sustainability practices.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	MSPO briefing conducted on 13/12/2019 to all workers and staff. Interview with workers confirm they aware on MSPO policy.	
4.1.1.2	PPSB Sustainable Agriculture Policy dated 01/08/2019 states commitment to continual improvement with the objective of improvement in sustainability practices. The policy include: <ol style="list-style-type: none"> 1. No deforestation 2. Drive positive social-economic impact for people and local communities 3. Respect and support the universal declaration of human rights 4. Respect and recognize the rights of all workers (e.g. no child labour, force labour, equal opportunities). 5. Respect land tenure rights 6. Respect the rights of indigenous and local communities 7. Resolve verifiable complaints and conflict through an open, transparent and consultative process. 	Yes
4.1.2.1	PPSB established SOP Internal Audit dated 03/04/2019. SOP include flow chart: <ol style="list-style-type: none"> 1. Internal audit schedule 2. Prepare audit 3. Carry out audit 4. Agreed on findings 5. Prepare audit 6. Follow up review action 7. Review in Management review <p>The flow chart states the internal audit conduct once per year. Internal audit conducted on 03/01/2020.</p> <p>Strong point: Good infrastructure of chemical and fertilizer store, good label on container, beneficial plant planted.</p> <p>Weak point: Signboard not installed in the genset room, no proper fuel store place.</p>	Yes
4.1.2.2	PPSB established SOP Internal Audit dated 03/04/2019. SOP include flow chart: <ol style="list-style-type: none"> 1. Internal audit schedule 2. Prepare audit 	No

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>3. Carry out audit</p> <p>4. Agreed on findings</p> <p>5. Prepare audit</p> <p>6. Follow up review action</p> <p>7. Review in Management review</p> <p>Major Non-conformity</p> <p>PPSB established internal audit procedure flowchart dated 03/04/2019. However, document review found the internal audit does not cover principle 7.</p>	
4.1.2.3	PPSB conduct management review meeting on 17/01/2021. The meeting agenda include discussion of agenda on internal audit result.	Yes
4.1.3.1	<p>PPSB conduct management review meeting on 17/01/2021.</p> <p>Management review meeting will be conducted once a year.</p> <p>Management review meeting is conducted after the internal audit</p> <p>The meeting agenda includes:</p> <ol style="list-style-type: none"> 1. Internal audit review 2. Continual improvement plan 3. COVID 19 SOP 4. Training safety and health 5. CHRA 6. Other matter. 	Yes
4.1.4.1	<p>PPSB established Continual Improvement Plan update 06/04/2021.</p> <p>Topic discuss in the CIP include environmental, social, safety & health and general.</p> <p>The topic safety & health include the handling of COVID-19.</p> <p>Table of CIP include improvement action, expected outcome, timeframe and monitoring, status and date review.</p> <p>Example:</p> <p>Issue: COVID-19</p> <p>Action: Prevention of COVID-19</p> <p>Expected outcome: To notify workers to follow KKM guideline and safety procedure. SOP with text and photo display on notice board. Provide training to workers and contractors for war mask, social distance and hand wash with soap. Waste disposal of throw the mask package into the trash bin. Plantation provide IR Thermometers to screen body temperature,</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>facemasks, sanitizes, water & soap and house disinfection regularly. Malaysia's vaccination started on 27/02/2021.</p> <p>Timeframe and monitoring: Continuously</p> <p>PIC: Estate Manager</p> <p>Status of review: Briefing update on 25/01/2021. Perform COVID-19 swab test to foreign workers resulted with negative result. Information via WhatsApp to all staffs and workers.</p> <p>From remote document review of COVID-19 procedure, PPSB established the procedure dated 05/05/2021.</p> <p>From remote document review of training record, PPSB conduct COVID-19 briefing to workers and staffs on 23/04/2021.</p>	
4.1.4.2	<p>PPSB established SOP New Information, Techniques, Equipment dated 01/06/2019.</p> <p>The SOP describes the process for implementation of new technology:</p> <ol style="list-style-type: none"> 1. Identification 2. Implementation and control. 	Yes
4.1.4.3	<p>PPSB established SOP New Information, Techniques, Equipment dated 01/06/2019.</p> <p>The SOP describes the process for implementation of new technology.</p> <p>The flowchart in the SOP includes training will be conducted before implementation of any new technology.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>PPSB established list of stakeholders updated 02/05/2021.</p> <p>From remote document review of the list consist of:</p> <ol style="list-style-type: none"> 1. Government agencies 2. NGO 3. Neighbours plantation 4. Transporter (contractor) 5. Suppliers 6. Oil palm mills <p>From remote document review of external stakeholder minutes of meeting conducted on 08/07/2020.</p> <p>The meeting agenda includes:</p> <ol style="list-style-type: none"> 1. Safety & Health 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> 2. MSPO Policy briefing 3. COVID-19 briefing 4. Last annual surveillance audit result 5. Other matters. 	
