



MSPO CERTIFICATION SUMMARY REPORT

QUEK BROTHERS PLANTATION COMPANY

SURVEILLANCE 02

Remote Audit Date: 25/08/2021

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Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 02

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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

Quek Brothers Plantation Company has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an annual surveillance 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 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 the Quek Brothers Plantation Company.

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 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: Joseph Sim Siaw Seng

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 Diploma in Occupational Safety and Health

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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)	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
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 producer online course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia, Mandarin 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	Navin Baskram	Bachelor in Biotechnology and Master in Environmental Management.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Navin Baskram	Four (4) years working experience in oil palm plantation and two (2) years' experience as sustainability executive and Internal Auditor. Two (2) years' experience in RSPO accreditation for RSPO scheme accreditation body.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Navin Baskram	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction	Navin Baskram	Completed 20 man days requirement to qualify as auditor. Currently undergoing process of	Yes

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Requirement	Name of Assessor	Qualification	Compliance
and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.		completing 15 man days as trainee lead auditor for qualification as Lead Auditor.	
Field working experience in the palm oil sector or demonstrable equivalent	Navin Baskram	Four (4) years working experience in oil palm plantation.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Navin Baskram	Four (4) years working experience in oil palm plantation.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Navin Baskram	Successfully completed ISO9001 standard for Lead Auditors.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Navin Baskram	Successfully completed ISO45001 standard for Lead Auditors.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Navin Baskram	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	Navin Baskram	Successfully completed ISO14001 standard for Lead Auditors.	Yes
Completed High Conversation Value assessment	Navin Baskram	Successfully completed High Conversation Value Assessment training.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Navin Baskram	Able to communicate in both Bahasa Malaysia and English.	Yes

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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.

Surveillance Audit:

This surveillance audit is conducted remotely on 25/08/2021 covering the following activities but not limited to below:

Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual review of documentation established but not limited to below
 - Policies
 - Estate maps
 - Land titles
 - Standard Operating Procedures
 - Work Flow Charts
 - Management Plans
 - Operating licenses and approvals
 - Operating records
 - Training records
 - Applicable Legislation Documents
- Virtual inspection of estate 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 and Telephone.

For the remote surveillance audit, Quek Brothers Plantation Company has 1 estate. Therefore, no selection required.

Table 2-1: Estate Selected

Name of Estate	Coordinates
Quek Brothers Company	E 117.9728°, N 5.9150°

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

Quek Brothers Plantation Company is an oil palm plantation company located at Batu 12, Jalan Labuk, Kg. Jawa Satu, Rancangan, Sungai Manila, Sandakan, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Quek Brothers Plantation Company	Batu 12, Jalan Labuk, Kg. Jawa Satu, Rancangan SG. Manila, Sandakan	E 117.9728°, N 5.9150°

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Aug 2021 to Dec 2021)
	Total*	Production**	
Quek Brothers Plantation Company	67.10	60.81	300
Total	67.10	60.81	300

*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 Estate

Year / Estate	Quek Brothers Plantation Company
1996	26.07
1998	20.18
1999	6.91
2018	7.65
Total Mature	60.81
2020	6.19
Total Immature	6.19
Total	67.00

3.3. Replanting Program for Estate

Year of replanting	Planted area (ha) in estate	Total area to be replanted (ha)
2021	-	-
2022	-	-
2023	12	12
2024	-	-
2025	15	15

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Year of replanting	Planted area (ha) in estate	Total area to be replanted (ha)
TOTAL	27	27

3.4. Maps of Estate Location

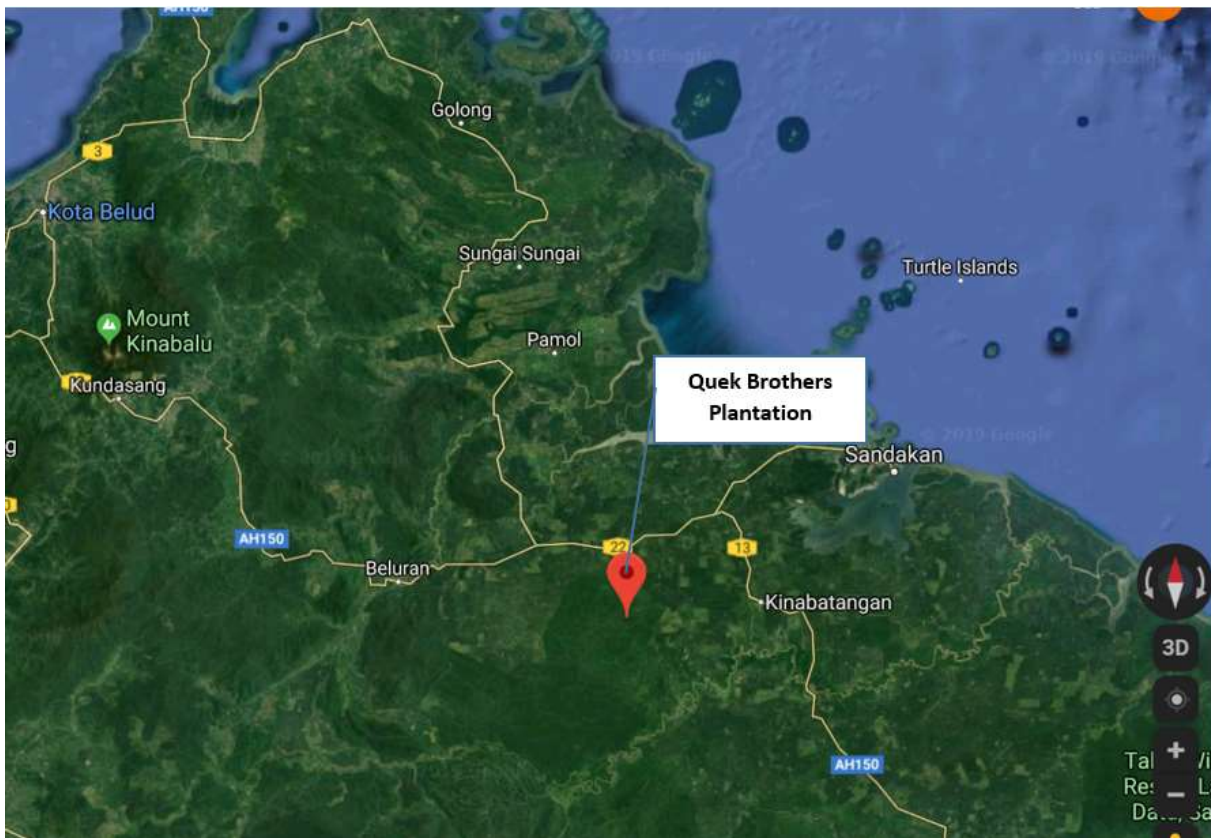


Figure 1: Quek Brothers Plantation Company Sabah estate map

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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:

Remote surveillance audit is conducted on 25/08/2021 covering one estate – Quek Brothers Plantation Company.

