

MSPO CERTIFICATION SUMMARY REPORT

DURAWANG SDN BHD

SURVEILLANCE 01

Remote Audit Date: 18/01/2021 -19/01/2021

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MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Table of Contents

1.	INTRODUCTION	4
1.1.	Objective	4
1.2.	Scope	4
1.3.	Appointment and qualification of team members	4
2.	METHODOLOGY.....	8
3.	ORGANISATION INFORMATION	10
3.1.	Production volume	10
3.2.	Planting Program for Each Estate or Division	10
3.3.	Replanting program for each estate or division	11
3.4.	Maps of Estate(s) Location	11
4.	CERTIFICATION ASSESSMENT	15
4.1.	ASA 01	15
4.2.	Stakeholders' Consultation	15
4.3.	Summary of Assessment	16
4.4.	Status of Non-Conformities Previously Identified	40
4.5.	Detail of Audit Findings in last audit	40
4.6.	Detail of Remote and or Onsite (Delete where not applicable) Audit Findings Identified during this audit	50
5.	CONCLUSION	53
6.	RECOMMENDATION	54
7.	LIST OF STAKEHOLDERS	55
	Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives	56
	Annex / Enclosures	56

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



1. INTRODUCTION

Durawang Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an 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 Durawang 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 1 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: Khairul Anwar Bin Ismail

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

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS 2530 series 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	5 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Attended High Conversation Value Assessment training	Qualified as Lead Auditor for MSPO scheme.

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

Qualification of Team Member(s)

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Joseph Sim Siaw Seng	Graduate in Occupational Safety and Health	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)	Joseph Sim Siaw Seng	4 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Joseph Sim Siaw Seng	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.	Joseph Sim Siaw Seng	Qualified as Auditor for MSPO scheme	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Joseph Sim Siaw Seng	4 years working experience in oil palm plantations	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Requirement	Name of Assessor	Qualification	Compliance
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Joseph Sim Siaw Seng	4 years working experience in oil palm plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Joseph Sim Siaw Seng	Successfully completed SA 8000 Basic training and Auditor for MSPO scheme.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Completed High Conversation Value assessment	Joseph Sim Siaw Seng	Qualified as Auditor for MSPO scheme	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Joseph Sim Siaw Seng	Able to communicate in Bahasa Malaysia, English and Mandarin.	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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 conducted remotely on 18/01/2021 – 19/01/2021 covering the following activities but not limited to below:

Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual review of documentation established but not limited to below
 - Policies
 - Estate map
 - Land titles
 - 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 via photos and videos;

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



- Virtual interview operation personnel and field workers for understanding of work assigned via phone calls;
- 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 (27 October 2020) 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 Zoom, WhatsApp and Telephone.

For the ASA 01, Durawang Sdn. Bhd. has 1 estate. Therefore, no selection required.

Table 2-1: Estate(s) Selected

Name of Estate	Coordinates
Durawang Sdn Bhd.	4.494167°N 117.5375°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.

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



3. ORGANISATION INFORMATION

Durawang Sdn. Bhd is an oil palm plantation company located at Mile 4.5, Jalan Air Panas, 91024 Tawau, Sabah.

The details of the divisions as below:

Name of Division	Location	Coordinates
Brantian Div 1	KM72, Jalan Tawau- Keningau, Sabah.	4.493694°N 117.536528°E
Brantian Div 2	KM85, Jalan Tawau- Keningau, Sabah.	4.4161389°N 117.553194°E
Brumas	KM44, Jalan Tawau- Keningau, Sabah.	4.737194°N 117.715611°E

3.1. Production volume

Name of Estate	Area (Ha)		Actual FFB production (mt)		Projected FFB Production (mt) (Jan - Dec 2021)
	Total*	Production*	Jan to Dec 2019	Jan to Dec 2020	
Brantian Div 1	99.39	97.73	1,105.25	903.15	840
Brantian Div 2	31.75	30.48	404.44	224.35	240
Brumas	100.2	97.57	1,752.64	1,540.25	144
Total	231.34	225.78	3,262.33	2,667.75	1,224

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

**Immature + Mature Area

3.2 Planting Program for Each Estate or Division

Year / estate	Brantian Div 1	Brantian Div 2	Brumas
1992	-	16.06	-
1994	-	11.93	-
1998	47.09	-	-
2000	50.64	-	-
2007	-	-	57.5
2008	-	-	40.07
2013	-	2.49	-
Total Mature	97.73	30.48	97.57
Total Immature	-	-	-
Total	97.73	30.48	97.57