4.2.1.2	<p>PPSB established master list for publicly available document and confidential updated 01/06/2021.</p> <p>From remote documents review, example publicly available documents are:</p> <ol style="list-style-type: none"> 1. MPOB License 2. Company policies 3. SOPs 4. Complaint and Grievance forms 5. Delivery FFB 6. Daily Work Records <p>From remote documents review, example confidential documents are:</p> <ol style="list-style-type: none"> 1. Land Title 2. Financial Report 3. Bank Statement 4. Company Budget 5. Sales of FFB <p>From remote documents review, publicly available document written in English and Bahasa Malaysia.</p>	Yes
4.2.2.1	<p>PPSB established SOP Consultation and Communication dated 01/05/2019.</p> <p>From remote document review of SOP includes:</p> <ol style="list-style-type: none"> 1. Communication to employee and other stakeholders 2. Enquiry / issue from employee and other stakeholders. <p>Remote document review of the procedure describe on maintaining the method of communication with all internal and external stakeholders.</p> <p>From remote document review of PPSB SOP consultation and communication estate manager is person in charge for handle communication with stakeholders.</p>	Yes
4.2.2.2	<p>PPSB appointed manager as person in charge for handling consultation and communication with stakeholders.</p>	Yes
4.2.2.3	<p>PPSB established list of stakeholders updated 02/05/2021.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>From remote document review of the list consist of:</p> <ol style="list-style-type: none"> 1. Government agencies 2. NGO 3. Neighbours plantation 4. Transporter (contractor) 5. Suppliers 6. Oil palm mills <p>PPSB established flow chart of consultation and communication dated 01/05/2019.</p> <p>From remote document review of flow chart of consultation and communication describe any request from stakeholders to be resolve within 14 days.</p> <p>From remote document review of training record, consultation and communication briefing to workers conducted on 24/03/2020.</p> <p>Phone call interview with admin staff informed COVID-19 precaution measures during the stakeholders meeting addressed by estate management.</p>	
4.2.3.1	<p>PPSB established SOP for Traceability on March 2019.</p> <p>Remotely document review of the SOP describe the process of recording the FFB sales.</p> <ol style="list-style-type: none"> 1. Harvesting records 2. Delivery to mill 3. Daily and contract records. <p>From remote document review of delivery note document the information clearly state vehicle no, date of delivery and net weight of FFB.</p> <p>Example information of Delivery documents dated 21/05/2021.</p> <ol style="list-style-type: none"> 1. DN No.: 13442 2. Lorry No.: ST3398L 3. Mill: TSH Plantation Management Sdn Bhd 4. Mill Weighbridge Ticket No.: 414580 5. Net Weight: 9.29 mt 	Yes
4.2.3.2	<p>PPSB estate conduct monthly checks of the traceability documents by the estate manager.</p> <p>Remote document review of monthly harvesting records, the traceability system recorded on monthly basis and verify by estate manager.</p>	Yes
4.2.3.3	<p>PPSB established SOP for Traceability on March 2019.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	PPSB appointed admin staff as person in charge of traceability records.	
4.2.3.4	<p>PPSB established SOP for Traceability on March 2019.</p> <p>The SOP describes the traceability documents as follows.</p> <ol style="list-style-type: none"> 1. Harvesting records 2021– Block 102, 105, 213 2. Delivery to mill – Delivery Note No.: 13442, dated 21/05/2021 3. Daily and contract records – Mill Weighbridge Ticket No.: 414580 <p>Traceability documents such as FFB delivery note to mill weighbridge are available and crosscheck for the unique identification number is the delivery note is stated in the mill weighbridge ticket.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>PPSB established legal register, list of permits and licenses updated 27/05/2021.</p> <p>Example of legal documents:</p> <ol style="list-style-type: none"> 1. Malaysian Palm Oil Board Act 1998 2. Prevention And Control Of Infectious Disease Act 1988 <p>Example of licenses:</p> <ol style="list-style-type: none"> 1. MPOB license valid till 30/09/2021 2. Diesel permit valid till 05/01/2022. 	Yes
4.3.1.2	<p>PPSB established legal register updated 27/05/2021.</p> <p>Legal document applicable are kept in soft copy by estate manager.</p> <p>Example of legal documents applicable to estate:</p> <ol style="list-style-type: none"> 1. Wildlife Conservation Enactment 1997 2. Prevention and Control of Infectious Disease Act 1988. 	Yes
4.3.1.3	<p>PPSB established legal register dated 03/04/2019 and latest updated on 27/05/2021.</p> <p>Example:</p> <ul style="list-style-type: none"> • Prevention and control infection disease Act 1988 	Yes
4.3.1.4	PPSB assigned manager as person in charge for monitor compliance and updating for legal register.	Yes
4.3.2.1	<p>PPSB land titles are country lease issued by Sabah Land Authority.</p> <p>The land usage state cultivation of agricultural crop of economic value.</p>	Yes
4.3.2.2	PPSB land titles are country lease issued by Sabah Land Authority.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	The land usage state cultivation of agricultural crop of economic value with tenure of 99 years.	
4.3.2.3	PPSB land titles includes map indicating the size in acres, location and boundary markers. Remote photos review of boundary marker is marked with a boundary stone and red colour wooden stick.	Yes
4.3.2.4	PPSB land titles are country lease issued by Sabah Land Authority. No dispute from previous owners.	Yes
4.3.3.1	PPSB land titles are country lease issued by Sabah Land Authority. There are no customary land titles listed in the summary of land titles.	Yes
4.3.3.2	PPSB land titles are country lease issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no map established.	Yes
4.3.3.3	PPSB land titles are issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no FPIC or negotiation document established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	PPSB established Social Impact Assessment (SIA) dated 09/05/2019 updated on 26/06/2021. SIA survey assessment conducted on 18/05/2021. The SIA includes a summary of positive and negative impacts and the timeline to monitor for completion. The summary table include the impact, action plan, PIC, timelines and status. The SIA will be reviewed once a year with feedback from stakeholders. Example: <u>Positive impact</u> Social impact: Minimum wage provided for the workers Action taken: Management will check regularly work done by the workers and make sure the works done are match minimum wages paid. Person in charge: Estate Manager Timeline: Continuously Remote document review, workers are paid in line with Minimum Wage Order and list of piece rate. <u>Negative impact</u> Social impact: Slow action on housing maintenance.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Action plan: Management will conducted monthly checking for workers labour quarters.</p> <p>Action plan: Estate Manager</p> <p>Timeline: Monthly</p> <p>Phone call interview with harvesters informed their housing are regularly checked and maintained by estate management.</p>	