During the last surveillance audit, there are 1 Major, 0 Minor and 6 Opportunities for Improvement (OFI) are raised.

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

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

The 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.

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	QBPC established MSPO Policy dated 03/03/2019 signed by Director. Pictorial evidence of the policy displayed at estate notice board was shared and reviewed.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Briefing on MSPO Policy carried out on 30/05/2021 to all the workers. Phone interviews with general workers and harvesters informed they understand the company policies established.	
4.1.1.2	QBPC established MSPO Policy dated 03/03/2019 states the commitment for continual improvement. The policy has listed the key commitment towards the achievement of continual improvement.	Yes
4.1.2.1	QBPC established a schedule for internal audit for 2021 dated 30/05/2021. An internal audit was conducted on 07/04/2021 with 4 non-conformities raised. Remotely reviewed the internal audit reports. The report has identified the weak points and improvement action that include the root cause analysis.	Yes
4.1.2.2	QBPC established SOP Internal Audit dated 25/06/2019 describes the flow of the internal audit process. Remotely reviewed the internal audit report dated 07/04/2021. Example: Fertilizer store Finding: No fire extinguisher at fertilizer store Root Cause: No fire extinguisher installed Correction Action: Purchase and install the fire extinguisher Status: Completed Remotely reviewed the fertilizer store photo and phone call interviewed with workers informed fire extinguisher have been installed at fertilizer store.	Yes
4.1.2.3	The results of the QBPC internal audit are presented during the management review meeting on 09/05/2021.	Yes
4.1.3.1	QBPC management review meeting conducted on 09/05/2021. Review of minutes of management review meeting includes internal audit result and plantation matters.	Yes
4.1.4.1	QBPC established Continuous Improvement Plan dated 09/05/2021. Remotely reviewed the CIP for QBPC. Topics in the CIP includes environmental, social and safety and health aspects. Example of safety aspect identified: Topic: Staff Quarter Work to be done: Install rail on staircase at staff quarter as recommended in internal audit. Time Frame: December 2021	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Status: On-going</p> <p>Phone call interviewed with estate management informed due to MCO travel restriction, the construction of handrail is delayed.</p>	
4.1.4.2	<p>QBPC established SOP for Identification and Implementation of New Information and Technique of New Industry Standards and Technology dated 27/06/2020.</p> <p>The procedure states that any new practices and technology will be recorded and monitored.</p> <p>No new technique or new technology is used as audit date.</p>	Yes
4.1.4.3	<p>QBPC established SOP for Identification and Implementation of New Information and Technique of New Industry Standards and Technology include training to be conducted prior to the implementation of any new practices or technology.</p> <p>Phone call interviewed with audited estates management informed no new technology had been introduced and implemented in the estates.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>QBPC established SOP for Stakeholders Consultation and Communication dated 09/08/2019.</p> <p>The SOP describe:</p> <ol style="list-style-type: none"> 1. Formal community meeting; 2. Workers consultation. <p>Stakeholders list is established and updated on 05/03/2021 includes the surrounding neighbouring estates, smallholders and dealers'.</p> <p>External stakeholders meeting conducted on 09/08/2021 discussed on MSPO audit, company policies, safety / health and SOP complaint & grievance and COVID-19.</p> <p>External stakeholders meetings was conducted via email circulation due to the restrictions of having face to face meetings during the COVID-19 pandemic.</p> <p>Phone interview with workers informed they understand the company policies and information displayed at notice board.</p>	Yes
4.2.1.2	<p>QBPC established list of publicly available documents, updated on 08/01/2020.</p> <p>Example of publicly available documents are:</p> <ul style="list-style-type: none"> • Stakeholders list; • Company policies; 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Company map; Licenses. <p>Example of confidential documents are:</p> <ul style="list-style-type: none"> Budgets and revenue; Financial reports. 	
4.2.2.1	<p>QBPC established SOP for Consultation and Communication, dated 09/08/2019.</p> <p>The procedure was communicated to stakeholders on 09/08/2021.</p> <p>Pictorial evidences of consultation and communication flow chart displayed at notice board was reviewed and verified.</p> <p>Phone interview with workers informed they understand company policies and information displayed at notice board</p>	Yes
4.2.2.2	<p>QBPC appointed Estate Manager as person in-charge to handle communication and consultation with internal and external stakeholders.</p> <p>Reviewed and verified appointment letter dated 05/06/2019.</p>	Yes
4.2.2.3	<p>QBPC established list of stakeholders updated on 08/01/2020 includes NGOs, government agencies, contractors, suppliers, neighboring estates, collecting center.</p> <p>Review of stakeholder information, there is no request for information from stakeholders and this was confirmed with Estate Manager. The positive feedback from surrounding estate is good cooperation and relationship.</p> <p>Feedback or suggestion forms were circulated via email as face to face meetings were not allowed due to the COVID-19 pandemic.</p>	Yes
4.2.3.1	<p>QBPC established SOP for Traceability updated on 25/07/2020.</p> <p>List of documents involved in traceability:</p> <ul style="list-style-type: none"> Delivery chit; Weighbridge ticket; Monthly FFB records. <p>Flow chart of estates FFB traceability includes from the harvesting activities in the estate to the collection centre.</p> <p>During document review, FFB record books, delivery notes and weighbridge tickets were verified.</p> <p>The delivery order number is the unique number which appears in the weighbridge ticket.</p> <p>Example of information on collection centre weighbridge ticket for estate includes:</p> <p>Date: 27/04/2021;</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>FFB delivery number: 4722; Mill: Syarikat Luboh Palm; W/bridge ticket no: 001997; Net weight: 2,790 Kg. Example of Information Estate Delivery Order: FFB delivery number: 4722; Date: 27/04/2021; Estate: Quek Brothers Plantation; Lorry No: SS 4893 N; Certificate number: 0430092108; Final weight of FFB is based on collection centre weighbridge ticket.</p>	
4.2.3.2	<p>QBPC conduct monthly checks of the traceability documents by the estate manager. Monthly delivery of FFB sent to collecting center has been shared and reviewed. QBPC conducted Internal audit on 07/04/2021 that includes traceability system. There were no findings for traceability.</p>	Yes
4.2.3.3	<p>QBPC established SOP for Traceability, dated 09/08/2019. Person in charge as describe in the traceability SOP is Estate Manager. Reviewed and verified appointment letter dated 05/06/2019.</p>	Yes
4.2.3.4	<p>QBPC established SOP for Traceability, dated 09/08/2019. Records are kept for a period of 5 years. Reviewed and verified FFB weighbridge ticket from collection centre dated 03/09/2020. Records are well maintained.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>QBPC established legal register updated 30/05/2021. The list of licenses and permits updated 22/06/2021. Example of legal register:</p> <ul style="list-style-type: none"> • Malaysia Palm Oil Board Act 1988 (Act 582) • Prevention and Control of Infectious Disease Act 1988 <p>Example permits & licenses:</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> MPOB license validity period 01/12/2020 – 30/11/2021 Trading license validity period 16/12/2020 – 30/12/2021 	
4.3.1.2	<p>QBPC established legal register updated 30/05/2021.</p> <p>Example:</p> <ul style="list-style-type: none"> Malaysia Palm Oil Board Act 1988 (Act 582) Prevention and Control of Infectious Disease Act 1988 <p>All applicable laws, regulations and guidelines kept as soft copies.</p>	Yes
4.3.1.3	<p>QBPC established legal register updated 30/05/2021.</p> <p>Example of updated is Prevention and Control of Infectious Disease Act 1988.</p>	Yes