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



3.3 Replanting program for each estate or division

Year of replanting	Planted area (ha) in estate					Total area to be replanted (ha)
	2024	2025	2028	2030	2035	
Brantian Div 1	-	47.09	50.64	-	-	97.73
Brantian Div 2	16.06	11.93	-	-	2.49	30.48
Brumas	-	-	-	40.07	57.5	97.57
TOTAL	16.06	59.02	50.64	40.07	59.99	225.78

3.4 Maps of Estate(s) Location

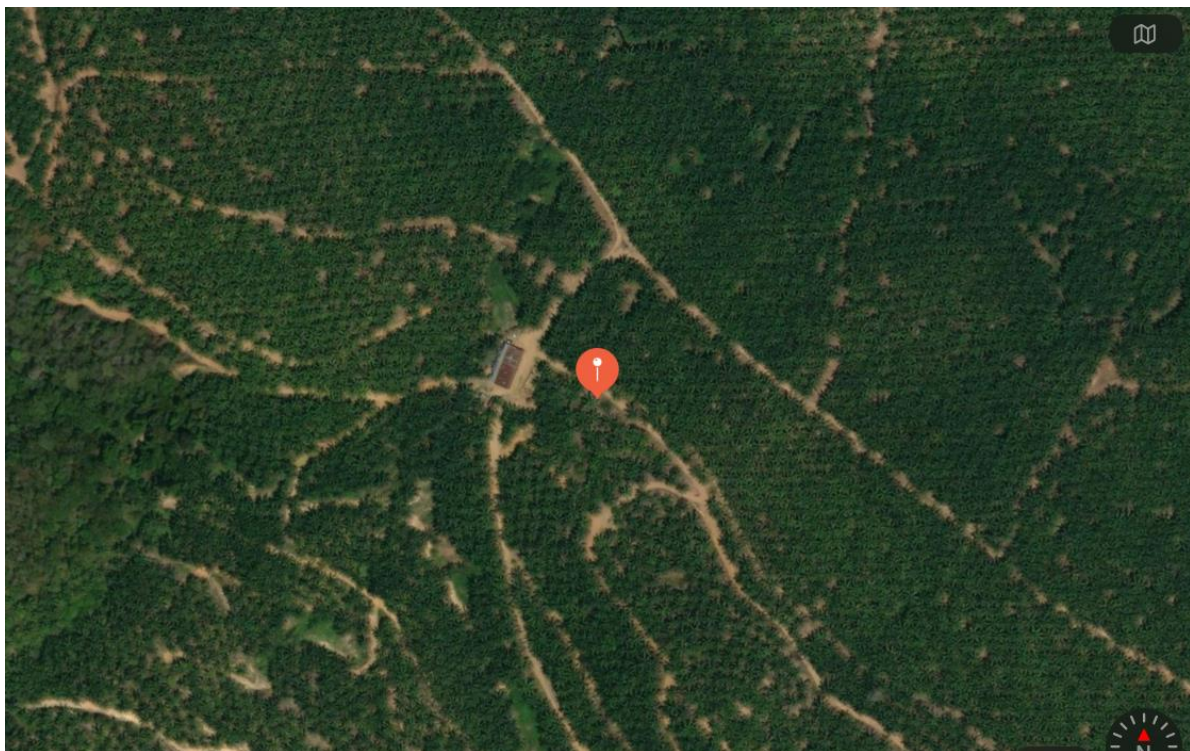


Figure i: Brantian division location map

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote

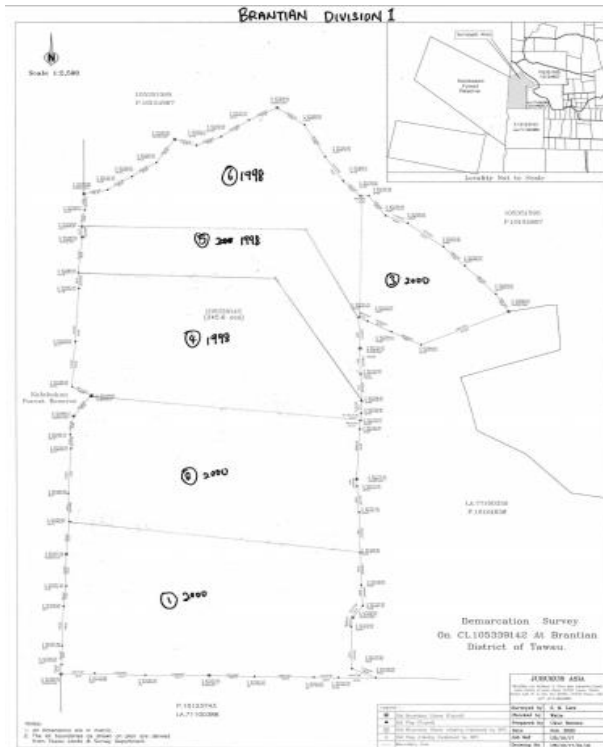


Figure ii: Brantian division 1 block map

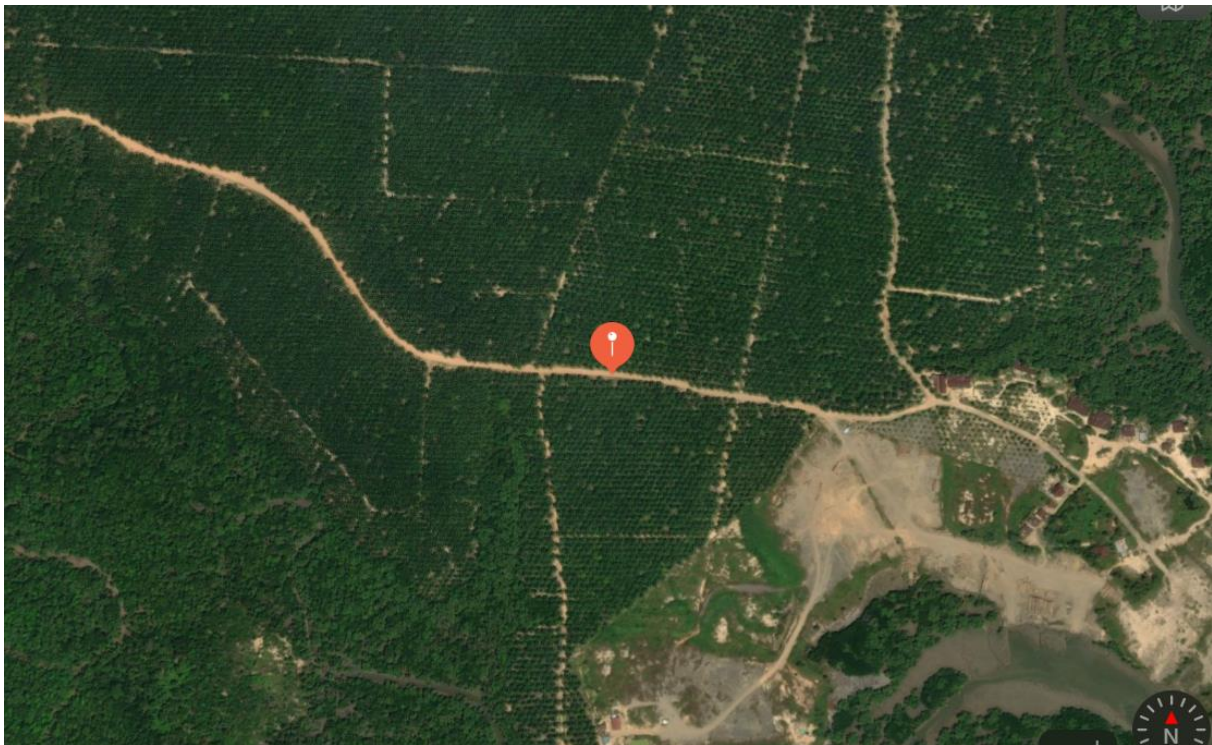


Figure iii: Brantian division 2 location map

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote

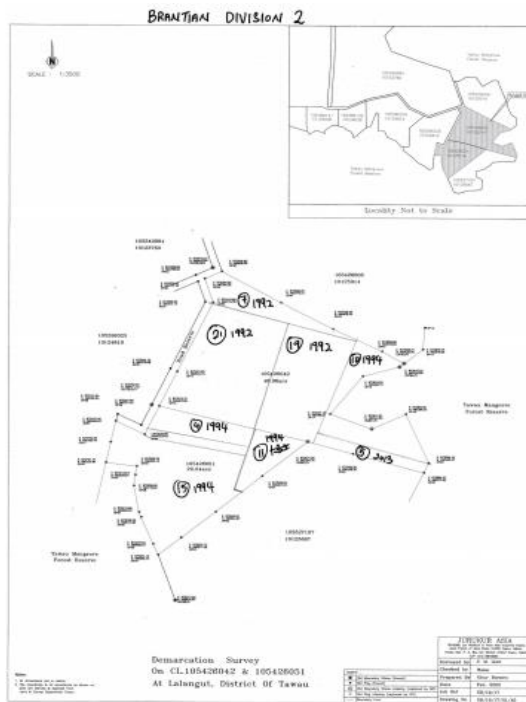


Figure ii: Brantian division 2 block map

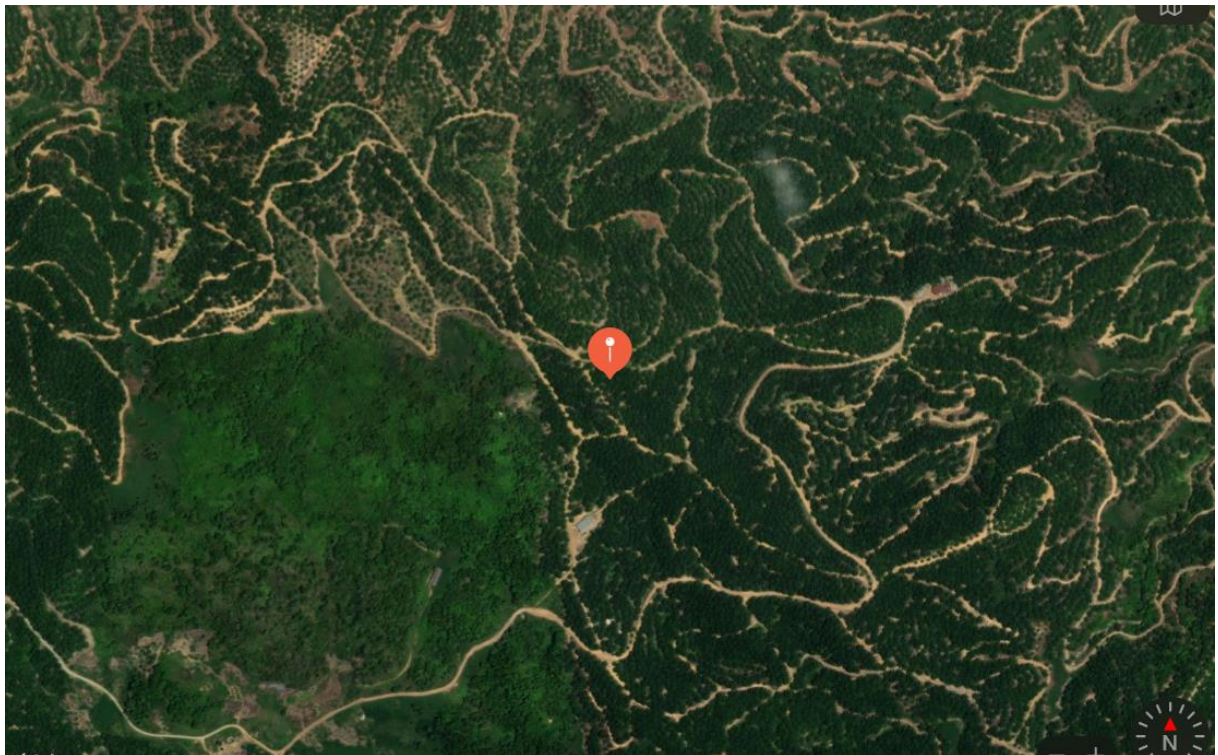


Figure iv: Brumas Division location map

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote

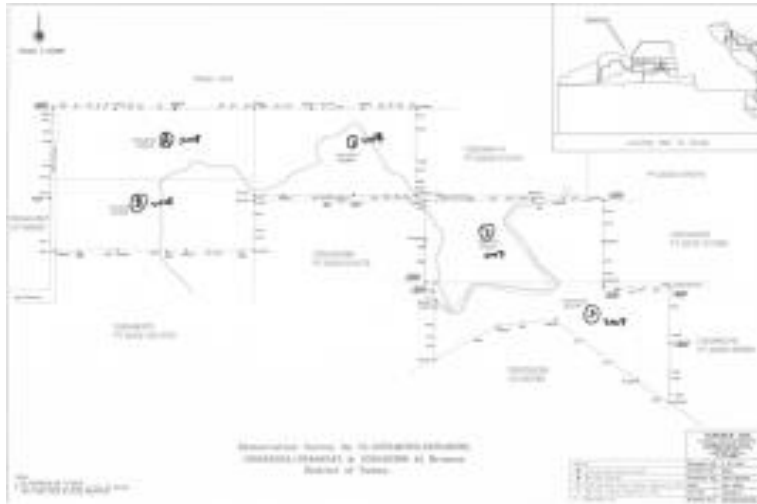


Figure vi: Brumas Division location map

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



4. CERTIFICATION ASSESSMENT

4.1. ASA 01

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

4.1.1. Surveillance:

The surveillance audit is conducted on 18/01/2021 to 19/01/2021 covering Durawang Sdn Bhd. During the Stage 2 there are 6 Major, 1 Minor, 10 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(s), 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.