4.4.2.1	<p>PPSB established SOP Complaints and Grievance dated 01/05/2019.</p> <p>The complaint and grievance procedure is displayed at office notice board.</p> <p>The procedure describe timelines to solve the complaint within 30 days after complaint received. If the complaint not able to be resolve by estate manager it will be referred to arbitration panel.</p> <p>Person in charge to handle complaint is the estate manager.</p> <p>Phone call interview with harvesters informed they aware on the complaint and grievance procedure.</p>	Yes
4.4.2.2	<p>PPSB established SOP Complaints and Grievance dated 01/05/2019.</p> <p>The procedure describe timelines to solve the complaint within 30 days after complaint received. If the complaint not able to be resolve by estate manager it will be referred to arbitration panel.</p> <p>Remote document review complaint record, no complaint lodged as at audit date.</p> <p>Phone call interview with chemical sprayers informed they understand the timeframe to resolve complaint is 10 days after complaint lodged.</p>	Yes
4.4.2.3	<p>PPSB established complaint form.</p> <p>Remote document verify the complaint form available at estate office.</p> <p>Phone call interview with chemical sprayers, manurers and harvesters informed they are aware of the complaints forms at the estate office.</p>	Yes
4.4.2.4	<p>PPSB conduct estate meeting on 12/12/2020 include briefing of the SOP Complaint and Grievance.</p> <p>Phone call interview with workers they are able to demonstrate their understanding on the procedure and complaint could be lodged at any time.</p>	Yes
4.4.2.5	<p>PPSB established complaint logbook for workers and external parties.</p> <p>PPSB maintain complaint records as from 2019 till the audit date.</p> <p>Remote document review, no complaint lodged from 2019 till the audit date.</p>	Yes
4.4.3.1	<p>PPSB provides job opportunity to local communities for general worker.</p> <p>Remote phone interview with workers and management informed PPSB has provided job opportunity to local communities for general worker.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.4.1	<p>PPSB established Safety and Health Policy dated 07/07/2020 signed by Managing Director.</p> <p>The policy is available at the estate notice board.</p> <p>Workers are briefed on the policy and PPE on 24/03/2021.</p>	Yes
4.4.4.2	<p>a</p> <p>PPSB established Safety and Health Policy dated 07/07/2020 signed by Managing Director.</p> <p>The policy is available at estate notice board.</p> <p>Worker are briefed on the safety and health policy, safe working practices and PPE usage dated 24/03/2021.</p>	Yes
	<p>b</p> <p>PPSB established HIRARC updated 26/06/2021.</p> <p>The HIRARC covered all estate operations.</p> <p>The HIRARC includes: Activity, Hazard, Risk and Effects, Existing control, Risk control (admin/engineering), PIC and Risk rating after control.</p> <p>Example: Harvesting operation (cutting of fronds and bunches)</p> <p>Hazard: Possible fronds and bunches falls on the workers</p> <p>Risk and Effect: Cut or injuries</p> <p>Existing control: Regular training and briefing given to workers.</p> <p>PIC: Estate Manager</p> <p>Phone call interview with workers informed they understand the risk of specific task.</p> <p>Remote document review on training records, harvesting operation training conducted on 24/03/2021.</p>	Yes
	<p>c i</p> <p>PPSB established training program for year 2021 updated 26/06/2021 which includes the safe work practices of estate operation activities.</p> <p>Example:</p> <ul style="list-style-type: none"> Chemical spraying SOP training conducted on 24/03/2021 <p>Phone call interview with chemical sprayer workers informed they understand the safe work practices of their individual task.</p>	Yes
	<p>c ii</p> <p>PPSB kept SDS for chemical and fertilizer use in estate.</p> <p>Example: Ally</p> <p>SDS available in English and Bahasa Malaysia languages.</p> <p>Store is in good condition and locked. All chemicals store with original labelling. The chemical containers are proper arrange in the store.</p>	Yes
d	PPSB established records of PPEs issuance all workers.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Remote document verify, PPE issuance 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 application.</p> <p>PPE: Nitrile hand glove, goggles, nitrile apron, mask respirator and rubber boots.</p> <p>Remote photos review and phone call interview with chemical sprayers workers confirmed they provided with PPE according to individual task according to CHRA.</p>	
e	<p>PPSB established SOP Chemical Sprayer and SOP Premix dated 05/05/2019.</p> <p>The SOP describes safe chemical handling practice.</p> <p>PPSB adopted SDS for handling of chemicals to ensure proper and safe handling and storage.</p>	Yes
f	<p>PPSB assigned estate manager as person in charge for safety and health.</p>	Yes
g	<p>PPSB has a total number of 14 workers. Establishment of Safety and Health Committee is not applicable as per Occupational Safety and Health Act 1996 Section 30 requirements.</p> <p>However, topics covering safety issues has been discussed during workers meeting on 24/03/2021.</p>	Yes
h	<p>PPSB established accident and emergency SOP updated on 02/02/2020.</p> <p>Remote document review of Emergency Response Plan with emergency contact number displayed at estate notice board.</p> <p>Emergency Response Procedure training has been conducted for workers on 18/05/2021.</p> <p>Phone call interview with workers informed they are aware of the Emergency Response Procedure.</p>	Yes
i	<p>PPSB person in charge for first aid has attended training on 04/01/2020. Sighted certificate of first aid course for person in charge is valid and displayed at the notice board.</p> <p>Remote document review of contact number for person in charge displayed at the notice board.</p> <p>PPSB conducted first aid training for workers dated 24/06/2021.</p> <p>Remote document review of first aid kit box are available at the field operation and well maintained.</p>	Yes
j	<p>PPSB established record book for accidents and injuries.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>There is no case of accident or injury reported based on review and verification of record book.</p> <p>Remote document review, the JKKP 8 report was submitted to DOSH dated 19/01/2021 with 0 case of injury, accident and death reported.</p>	