4.3.1.4	<p>QBPC appoint Estate Manager as PIC for monitoring and updating legal documents, regulations and licenses dated 29/04/2019.</p>	Yes
4.3.2.1	<p>QBPC established list of land titles dated 03/03/2020.</p> <p>QBPC land titles are country lease issue by Sabah Land Authority.</p> <p>Type of activity: Agriculture purpose</p> <p>Land title tenure: 99 years</p>	Yes
4.3.2.2	<p>Land titles issued by Sabah Land Authority states QBPC is the land owner.</p> <p>Land usage activity states agriculture purpose and land tenure is 99 years.</p>	Yes
4.3.2.3	<p>QBPC land titles include map stating the total are with boundary stone numbering.</p> <p>Remote photo verification, boundary marker is marked with a boundary stone and red wooden stick.</p>	Yes
4.3.2.4	<p>No dispute from previous owners since the QBPC land titles are country lease issued by Sabah Land Authority.</p>	Yes
4.3.3.1	<p>QBPC land titles are country lease issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.</p>	Yes
4.3.3.2	<p>There is no customary land leased or owned by QBPC. Therefore, no maps established.</p>	Yes
4.3.3.3	<p>There is no customary land leased or owned by QBPC. Therefore, no FPIC or negotiated documents established.</p>	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>QBPC established SIA report dated 05/03/2021.</p> <p>The SIA includes a summary of positive and negative impacts as well as time-bound to monitor the completion.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Positive impacts: 24 hours free water and electricity</p> <p>Action: To pay the electrical bill every month.</p> <p>PIC: Estate Manager</p> <p>Status: On going</p> <p>Phone call interview with workers informed water and electricity is provided free for them.</p> <p>Negative Impacts: Old oil palms are too tall as harvester difficult to do harvesting work.</p> <p>Impact: Old and tall palm, hard to harvest.</p> <p>Action: Replanting programme will be in year 2023 & 2025.</p> <p>PIC: Estate Manager</p> <p>Status: On going</p> <p>Review on the replanting programme and phone call interview with estate management informed replanting is scheduled on year 2023 and 2025.</p>	
4.4.2.1	<p>QBPC established a Complaint and Grievance Procedure dated 29/04/2019 and displayed at the estate notice board.</p> <p>Procedure states:</p> <ul style="list-style-type: none"> • All complaints must be writing in forms • All complaints to be recorded and review by the management 	Yes
4.4.2.2	<p>The established procedure states that the company will respond to the complaint received within 7 working days.</p> <p>Review on complaint file, there is no complaint received from January 2019 up to the audit date.</p>	Yes
4.4.2.3	<p>QBPC established complaint and grievance form and made available at the mandore house.</p>	Yes
4.4.2.4	<p>QBPC conducted complaint and grievances briefing on 30/05/2021 to all workers.</p> <p>Phone call interviewed with workers informed they have been briefed on complaint and grievances procedure and understand the processes.</p>	Yes
4.4.2.5	<p>Review on QBPC complaint file, there is no complaint received from 2019 up to the audit date.</p>	Yes
4.4.3.1	<p>QBPC provides job opportunity to local communities for transporting FFB to mill.</p>	Yes
4.4.4.1	<p>QBPC established Occupational Safety & Health Policy dated 29/04/2019 signed by Director.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy states that 'to provide a safe and healthy working environment for all employees.'</p> <p>The policy is available at estate notice board.</p> <p>The internal stakeholders meeting conducted on 30/05/2021 includes safety and health policy.</p> <p>The external stakeholders meeting conducted on 09/08/2021 via email has includes safety and health policy.</p>	
4.4.4.2	<p>a</p> <p>QBPC Safety and Health Policy is available at estate notice board.</p> <p>Worker are briefed on the S&H Policy on 30/05/2021.</p> <p>The external stakeholders meeting conducted on 09/08/2021 via email has includes Safety & Health Policy.</p>	Yes
	<p>b</p> <p>QBPC established HIRARC updated 10/05/2021 by work area for each activity.</p> <p>HIRARC table include: activity, hazards, risk and effects, recommended control.</p> <p>Example:</p> <p>Harvesting operation</p> <p>Activity: Sharpening of chisel and sickle</p> <p>Hazard: Sharp edges of the sickle and chisel</p> <p>Risk and Effect: Cut or injuries</p> <p>Recommended Control: Provide training to workers</p> <p>Document review and phone call interview with worker informed they have been briefed on risk related to harvesting activity dated 30/05/2021.</p>	Yes
	<p>c i</p> <p>QBPC established training plan for year 2021 dated 15/07/2021 include awareness training provided to chemical handler.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Records of training on PPE and chemical handling conducted on 30/05/2021 for workers. 2. Safe work practices for harvesting, manuring and chemical premix plan conduct on 30/05/2021. 3. COVID 19 SOP briefing conducted on 11/07/2021 for workers and contractors. 	Yes
	<p>c ii</p> <p>Photo verification of QBPC's SDSs for chemical, fertilizer and lubricants at chemical, fertilizer and diesel stores has been shared and reviewed.</p> <p>Example:</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>1. Glyphosate 41%</p> <p>2. Kenpo 888</p> <p>Remote document review SDS available in English and Bahasa Malaysia.</p>	
d	<p>Remote document review of QBPC's PPEs issuance records are reviewed and maintained.</p> <p>Type of PPE for activity in accordance to CHRA and HIRARC assessment indicated in activities that require appropriate PPE.</p> <p>Phone call interview with harvesters informed they have been briefed on the usage of PPE for work and COVID-19 SOP.</p> <p>PPE issuance records are maintained and any issuance is recorded to ensure workers are provided with proper PPEs.</p> <p>Example:</p> <ul style="list-style-type: none"> • Safety helmet • Rubber boots • Medical face mask • Rubber gloves 	Yes
e	<p>QBPC established safe operating procedures to ensure safe handling and storage of chemicals.</p> <p>Example:</p> <ul style="list-style-type: none"> • Chemical Spraying SOP dated 20/07/2019 • Chemical Storage SOP dated 29/04/2019 <p>QBPC adopt the SDS for handling of chemicals and storage.</p> <p>Reviewed on the chemical store photos, chemical products are with original label and packaging. Liquid based chemicals are stored on the portable tray to avoid any spillage.</p>	Yes
f	<p>Remotely document reviewed on appointment letter, QBPC estate manager is person in-charge for safety and health.</p>	Yes
g	<p>QBPC has 2 workers that below DOSH requirement of 40 workers. Therefore, not required to conduct regular quarterly meeting.</p> <p>However, discussion on safety and health agenda and Covid-19 was documented in the internal stakeholders meeting minute dated 30/05/2021.</p>	Yes
h	<p>QBPC established Procedure for Accident and Emergency Response Plan (ERP) dated 02/05/2019.</p> <p>The ERP is display at the notice board with contact number for any emergency.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Phone call interview workers informed, they have been briefed on emergency procedure and instructions.	
i	QBPC estate in-charge and mandore are trained in first aid dated 23/06/2019. Photo verification, first aid kits provided at housing quarters, chemical store and estate operation activities.	Yes
j	QBPC established record book for accident and injuries. No accident and injuries reported on year 2021 until the audit date. Annual report JKPP8 form for year 2020 submitted to DOSH on 02/06/2021.	Yes
4.4.5.1	QBPC established Good Social Practice Policy dated 29/04/2019 signed by Director. The policy is displayed at estate notice board. The policy states to ensure employees are treated with dignity and respect Good social practice policy is shared to external stakeholders via email on 09/08/2021 and briefed to internal stakeholders on 30/05/2021. Phone call interview with workers informed they have been briefed on the Good Social Practice policy.	Yes
4.4.5.2	QBPC established Good Social Practice Policy dated 29/04/2019. Policy states: <ul style="list-style-type: none"> To respect all company employee regardless of their race, gender and religion. Phone call interview with workers informed no discrimination practices in estate.	Yes
4.4.5.3	QBPC pays workers according to Minimum Wage Order (Amendment) 2020 of RM46.15 / day or piece rate base on task work. QBPC provide a copy of contract agreement and pay slip to workers. Review worker's payslip wage paid according to Minimum Wage Order (Amendment) 2020 or agreed piece rate. The pay slip of workers review, workers are paid in agreeable piece rates based on historical performance for each task.	Yes