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

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

The 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.

The audit team leader has review the stakeholders' consultation feedback during the last surveillance audit and there are no concerns or complaints or disputes raised or any prior to this audit.

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

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



4.3. Summary of Assessment

Principle and Criteria Assessment Summary
<p>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</p>

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Durawang Sdn. Bhd. (DSB) established MSPO policy dated 01/07/2019 sign by Director.</p> <p>Remotely photos reviewed confirm, the MSPO policy is publicly available in estate notice board in Bahasa Malaysia and English languages.</p> <p>Briefing on the MSPO policy conducted during stakeholders meeting dated 10/01/2021.</p> <p>Phone call interviewed with workers informed, they are aware of MSPO policy and its implementation.</p>	Yes
4.1.1.2	<p>The MSPO policy states DSB to provide good agricultural practice and ensuring commitment to continuous improvement of the management system.</p> <p>DSB shall ensure palm oil product in compliance with Malaysia Sustainability Palm Oil MS 2530 series requirement.</p>	Yes
4.1.2.1	<p>DSB established internal audit procedure dated 03/10/2019 describes objective and scope of internal audit as below:</p> <ol style="list-style-type: none">1. Objective: To assess and ensure the Management System implemented is effective through periodic internal audit.2. Scope: The internal audit shall cover all principles and criteria required by MSPO or any system certification process. <p>DSB conducted internal audit on 14/12/2020 using self-inspection and internal assessment checklist.</p>	Yes
4.1.2.2	<p>DSB conducted internal audit dated 14/12/2020 using self-inspection and internal assessment checklist.</p> <p>Result of internal audit for example:</p> <p>Internal Audit Finding: Labour Quarters</p> <p>Action Plan: To repair & maintenance. Toilet for each unit labour quarters. Partially done. Still need to improve.</p> <p>Strength: Strong Point</p> <p>Person in-charge: Manager</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Time Frame: 01/01/2021 Status: Completed on 05/01/2021 Remotely reviewed the photos confirmed, the toilet had been repaired and in good condition.	
4.1.2.3	DSB conducted management review meeting on 01/12/2020 include discussion of internal audit result.	Yes
4.1.3.1	DSB will conduct management review will be conducted once a year. Remotely reviewed the management review minutes of meeting dated 15/10/2020 include followings. <ol style="list-style-type: none">1. Audit result (Internal and external audits)2. Non conformities and corrective actions3. Result of inspection of traceability system.4. Training need analysis status5. Opportunities for improvement	Yes