4.4.5.1	<p>PPSB established Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>Policy states:</p> <p>Respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p> <p>The Sustainability Agriculture Policy briefing conducted on 23/02/2021.</p> <p>Phone call interview with harvesters, chemical sprayers and manurers informed they understand the policy.</p>	Yes
4.4.5.2	<p>PPSB established Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>The policy describe as below:</p> <p>The company does not engage in or support discriminatory practices and provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>Remote pictorial review of the policy displayed at estate notice board.</p> <p>Phone call interview workers informed, they are aware company provides equal opportunity to all workers without discrimination.</p>	Yes
4.4.5.3	<p>PPSB established contract agreement for workers accordance to Sabah Labour Ordinance.</p> <p>The contract agreement in Bahasa Malaysia which is able to be understood by workers. The working contracts are signed by worker and company.</p> <p>PPSB established list of piece rate implemented for piece rate work updated 06/03/2021.</p> <p>Remote document review on harvester pay slip, the wages paid as agreeable rate.</p>	Yes
4.4.5.4	<p>PPSB engaged FFB transport contractor.</p> <p>All records for contractor worker are available.</p> <p>PPSB monitored contractor worker payment base on pay slip provided. During remote document review the contractor worker pay slip, the worker is paid according to the agreed as per the rate for the work task</p> <p>Example: Transport of FFB 26% of total amount.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.5	PPSB established list of workers that contain name, gender, date of birth, date joined, job description and nationality. Remote document review on list of workers are maintained and updated.	Yes
4.4.5.6	PPSB established worker contract for every worker recruited. The management provide fair contract that has been signed by both parties. The worker is briefed on the working contract terms and conditions, wage, type of work and copy is provided. Phone call interview with workers informed they are briefed on the contract terms and conditions and received a copy after signed.	Yes
4.4.5.7	PPSB established time recording system via check roll to monitor and record workers working hours on daily basis. Remote photos evidence of working hours displayed at estate notice board verified. Remote call interview with chemical sprayers informed they are aware on the working hours and overtime.	Yes
4.4.5.8	PPSB established working hours and displayed at offices notice board. Working hours is included in the worker contract agreement. The working hours is from 7:00 am until 4.00 pm with break time on 11:00am – 1.00pm. Phone call interview with sampled chemical sprayers, harvesters and manurers informed they understand the working hours and overtime time.	Yes
4.4.5.9	PPSB established pay slip records to document workers' wages. Sampled pay slip for April 2021, workers are paid on piece rated basis for harvesting and manuring. Review on pay slip April 2021, daily rate paid at RM 46.15 to workers for holiday and sick leave as describe in the contract agreement in accordance to Minimum Wage Order (Amended 2020). Phone call interview with workers informed, the wages document is in Bahasa Malaysia language.	Yes
4.4.5.10	PPSB provides benefits to workers such as medical care, SOCSO, housing, water and electricity.	Yes
4.4.5.11	PPSB workers housing follow the industry best practices. Remote photos evidences of water tank and electricity provided at housing area reviewed and verified. Phone call interview with workers informed, they are provided with basic amenities such as water and electricity.	Yes
4.4.5.12	PPSB Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy state:</p> <p>To prevent sexual harassment and any other forms of violence against women, works and community.</p> <p>The policy is available in both English and Bahasa Malaysia language and displayed at the estate notice board. Pictorial evidences has been reviewed and verified.</p> <p>The briefing on policy to workers on 12/12/2020.</p> <p>Review on complaints records, no complaint lodged for sexual harassment.</p>	
4.4.5.13	<p>PPSB Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>Policy states:</p> <p>“Management and its supplier / contractors shall recognize and respect the right of employees to join trade union of their choice subject to the provisions of relevant national legislation.”</p> <p>Meeting conducted on 12/12/2020 between workers and management includes agenda of social, safety, health, housing and others.</p> <p>Phone call interview with management informed the meeting and briefing will be conducted once a year.</p>	Yes
4.4.5.14	<p>PPSB Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>The policy state:</p> <p>Ensure that no child or young person shall be, or be required or permitted to be, engaged in any employment other that those allowed by the laws.</p> <p>Review the employee list, the workers are above minimum age.</p> <p>Phone call interview with workers informed there is no child labour or young person employed by estate management. All workers are above 18 years prior joining the estate.</p>	Yes
4.4.6.1	<p>PPSB has established training programs for employees dated 25/02/2019.</p> <p>Example training has conducted:</p> <ol style="list-style-type: none"> 1. Fire and emergency dated 18/05/2021. 2. Environmental awareness dated 23/02/2021. 3. Harvesting dated 24/03/2021 4. Company Policies, SOP & PPE dated 23/02/2021 5. COVID-19 dated 23/04/2021 <p>Phone call interviewed with workers confirmed they attended and understand on the training conducted by management.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.6.2	<p>PPSB established training programme according to the job task.</p> <p>Training matrix for each of the workers is develop to identify training needs for each of the worker based on their job description.</p> <p>Remote review of training need analysis is established by PPSB for all workers dated 01/01/2021.</p>	Yes
4.4.6.3	<p>PPSB established annual training programs for year 2021 updated 01/01/2021 includes company policies, safety & health, environmental, SOP, PPE and COVID-19.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Training on harvesting operation 2. Training on chemical spraying operation. 3. Training on Emergency drill 4. Training on PPE 5. Training on COVID-19 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