4.4.5.4	QBPC engage contractor for FFB transport to deliver the FFB to collection centre. The payment made by the contractor to the workers are based on agreeable rate per tonne of FFB transported.	Yes
4.4.5.5	QBPC established list of workers updated 25/08/2021 consist workers details such as worker name, country of origin, gender, date of birth, date of entry, job description, wages, period of employment.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.6	<p>QBPC established fair worker contract for every worker recruited and duly signed by both parties.</p> <p>Work contract details in accordance to Sabah Labour requirements that include annual leave, public holidays, sick leave, maternity leave and working hours.</p> <p>Workers are briefed on the terms and conditions, wage, position of the work contract and copy is provided.</p> <p>Phone call interviewed with workers informed they briefed on the contract terms and conditions and received a signed copy.</p>	Yes
4.4.5.7	<p>QBPC established 'Masa Kerja di Ladang' and displayed at estate notice.</p> <p>Working hours is available and QBPC use the morning muster call to record workers reporting for work.</p> <p>Working hours: 7.00 am to 3.00 pm</p> <p>Resting hours: 11.00 to 12.00 pm</p> <p>Phone call interviewed with workers informed they understand the estate working hours and overtime rates payment.</p>	Yes
4.4.5.8	<p>QBPC established the 'Masa Kerja Di Ladang' and displayed at the estate notice board.</p> <p>The working hours is from 7.00 am to 3.00 pm with time rest 11.00 am to 12.00 pm.</p> <p>Phone call interview with workers informed they understand the estate working hours.</p>	Yes
4.4.5.9	<p>QBPC pay worker's wage in accordance to Minimum Wage Order (Amendment) 2020 which is RM46.15/day or agreed task piece rate.</p> <p>Example:</p> <p>Spraying activities: RM 20 per Ha</p> <p>Remote document review on the worker's payslip and monthly payroll records has includes worker's wage and payment rate. A copy of payslip provided to workers and no OT provided.</p> <p>Phone call interview with the workers informed they understand on the working hours and overtime rate.</p>	Yes
4.4.5.10	<p>QBPC provides benefit to workers such as hand phone incentives and motorcycle allowance.</p>	Yes
4.4.5.11	<p>QBPC adopted the industry best practise for workers housing quarters.</p> <p>Photo verification on the worker living quarters has basic amenities such as water and electricity.</p>	Yes
4.4.5.12	<p>QBPC established the Good Social Practices Policy dated 29/04/2019 signed by Director.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy states:</p> <ul style="list-style-type: none"> To provide working environmental working environmental that is free from sexual harassment and violence for both workers and visitor. To prevent sexual harassment and violence against women workers and other community. <p>Photo verification, the social policy is displayed at estate notice board.</p> <p>Good Social Practices Policy is shared to external stakeholders via email on 09/08/2021 and briefed to internal stakeholders on 30/05/2021.</p> <p>No complaint lodged for related issue.</p>	
4.4.5.13	<p>QBPC established the Good Social Practice Policy dated 29/04/2019 signed by Director.</p> <p>The policy states:</p> <ul style="list-style-type: none"> Respect employees that have right and freedom to form or join trade union. <p>Phone call interview with workers informed there is no union form by them in QBPC.</p> <p>However, internal stakeholders meeting dated 30/05/2021 act as the platform for workers to raise any concerns on training, social, wages and benefits.</p>	Yes
4.4.5.14	<p>QBPC established the Good Social Practice Policy dated 29/04/2019.</p> <p>The policy states:</p> <ul style="list-style-type: none"> We shall ensure that no child or young person are employed pursuant to children and young persons (employment) Act 1966. <p>Remote document review on the workers list, all workers are above 18 years old and QBPC did not hired young person or children.</p>	Yes
4.4.6.1	<p>QBPC established training program year 2021 dated 15/07/2021.</p> <p>Training conducted:</p> <ul style="list-style-type: none"> 30/05/2021 MSPO briefing 30/05/2021 chemical handling 11/07/2021 COVID 19 SOP briefing 	Yes
4.4.6.2	<p>QBPC established training program year 2021 dated 15/07/2021.</p> <p>The training need analysis is established based on job description.</p>	Yes
4.4.6.3	<p>QBPC established the annual training program for year 2021 dated 15/07/2021.</p> <p>Training program includes company policies, company SOP, health, safety environment and social.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
4.5.1.1	<p>QBPC established Environmental Policy dated 29/03/2019 signed by Director.</p> <p>The policy point 1 states complying with all applicable environmental laws and regulations.</p> <p>Pictorial evidence of policy displayed at notice board has been shared and reviewed.</p> <p>Environmental policy briefing for all workers conducted on 30/05/2021.</p> <p>KCPSB established Environmental Management Plan updated on 25/05/2021.</p> <p>Example of content:</p> <p>Activity: Re use of empty pesticide containers;</p> <ol style="list-style-type: none"> 1. Negative Impact: Can result in water pollution; 2. Management control: Pesticide containers to be triple rinsed and punctured; 3. Responsibility: Premixer. <p>Phone interview with worker informed he was briefed on empty pesticide container handling.</p> <p>Reviewed and verified briefing records on chemical spraying dated 30/05/2021.</p>	Yes	
4.5.1.2	a	<p>QBPC established Environmental Policy dated 29/03/2019 signed by Director.</p> <p>The policy states company committed to minimizing the environmental impact of its operation and understand the importance of conserving natural resources.</p>	Yes
	b	<p>QBPC established Environmental Aspect and Impacts Assessment updated on 15/05/2021.</p> <p>The assessment include all operations such as maintenance, harvesting, store, etc.</p> <p>Example:</p> <p>Activity: Pruning;</p> <p>Aspect: Fronds falling into drains;</p> <p>Impact: Water pollution;</p> <p>Control: Proper stacking of pruned fronds;</p> <p>Risk: Low.</p> <p>Pictorial evidence of field blocks has been shared and reviewed, fronds are well stacked.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.3	<p>QBPC established Environmental Management Plan updated on 25/05/2021 include negative impact and promote the positive.</p> <p>Example:</p> <p>Positive impact</p> <p>Activity: Manuring application by using bowl and reduce usage of plastic bag;</p> <p>Aspect: Reduce plastic bag usage.</p> <p>Impact: Reduce pollution to environment.</p> <p>Phone interviews with manuring worker informed that bowls are being used for fertilizer application and there is no use of plastics.</p>	Yes
4.5.1.4	<p>QBPC established Action Plan for Continual Improvement updated 05/06/2021 for promoting of positive impacts and improvement plan.</p> <p>Example:</p> <p>Chemical store and chemical mixing area.</p> <p>Action to be taken: Painting of floor with anti-chemical paint for easy cleaning purposes;</p> <p>Timeframe: December 2021.</p> <p>The Estate Manager will monitor the progress.</p>	Yes
4.5.1.5	<p>QBPC established training program updated on 15/07/2021 includes topic policies, environmental, etc.</p> <p>Briefing of policies to workers conducted on 30/05/2021.</p>	Yes
4.5.1.6	<p>QBPC carried out environment meeting on 30/05/2021.</p> <p>Topics of discussion included no open burning, prohibition of wildlife hunting and reporting of wildlife sightings.</p> <p>Phone interview with workers informed they have participated in the meeting and understand the procedures established in the estate.</p>	Yes
4.5.2.1	<p>QBPC established baseline for electricity usage record from Sabah Electricity Sdn Bhd (SESB). Review the baseline values for year 2019 to year 2020.</p> <p>The baseline is a guideline to monitor and compare against the actual usage.</p> <p>Usage of electricity from the grid is closely monitored on monthly basis. Record of electricity usage in estate for year 2021 is lower compared to year 2020 for the period from January to July.</p> <p>QBPC do not have genset, tractor or lorry available. Therefore, no diesel usage for genset, tractor or lorry is established.</p> <p>The electricity usage for housing and store.</p>	Yes

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Indicator	Summary of Assessment	Compliance	
4.5.2.2	<p>Usage of electricity from the grid is closely monitored on monthly basis. Record of electricity usage in estate for year 2021 is lower compared to budget for the period from January to July.</p> <p>Monitoring of electricity usage is carried out on a monthly basis.</p> <p>There is no budget for diesel as QBPC do not have genset, tractor or lorry available.</p>	Yes	
4.5.2.3	<p>QBPC 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>QBPC established Waste Management Plan dated 20/04/2020.</p> <p>Waste generated is identified based on type of waste such as solid, liquid and gases.</p> <p>All waste products and sources of pollution identified is documented in the establish table.</p> <p>Example:</p> <p>Type of waste: Sewage water;</p> <p>Disposal method: Ensure all sewage water enters into the septic tank;</p> <p>Control: Monitoring of septic tank condition.</p> <p>Phone interview with workers informed sewage tanks are well maintained.</p> <p>Pictorial evidence of sewage tank has been shared and reviewed. Tanks are in good condition.</p>	Yes	
4.5.3.2	a	<p>QBPC established Waste Management Plan dated 25/05/2021 identifying the source and disposal method.</p> <p>Example:</p> <p>Waste identifications: Domestic waste;</p> <p>Source: Waste from daily usage at worker quarters;</p> <p>Disposition method: Waste disposed in provided bins are collected by municipal council.</p> <p>Pictorial evidence of garbage bins at worker quarters has been shared and reviewed.</p>	Yes
	b	<p>QBPC identify wastes generated that could be reduce, reuse or recycle.</p> <p>Example:</p> <p>Waste: Fertilizer bag;</p> <p>Source: Manuring activity;</p> <p>Method: Recycle for loose fruit collection;</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Phone interview with workers informed that empty fertilizer bags are reused for loose fruit collection.	
4.5.3.3	<p>QBPC established SOP Chemical Mixing, Chemical Storage, Chemical Application dated 29/04/2019 describe on premix of chemical, safety storage and application handling.</p> <p>In additional, QBPC adopted SDS as SOP for chemical disposal.</p> <p>All empty pesticide containers are properly marked and re-used for chemical spraying.</p> <p>Pictorial evidence of empty pesticide containers marked has been shared and reviewed.</p> <p>Phone interview with workers informed that empty chemical containers are triple rinsed and reused for chemical application.</p>	Yes
4.5.3.4	<p>QBPC established SOP for Disposal of Chemical dated 29/04/2019.</p> <p>The SOP describes triple rinse all the empty pesticide containers before reuse. No disposal of empty pesticide containers by QBPC as the containers re-used back for chemical application at field blocks after triple rinse.</p> <p>Pictorial evidence of empty chemical containers marked (X) in red has been shared and reviewed.</p> <p>Phone interview with workers informed that empty chemical containers are triple rinsed and reused for chemical application.</p>	Yes
4.5.3.5	<p>QBPC dispose domestic wastes collected by municipal council.</p> <p>Some domestic wastes can be recycled and use as fertilizer for vegetable and fruit trees planted by employees.</p> <p>Phone interview with workers informed that domestic waste is collected by the local municipal council twice a week.</p>	Yes
4.5.4.1	<p>QBPC has established Action Plan on Pollution Emission dated 07/07/2021.</p> <p>Example:</p> <p>Type of pollution: Air pollution;</p> <p>Activity: Open burning of domestic waste;</p> <p>Gaseous waste: Carbon Dioxide (CO₂)</p>	Yes
4.5.4.2	<p>QBPC established Action Plan on Pollution Emission dated 07/07/2021.</p> <p>Example:</p> <p>Type of pollution: Air pollution;</p> <p>Activity: Open burning.</p> <p>Action: Erection of no burning signboards and strict prohibition of open burning.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Pictorial evidence of worker quarters area and field blocks were shared and reviewed. There were no signs of open burning.</p> <p>Phone interview with workers informed they are briefed on company conditions on open burning and do not practice open burning.</p>	
4.5.5.1	<p>a QBPC established Waste Management Plan dated 01/08/2020.</p> <p>The plan describes the water sources which are from the Sabah State Water Department and rainwater harvesting.</p> <p>Water source from Sabah State Water Department is for operation use and domestic consumption.</p> <p>Rainwater harvesting is only for domestic use for washing only.</p>	Yes
	<p>b QBPC do not have streams, rivers or waterways within the estate. Therefore, no monitoring established for incoming or outgoing water.</p> <p>Estate map has been shared and reviewed. There are no natural streams flowing within the estate.</p>	Yes
	<p>c QBPC optimizes water usage via:</p> <ol style="list-style-type: none"> 1. Implementation of water harvesting; 2. Rinsed water from chemical containers is re used for premixing. 	Yes
	<p>d QBPC estate map review confirm there is no river, stream or buffer zone within the estate.</p> <p>Interview with the workers informed that they understand that spraying and fertilizing activities are prohibited to be carry out near the field drains.</p>	Yes
	<p>e QBPC estate map has been shared and reviewed. There are no natural streams flowing within the estate.</p> <p>Therefore, no management plan to restore vegetation in riparian zone established.</p>	Yes
	<p>f Phone interview with QBPC management and photos reviewed, there are no bore wells constructed to extract ground water.</p>	Yes
4.5.5.2	<p>Remote review on QBPC map there is no river passing through the estate.</p> <p>Therefore, no construction of bunds, weirs and dams. This has also been cross verified with workers during phone interviews and pictorial evidences shared.</p>	Yes
4.5.5.3	<p>QBPC practice rainwater harvesting for domestic and operational use.</p> <p>This was cross verified with workers during phone interviews.</p> <p>Pictorial evidences of storage tanks to collect rainwater at worker quarters has been shared and reviewed.</p>	Yes
4.5.6.1	<p>a QBPC established Environmental Policy dated 29/03/2019 signed by Director states on commitment of wildlife protection.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>QBPC established Wildlife Management Plan updated on 08/07/2021 to monitor wildlife.</p> <p>Workers are trained on the subject on 30/05/2021.</p> <p>During phone interview with general workers, and harvesters informed wild life shall be protected and they will provide feedback to management when there is wildlife sighted in the estate.</p> <p>Pictorial evidence of no hunting signage or capturing of protected wildlife is installed at estate entrance.</p>	
	<p>b QBPC monitor wildlife in and surrounding the estate.</p> <p>QBPC established monitoring checklist of biodiversity dated 01/08/2021 for workers to provide feedback once observed any wildlife in the estate.</p> <p>Phone interview with workers informed common wildlife sighted at estate were wild boar, monitor lizard, squirrels and jungle fowls.</p> <p>There are no wildlife sighted within the estate based on the latest records on 30/07/2021.</p>	Yes