4.5.1.1	<p>PPSB has established Environmental Policy dated 01/08/2019 signed by Managing Director.</p> <p>Remote review of Environmental Policy states management is committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environments whenever practical that will ensure a sustainable future.</p> <p>PPSB established Environmental Management Plan updated 26/06/2021.</p> <p>From remote document review includes the environmental impacts, action plans, monitoring and continuous improvement programme.</p> <p>From remote photo review of Environmental Policy is displayed at estate notice board.</p> <p>Phone call interview with workers informed they aware on environmental policy and recycle awareness.</p>	Yes	
4.5.1.2	a	PPSB established Environmental Policy dated 01/08/2019 signed by Managing Director with objective to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environments whenever practical that will ensure a sustainable future.	Yes
	b	PPSB establish Environmental Aspects and Impacts Assessment (EAIA) updated 26/06/2021.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Environmental impact, mitigation, and continuous improvement plans has include Identification aspect and impacts of activities, mitigation / improvement plan and responsible person for the action to be taken.</p> <p>From remote document review,</p> <p>Example:</p> <p>Activities: Chemical spraying</p> <p>Environment Aspect: Chemical spillage</p> <p>Environment negative impact: Pollution to water courses and land</p> <p>Improvement plan: Regular monitoring, not keep extra stock, follow SOP on PPP storing and handling</p> <p>Responsibility: Mandore</p> <p>From remote document review of chemical stock record, the volume of chemicals stored in chemical store are regularly monitor with latest updated on 27/05/2021.</p> <p>Photo review, no spillage is found. Bund already construct inside the store to avoid leakage or spillage come out from store. Chemical store are maintain, good ventilation system and locked.</p>	
4.5.1.3	<p>PPSB establish Environmental Aspects and Impacts Assessment (EAIA) updated 26/06/2021.</p> <p>Stated under potential environmental impact include mitigation of negative and promote positive for pollution prevention.</p> <p>From Remote document review,</p> <p>Example of negative impact:</p> <p>Activities: Chemical spraying</p> <p>Environment Aspect: Chemical spillage</p> <p>Environment negative impact: Pollution to water courses and land</p> <p>Improvement plan: Regular monitoring, not keep extra stock, follow SOP on PPP storing and handling</p> <p>Responsibility: Mandore</p> <p>From remote document review of chemical stock record, the volume of chemicals stored in chemical store are regularly monitor with latest updated on 27/05/2021.</p> <p>Photo review, no spillage is found. Bund already construct inside the store to avoid leakage or spillage come out from store. Chemical store are maintain, good ventilation system and locked.</p>	Yes
4.5.1.4	<p>PPSB established Environmental Management Plan updated 05/05/2021 include action to promote positive impacts.</p> <p>From remote document review,</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example of positive impact:</p> <p>Activities: PPP storing and premixing</p> <p>Environment Aspect: PPP spillage</p> <p>Improvement plan: Regular monitoring, not keep extra stock, follow SOP on PPP storing and handling</p> <p>Responsibility: Mandore</p> <p>Continuous improvement Program: Training & monitor recycling program.</p> <p>From remote document review training program for year 2021 updated 01/01/2021, briefing of handling chemicals at chemical store included.</p>	
4.5.1.5	<p>PPSB established training program include environmental training for year 2021 updated 01/01/2021.</p> <p>From remote document review;</p> <p>Example:</p> <p>Briefing records, awareness environmental of HCV and RTE briefing conduct to workers on 24/03/2021.</p> <p>Phone call interview with workers informed they brief on PPSB environmental policy and HCV / RTE during morning briefing.</p>	Yes
4.5.1.6	<p>PPSB conduct environmental meeting latest dated 12/12/2020 include workers to discuss related environmental issue, buffer zone, recycle program and wildlife.</p> <p>From remote document review of PPSB environmental meeting discussed were managing riparian, prohibition of hunting wildlife and managing wastes and promote recycle programme,</p> <p>The frequency of the meeting is to be conducted once a year.</p>	Yes
4.5.2.1	<p>PPSB establish baseline for diesel used for 2 years from 2018 to 2019 as a guideline to monitor and compare actual diesel usage in year 2020.</p> <p>Remote document review of diesel consumption for year 2020 lower than baseline due to high FFB production and strict monitoring of fuel for genset.</p> <p>From remote document review, diesel budget for 2020 is compared against actual usage 2020. The actual diesel usage from January to December 2020 are low compared to budget.</p> <p>CIP for pollution and emissions established dated 06/04/2021.</p> <p>From remote document review, the plan includes:</p> <p>Improvement Action: Continuously monitoring of diesel consumption efficiency in litre per ton FFB</p> <p>Review and Monitor: Diesel used record</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	From remote document review of diesel record. PPSB monitor diesel consumption on monthly basis updated 31/01/2021.	
4.5.2.2	PPSB established budget for diesel consumption for year 2020. The fuel consumption established including farm tractor and genset. From remote document review, diesel budget for 2020 is compared against actual usage. The actual diesel usage as at December 2020 is low compared to budget due to high FFB production and strict monitoring of fuel for genset.	Yes
4.5.2.3	PPSB does not practice renewable energy. Phone call interview with manager, no renewable energy implemented.	Yes
4.5.3.1	PPSB established Waste Management Plan dated 26/06/2021. Waste Management Plan has identified source of waste: 1. Gaseous 2. Solid 3. Liquid From remote document review; Example: Solid waste: Empty containers Activities: Chemical spraying Source: Premixing chemical area Monitoring plan: Chemical store records Responsibility: Mandore	Yes
4.5.3.2	a PPSB established Waste Management Plan dated 26/06/2021 include waste identification and disposal method. Waste Management Plan describe waste identification and disposal method listing the table type of sources of waste, location, disposal method, disposal records and responsibility. From remotely document review, Example: Solid waste Activities: Chemical spraying Source: Premixing chemical area Waste: Empty chemical containers Disposition method: Triple rinsed and reused for diesel storage. Monitoring plan: Chemical store records	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Responsibility: Mandore</p> <p>Remote document review of empty containers record, the volume of empty containers in store are regularly monitor with latest updated on 27/05/2021.</p>	