4.5.6.2	<p>a QBPC established the plan 'Memerangi Pemburuan Haram' dated 01/07/2020.</p> <p>The plan include the Wildlife Department guideline such as hunting protected animal penalty.</p> <p>Pictorial evidence of the plan displayed at the notice board has been shared and reviewed.</p> <p>During phone interview with workers, workers informed wild life shall be protected and they will provide feedback to management when there is wildlife sighted in the estate.</p>	Yes
	<p>b QBPC established Environment Policy dated 29/03/3019 states company committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resource.</p> <p>Point 1 Complying with all applicable environmental laws and regulation.</p> <p>Point 7 No hunting of wildlife is encouraged inside the plantation.</p> <p>The pictorial wildlife list is displayed at notice board.</p> <p>Pictorial evidence of no hunting signage installed at estate has been shared and reviewed. There is no human-wildlife conflict evidence in the estate.</p> <p>Workers are trained on the subject on 30/05/2021.</p>	Yes
4.5.6.3	<p>QBPC establish monitoring records to monitor wildlife in and around the estates.</p> <p>Monitoring record dated 01/08/2021 has been shared and reviewed. .</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	No sightings has been recorded as of audit date.	
4.5.7.1	<p>QBPC established Environment Policy dated 29/03/2019 signed by Director.</p> <p>The policy states implementation of zero burning on all oil palm cultivation activities, there will be no open burning in the estate.</p> <p>Pictorial evidences at field operation and labor quarters has been shared and reviewed.</p> <p>There are no open burning activities.</p>	Yes
4.5.7.2	<p>QBPC established Environment Policy dated 29/03/2019 signed by Director.</p> <p>No disease observed on palm oil tree that required burning for treatment via pictorial evidence verification.</p> <p>Therefore no special approval for open burning from relevant authorities.</p>	Yes
4.5.7.3	<p>QBPC has establish Environment Policy dated 29/03/2019 signed by Director.</p> <p>There are no application documents sighted for controlled burning.</p>	Yes
4.5.7.4	<p>QBPC adopt field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as a guideline to conduct new planting and replanting practices.</p> <p>Pictorial evidences of the replanted area in year 2018 where palms are felled and chipped were shared and reviewed.</p> <p>Contractors has been briefed on no burning during replanting.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>QBPC adopted best practice procedure from Field Handbook Oil Palm Series Volume 1, 2 & 3 which includes Nursery, Immature and Mature activities.</p> <p>QBPC established SOP for chemical spraying, manuring, slashing and harvesting.</p> <p>Training has been carried out on 15/07/2021.</p> <p>Briefing on work SOPs has been carried out every morning prior to commencement of work low workforce consisting of two (2) workers.</p> <p>Record COVID-19 monitoring of person entering the estate has been reviewed. The record consist of date, time, name and body temperature.</p>	Yes
4.6.1.2	<p>QBPC adopted field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as guideline for planting at slopes.</p> <p>Page 54 describes:</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Terraces of platform are constructed in steeper areas in order to:</p> <ol style="list-style-type: none"> Facilitate effective establishment, maintenance and harvesting of palms; Minimize soil erosion; Reduce rainwater runoff and nutrient losses; Increase water infiltration; Conserve moisture and increase water infiltration; Provide each palm with equal access to light, nutrients and water. <p>The guideline includes soil management on steep terrains and planting of cover crops.</p> <p>Currently there is no replanting program to observe the status of the management program.</p> <p>The topography of the estate is flat with slope 0-15°, approximately 16 metres from sea level.</p> <p>This has been verified using JUTWMA application.</p> <p>Review of pictorial evidences at sampled block at estate Mucuna Bracteates is planted to control soil erosion within the terrace area in replanting block number 38, 39 and 42, year planting 2018.</p>	
4.6.1.3	<p>QBPC established block marker that states the phase, block number, year of the first planting, year of replanting, number of trees and type of material.</p> <p>Pictorial evidences of blocks has been shared and reviewed.</p> <p>Example:</p> <p>Phase no: 1;</p> <p>Block no: 38. 39 and 42;</p> <p>Year of planting: 2018;</p> <p>Number of palms: 814</p> <p>Area: 14.65 Acre</p> <p>Material: Sime Darby Calix 600.</p>	Yes
4.6.2.1	<p>QBPC established 5 years business plan from 2020 to 2024. The plan includes the sales of FFB, administration and operation expenditure, and replanting cost.</p>	Yes
4.6.2.2	<p>QBPC established 5 years replanting program updated on 05/06/2021 from 2018 to 2022.</p> <p>Latest programme mentions all replanting activity has been put on hold due to the latest COVID-19 pandemic.</p>	Yes
4.6.2.3	<p>QBPC established a long-term plan and financial projection from 2020 to 2024.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>The plan includes:</p> <ul style="list-style-type: none"> Planting material to be used; FFB projection; Production cost per metric tonne; FFB Price forecast/MT. 	
4.6.2.4	<p>QBPC's business plan is monitored on monthly basis for profit and loss.</p> <p>Monthly profit and loss reports for year 2021 has been shared and reviewed.</p>	Yes
4.6.3.1	<p>QBPC purchase chemical, fertilizer and operation tool from supplier where the pricing is obtained verbally.</p> <p>Example:</p> <p>Remote review on records of purchasing chemicals dated 23/05/2021 includes, purchase order, delivery order and invoice are documented and maintained.</p>	Yes
4.6.3.2	<p>QBPC make payment for purchase of the chemical and fertilizer based on the verbally agreed price and terms of payment.</p> <p>Content of purchase orders, quotations, delivery orders and invoices are consistent.</p> <p>Reviewed records of payment voucher made on 23/06/2021. Payment amount is consistent with pricing in quotation.</p>	Yes
4.6.4.1	<p>QBPC engaged external party for FFB transportation to FFB collection center.</p> <p>Contract agreement on 01/06/2021 has been shared and reviewed.</p> <p>Section eight (8) of the agreement includes statement the contractor has to comply MSPO Principles requirements.</p> <p>The contract agreement has been acknowledged by both parties.</p>	Yes
4.6.4.2	<p>The contract agreement between QBPC and contractor dated 01/06/2021 signed by both parties describe the service, terms of payment and conditions.</p>	Yes
4.6.4.3	<p>Contract agreement for FFB transport include a statement under section eight (8) which mentions as below:</p> <p>"The contractor agree to be interviewed and assessed by MSPO auditors appointed by the company as part of the MSPO requirements".</p>	Yes
4.6.4.4	<p>QBPC payment to contractor based on progress report monitored by the summary records and approved by the Estate Manager prior to issue payment.</p> <p>Reviewed and verified invoice from transport contractor dated 30/07/2021 and voucher payment dated 31/07/2021.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Payment has been made accordingly.	