b	<p>PPSB has established Waste Management Plan dated 26/06/2021 include waste identification and disposal method.</p> <p>Sources of waste and pollution identify the wastes to be recycle or reuse.</p> <p>From remote document review,</p> <p>Example:</p> <p>Waste: Empty chemical containers</p> <p>Activities: Chemical spraying</p> <p>Disposition method: Triple rinsed and reused for diesel storage.</p> <p>Environment Negative Impact: Pollution to water courses and land</p> <p>Responsibility: Mandore</p> <p>From remote document review of empty containers record, the volume of empty containers in store are regularly monitor with latest updated on 31/05/2021.</p> <p>From remote photo review at store, all empty containers are properly marked with red colour and re-used for diesel storage.</p>	Yes
4.5.3.3	<p>PPSB established SOP handling chemical containers updated 20/06/2020 for proper handling, storage and disposal of chemical to protect the environment.</p> <p>PPSB adopt the SDS as additional control of safe handling and storage of chemicals in store.</p> <p>From remote photo review at store, all empty containers are properly marked with red colour and re-used for diesel storage.</p> <p>PPSB established SOP of handling chemical.</p>	Yes
4.5.3.4	<p>PPSB established SOP handling chemical containers updated 20/06/2020 for proper handling, storage and disposal of chemical to protect the environment.</p> <p>The SOP describe the steps of activities that include triple rinsing, container cap to be removed to prevent reused for other purposes, puncture and marked.</p> <p>From remote photo review at store, all empty containers are properly marked with red colour and re-used for diesel storage.</p>	Yes
4.5.3.5	<p>PPSB has established Waste Management Plan dated 26/06/2021 include waste identification and disposal method.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Sources of waste and pollution identify the wastes to be recycle or reuse.</p> <p>Domestic wastes segregated for recycling and those cannot be recycle will be dispose at landfill.</p> <p>Domestic waste is landfill at designated locations away from housing and waterways.</p> <p>From remote document review of landfill in map is located at block 2 (210).</p> <p>Phone call interview manager confirm the landfill located away from housing and waterways.</p> <p>Photo review of landfill area, confirm no empty chemical containers disposed into the landfill.</p> <p>PPSB properly handle used oil containers and kept in scheduled waste store.</p> <p>From remote document review of training record, PPSB conduct training on waste handling to workers dated 24/03/2020.</p>	
4.5.4.1	<p>PPSB established Waste Management Plan dated 26/06/2021.</p> <p>From remote document review waste list established identify the sources of wastes as solids, liquids and gaseous.</p> <p>From remote document review,</p> <p>Example:</p> <p>Liquid waste</p> <p>Activity: Chemical spraying</p> <p>Source: Premixing chemical area</p> <p>Waste: Chemical spillage</p> <p>From remote document review of chemical stock record, the volume of chemicals stored in chemical store are regularly monitor with latest updated on 27/05/2021.</p>	Yes
4.5.4.2	<p>PPSB established Waste Management Plan dated 26/06/2021.</p> <p>Waste Management Plan has divide by 3 type.</p> <p>The plan includes the action plan for significant pollutants and emissions.</p> <p>Remotely document review,</p> <p>Example:</p> <p>Liquid waste</p> <p>Activities: Chemical spraying</p> <p>Waste: Chemical spillage</p> <p>Disposal method: Reused chemical spillage for chemical spraying.</p> <p>Improvement plan: Bund construct in premixing chemical area</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Responsibility: mandore</p> <p>Photo review, the bund is construct at premixing chemical area to reduce spillage direct to store drainage.</p>	
4.5.5.1	<p>a PPSB established Water Management Plan updated 26/06/2021.</p> <p>The main sources of water for PPSB are from rain and reservoir pond.</p> <p>The usage of water is generally for domestics, chemical mixing and chemical spraying.</p> <p>Example:</p> <p>Water source: Rain water</p> <p>Action plan: Each house is provided with sufficient water tanks</p> <p>Management review: To provide the additional / replacement if required.</p> <p>Photo review of workers housing area, water tanks for rain water harvesting are available and well maintained.</p>	Yes
	<p>b PPSB established Water Management Plan updated 26/06/2021.</p> <p>From remote document review on estate map confirmed there is a river flowing along estate boundary.</p> <p>Phone call interview with manager informed there is a river flowing along estate boundary.</p> <p>PPSB does not have river flowing through estate. Therefore, no monitoring required for incoming and outgoing.</p>	Yes
	<p>c PPSB established Water Management Plan updated 26/06/2021.</p> <p>PPSB monitor rainfall data for water optimizing planning of usage in operation and workers housing.</p> <p>Rain harvesting is practice at premixing area and workers housing.</p> <p>Phone call interview with estate staff, she informed all chemical mixing activities are using rain water and water collection from triple rinse of empty chemical containers.</p> <p>Photo verification at worker housing and phone call interview with workers informed water from rain harvesting is used for domestic consumption.</p>	Yes
	<p>d PPSB established Water Management Plan updated 26/06/2021.</p> <p>From remote document review on estate map confirmed there is river flowing along estate boundary.</p> <p>Photo review of the buffer zone establish,</p> <p>Buffer zone: Kalumpang river</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Physical system: Red marking painted at the palm tree along the buffer zone area. No chemical activities signage installed. Vegetation along the buffer zone well preserved and maintain.</p> <p>Action Plan: Monitoring by regular patrolling</p> <p>PIC: Manager</p> <p>Phone call interview with chemical sprayers informed they understand of no chemical spraying at the buffer zone area is allowed.</p>	
	<p>e Photo review of buffer zone at the Kalumpang river, confirmed palm trees along buffer zone area are marking with red colour. No chemical activity signage installed at the buffer zone</p> <p>Photo review of vegetation along the buffer zone, well preserved and prohibited from any cultivation, plantation maintenance and replanting activities.</p> <p>Phone call interview with chemical sprayers informed no chemical activities is allowed to conduct at the buffer zone area.</p>	Yes
	<p>f Phone call interview with PPSB manager and photos reviewed, there are no bore wells constructed to extract ground water.</p>	Yes
4.5.5.2	<p>Phone call interview with PPSB manager and photos review, there are no bunds, weirs and dams constructed across main river passing through the estate.</p>	Yes