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>QPBC planting statements, estate map and land title are reviewed.</p> <p>The 1st planting starts in year 1984.</p> <p>Review on photo evidences and interview with QPBC management team informed no high biodiversity area within the estate.</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>QPBC planting statement, estate map and land title are reviewed.</p> <p>The 1st planting starts in year 1984 and latest replanting in year 2020 only 6.07 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 PMM or EIA established.</p>	Yes
4.7.2.1	<p>QBPC 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 map are reviewed and verified, there is no peat land within the estate.</p>	Yes
4.7.3.1	<p>QBPC 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>QBPC 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>QBPC 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	<p>There is no smallholders' scheme in KCPSB certification.</p>	Yes
4.7.4.1	<p>QBPC planting statement, estate map and land title are reviewed. There is no new planting in QBPC.</p> <p>Therefore, no soil map established.</p>	Yes

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4.7.4.2	QBPC planting statement, estate map and land title are reviewed. There is no new planting in QBPC. Therefore, no topographic map established.	Yes
4.7.5.1	Review on QBPC planting statement and estate soil map 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 established.	Yes
4.7.5.2	Review on QBPC planting statement and estate soil map. 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	QBPC planting statement and soil map 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 QBPC 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 QBPC 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 QBPC 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 QBPC 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
4.7.6.5	QBPC planting statement, estate maps and land titles are reviewed. There are no new planting, therefore, no mechanism establish. Observation during onsite visit, there no new planting being crosschecked in field.	Yes