4.5.5.3	<p>PPSB established monthly rainfall record from January to June 2021 for monitoring of rain water harvesting by estate.</p> <p>Remotely photo review and phone call interview with workers informed rain water harvesting practice at the labour quarters and chemical mixing areas.</p>	Yes
4.5.6.1	<p>a PPSB established HCV Management Plan update 27/06/2021 to monitor wildlife in and surrounding the estates.</p> <p>From remote document review of the management plan, PPSB identified type of wildlife and conservation area within estate.</p> <p>From remote document review of monitoring records of wildlife, example:</p> <p>Date: 14/07/2021</p> <p>Type of wildlife: Ayam Hutan</p> <p>Recorded by: Worker</p> <p>Location: Field Block 111</p> <p>Photo field review, signage installed to inform workers of the protected area.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Phone call interviewed with chemical sprayer informed they are prohibited to hunt wildlife across their estate.</p>	
	<p>b PPSB established monitoring record of wildlife and update on quarterly basis.</p> <p>From remote document review of monitoring records of wildlife for year 2020.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Jungle fowls 2. Eagle 3. Snake 4. Monkey <p>Remotely photo review of PPSB estate notice board, the policy and type of protected animal species are displayed.</p> <p>Phone call interview with workers informed they are aware on type of protected wildlife such as 'Ayam Hutan, Monyet and Burung Enggang' and no illegal hunting within the plantation area.</p>	Yes
4.5.6.2	<p>a PPSB displayed guideline 'No hunting area' at field and notice board.</p> <p>Remotely photo review, the guideline display at office notice board include statement on penalty of hurting or capturing RTE base on Wildlife Conservation Enactment 1997.</p> <p>Remotely photo review of estate boundary signboard of no hunting is installed next to forest area.</p> <p>Remotely photo review of estate notice board, prohibition of illegal hunting and type of RTE species are properly displayed.</p> <p>Phone call interview with workers informed no illegal hunting in the estate by workers.</p>	Yes
	<p>b PPSB established Environmental Policy updated 01/08/2019 signed by Managing Director state as below:</p> <p>PPSB shall undertake on educating and enhancing awareness pertaining to protection of the environment and biodiversity of all related stakeholders through regular training and communication.</p> <p>From remote document review of briefing records, awareness environmental of HCV and RTE briefing conduct to workers on 24/03/2021.</p> <p>Remotely photo review of jungle boundaries confirm an appropriate signage install as information to workers to discourage any illegal or inappropriate hunting, fishing or collecting activities.</p> <p>Phone call interview with workers informed no illegal hunting in the estate by workers.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.3	<p>PPSB established HCV Management Plan date 27/06/2021.</p> <p>From remote document review on the management plan describe the monitoring of respective areas on 14/07/2021.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Jungle fowls 2. Eagle 3. Snake 4. Monkey 	Yes
4.5.7.1	<p>PPSB established Environmental Policy updated 01/08/2019 signed by Managing Director.</p> <p>From remote document review of the policy describe PPSB shall undertake implementation of zero burning in all oil palm cultivation activities.</p> <p>From remote document review of briefing records, awareness environmental of Zero Burning conduct to workers on 24/03/2021.</p> <p>From remote document review of replanting program, PPSB conduct replanting in 2021.</p> <p>Photo field observation at the replanting area, the old palms are fell, chipped and no burning activities for land clearing activities.</p>	Yes
4.5.7.2	<p>PPSB established Environmental Policy updated 01/08/2019 signed by Managing Director.</p> <p>From remote document review of the policy describe PPSB shall undertake implementation of zero burning in all oil palm cultivation activities</p> <p>Phone call interviewed with estate manager and field observation there is no disease observed that required burning.</p> <p>Therefore, no special approval for open burning from relevant authorities.</p>	Yes
4.5.7.3	<p>PPSB established Sustainability Agriculture Policy dated 15/05/2019. The policy has includes a statement on zero burning</p> <p>Phone call interviewed with estate manager and field observation there is no disease observed that required burning.</p> <p>Therefore no applications for approval of controlled burning sighted.</p>	Yes
4.5.7.4	<p>PPSB established replanting program, remote review replanting is plan in 2021.</p> <p>Photo field observation at the replanting area, the old palms are fell, chipped and no burning activities for land clearing activities.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>PPSB established relevant SOPs and appropriately documented. Examples:</p> <ol style="list-style-type: none"> SOP on harvesting SOP on manuring SOP on chemical handling <p>The training related to the SOP for best practice had been conducted by the estate management.</p> <p>Remotely document review of training records, example:</p> <ol style="list-style-type: none"> Harvesting dated 24/03/2021 Manuring dated 04/03/2021 Chemical spraying 24/03/2021 Grass cutting 24/03/2021 	Yes
4.6.1.2	<p>PPSB adopt field handbook for immature oil palm volume 2 series number: ISBN 981-04-1433-1 as SOP guideline for planting within permitted levels on sloping land.</p> <p>The procedure describe:</p> <p>To prevent erosion, cover plant should be established on slopes as soon as possible after land clearing.</p> <p>From photo review and phone call interview with manager, informed no slope planting in PPSB.</p>	Yes
4.6.1.3	<p>PPSB established block marking includes block no, year planting and planting material.</p> <p>Photo review on field confirm block marker is installed as below:</p> <p>Block 1, 84.51 Ha, Planted 1997</p>	Yes
4.6.2.1	<p>PPSB established 5 years financial budget for year 2020 to 2025.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none"> Financial projection Budget & projection operation cost Replanting plan <p>Phone interview with manager inform implementation of budget allocated are monitored closely to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>PPSB establish replanting programme for year 2022 to 2023.</p> <p>Remotely review of plan stated replanting activity involve 43.16 ha (106.65 acre) for year 2021.</p>	Yes
4.6.2.3	<p>PPSB business management plan for 2020 until 2024 is established. The plan has include:</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> 1. Long term plan FFB production and Forecast 2020 -2024. 2. FFB and CPO price forecast. 3. Cost of FFB sales. 	