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4.7.6.6	Review on QBPC 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
4.7.6.7	Review on QBPC 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
4.7.6.8	Review on QBPC 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

4.4. 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.
	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	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number 01	
Indicator # and Description:	4.5.1.6 Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.
Location:	Quek Brothers Plantation Company
Description of Finding / Objective Evidence:	
QBPC do not conduct regular meetings with employees to discuss on environmental topics.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor

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Non Conformity Number 01	
Raise by: Sheron Pui Ling Wui	Date Raise: 27/08/2020
Deadline for implementation	26/10/2020
Root Cause Analysis (by company):	
Due to the Covid-19 pandemic, less activity was organised in the estate. Planned meeting on environment with employees was to be scheduled on November 2020 and we are not aware that it was over a year that such was done (last done on 10/7/2019)	
Correction (by company):	
Immediately organise meeting with employees on environment matter and discuss with them and see their feedback.	
Corrective / Preventive Action (by company)	
A meeting on environment matters conducted on 30 th August 2020. A schedule established for company meeting. The management can see clearly when the next schedule was due by looking into this form, this will prevent any meeting/ briefing and training being miss out or overdue.	
Review of Correction & Corrective / Preventive Action	
Review on environmental meeting minutes dated 30/08/2020 with list of attendance the meeting attended by all workers. QBPC established the Environmental Meeting schedule for next six years and will be conduct in yearly basis. The evidence provided is sufficient to close the non-conformity. The implementation will be review during next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Auditor: Sheron Pui Ling Wui	Date of Closure: 21/09/2020
Review of Implementation	
Reviewed and verified environmental meeting minutes dated 30/05/2021. Topics of discussion included no open burning, prohibition of wildlife hunting and reporting of wildlife sightings. Phone interview with workers informed they have participated in the meeting and understand the procedures established in the estate. Implementation is deemed adequate.	
Name of Auditor: Navin Baskram	Date of Review: 25/08/2021

4.6. Detail of Remote Audit Findings Identified during this audit

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

REMOTE AUDIT OUTCOME

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During this remote audit,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Nr.	Indicator	Description	Location	Opportunity for Improvement
1	4.4.4.2	The occupational safety and health plan shall cover the following: b. The risks of all operations shall be assessed and documented	Office	QBPC could improve the risk assessment of Covid 19 Pandemic on the estate operation activities.
2	4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations	Office	QBPC could improve direct usage of non-renewable energy for fuel used by contractor.

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5. CONCLUSION

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

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:	60.81 Ha
Certified FFBS January to July 2021:	356.74 Mt
Project FFBS August to December 2021:	300.00 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.

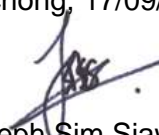
The structure of the audit is in accordance with the audit plan included in this summary report as annex.

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.

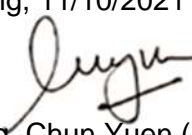
Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity that this management system certification be

	Recommended for Certification
√	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 17/09/2021


Joseph Sim Siaw Seng
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 11/10/2021


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