4.6.2.4	<p>PPSB monitors monthly on FFB production, income, expenses and price per ton / FFB.</p> <p>The estate has to submit a monthly analysis report, FFB actual vs budget report to the management.</p> <p>PPSB management monitor through monthly progress report for comparing budget and actual performance.</p> <p>Phone interview with manager inform they are monitoring and ensuring the cost within the budget limit.</p>	Yes
4.6.3.1	<p>PPSB engage contractor for replanting work with contract agreement sign by both parties dated on 02/03/2021.</p> <p>Remote document review,</p> <p>Example:</p> <p>Work: Felling and chipping</p> <p>Date: 01/03/2021</p> <p>Quotation Work: Replanting Excavator</p> <p>Documents reviewed and verified quotation for felling and chipping activities describes the rates, period of contract, duly agreed price and signed by both parties.</p>	Yes
4.6.3.2	<p>PPSB engage contractor for replanting work with contract agreement sign by both party dated on 02/03/2021.</p> <p>Document review on payment voucher issued to contractor is paid in timely manner as mutually agreed by both parties.</p>	Yes
4.6.4.1	<p>PPSB engage contractor for replanting work.</p> <p>Remote review of contract agreement, describe contractor shall observe and comply with MSPO principles requirements with regards to the replanting activities.</p> <p>Remote review of training record, MSPO briefing on safety and health conducted on 02/03/2021.</p>	Yes
4.6.4.2	<p>PPSB engage contractor for replanting work with contract agreement sign by both parties dated on 02/03/2021.</p>	Yes
4.6.4.3	<p>PPSB engage contractor for replanting work.</p> <p>Contract agreements are review, describes that relevant sustainability certification body have the access to contractor or operation when required.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Remote review of training record to contractor on 02/03/2021, PPSB conducted briefing of MSPO policy include contractor is subject to be audited by respective certification body.	
4.6.4.4	PPSB engage contractor for replanting work. PPSB established contractor monitoring checklist, review of the checklist confirm the monitoring was updated at Block 219 dated 15/06/2021.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	PPSB established planting statement for its estate. Review on the planting statement, no new planting at PPSB. The first planting is in year 1997 while 1 st replanting is in 2018. Document review of replanting statement, there is replanting conducted in PPSB in year 2021. No new planting activities in the replanting area. Therefore, no assessment for high biodiversity value conducted.	Yes
4.7.1.2	PPSB planting statements is review. There is no new planting. The replanting in 2021 is 43.16 ha (106.65 acre) which is less than 100 ha. Therefore, no PPM required.	Yes
4.7.2.1	PPSB map and field photos confirmed there are no peat land in all estates.	Yes
4.7.3.1	PPSB planting statement is review and from field photos confirmed no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	PPSB planting statement is review and from field photos confirmed no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no involvement of smallholder's scheme in PPSB certification. Therefore, not applicable.	Yes
4.7.4.1	PPSB planting statement, estate map and land titles are reviewed. There is no new planting. Therefore, no soil assessment report and soil map established.	Yes
4.7.4.2	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no topography map established and soil assessment report established.	Yes
4.7.5.2	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no plan on fragile and marginal soil established.	Yes
4.7.5.3	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	PPSB planting statement, estate maps and land titles. There is no new planting. Therefore, no FPIC conducted and communities affected.	Yes
4.7.6.2	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no management plan established.	Yes
4.7.6.3	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no management plan for monitoring and acceptable by the affected communities is established.	Yes
4.7.6.4	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no compensation established.	Yes

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4.7.6.5	PPSB planting statement, estate maps and land title are reviewed. There is no new planting. Therefore, no assessment of legal and recognized customary rights conducted.	Yes
4.7.6.6	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.7	PPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no compensation plan established	Yes
4.7.6.8	PPSB planting statement, estate map and land titles are reviewed. There is no new planting. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
X	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i></p>	

4.5. Detail of Audit Findings in last audit

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

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,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

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Non Conformity Number < 1 >			
Indicator # and Description:	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 necessary corrective action (MAJOR)		
Location:	Office		
Description of Finding / Objective Evidence:			
PPSB established internal audit procedure flowchart dated 03/04/2019. However, document review found the internal audit does not cover principle 7.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Mohd Nur Amin Bin Mohd Halim	Date Raise:	29/06/2021
Deadline for implementation	28/08/2021		
Root Cause Analysis (by company):			
Internal audit not cover principle 7 at replanting activities			
Correction (by company):			
To conduct internal audit cover principle 7 especially the area with replant activities.			
Corrective / Preventive Action (by company)			
To plan the internal audit in the future to cover principle 7 as well.			
Review of Correction & Corrective / Preventive Action			
From remote document review of the NC documents submission. The internal audit conducted on 05/07/2021 include principle 7 requirements. The submitted documents include with internal audit checklist and internal audit closing meeting minutes are sufficient to close the nonconformity. Further verification will be review on the next audit.			
Closed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification :	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor:	Mohd Nur Amin Bin Mohd Halim	Date of Closure:	10/07/2021
Review of Implementation			
Name of Lead Auditor / Auditor:	Date of Review:		

Nr.	Indicator	Description	Location	Opportunity for Improvement
1	4.5.3.1	All waste products and sources of pollution	Documentation	PPSB may consider include gaseous wastes in waste products.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		shall be identified and documented. (MAJOR)		
2	4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: (MAJOR) a. Identifying and monitoring sources of waste and pollution	Documentation	PPSB may consider to improve waste identification of solid waste.
3	4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: (MAJOR) a. Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities	Documentation	PPSB may consider improve on identifying type of wildlife in management plan.
4	4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. (MAJOR)	Documentation	PPSB may improve on the information of payments terms and conditions.

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5. CONCLUSION

Permata Plantation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 02 audit for Permata estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There is 1 Major NC raise and closed out successfully.

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:	1
Total certified production area:	205.89 Ha
Certified FFBs January to December 2020:	1,868.79 Mt
Certified FFBs January to May 2021:	776.05 Mt
Project FFBs June to December 2021:	1,086.47 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 virtual interviews, virtual observations, virtual sampling of activities, virtual 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, 22/07/2021

Mohd Nur Amin Bin Mohd Halim
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 22/07/2021

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 of 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