4.1.4.1	DSB established continual improvement plan (CIP) which includes social and environmental and safety and health impact dated 01/12/2020 CIP topics: <ol style="list-style-type: none">1. Pesticides2. Environmental3. Waste reduction4. Pollution and emission5. Social impacts6. Health and Safety7. Legal compliance and transparency8. General (Forward planning) Example: Environment Improvement action: Protection and preservation of buffer zones on replanting areas. Expected outcome: All watercourse through the plantation areas have buffer zone and to be maintain or preserved the current or future replanting area. Time frame: On going Review and monitor: Evidence of established buffer zones (observation) and continuously monitor	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>PIC: Estate manager and supervisor</p> <p>Remotely reviewed the buffer zone photos and monitoring records confirmed the buffer zone is well managed and no activities had been reported.</p>	
4.1.4.2	<p>DSB established SOP and flow chart of identification and implementation of new information and technique or new industry standards and technology dated 10/10/2019.</p> <p>The SOP describe process for implementation new technology:</p> <ol style="list-style-type: none"> 1. Identification (Identify, evaluate and trail) 2. Implementation and control. (Training, Implementation and monitoring) <p>Phone call interview with management informed there is no new technology currently implemented at the estate.</p>	Yes
4.1.4.3	<p>DSB established Identification and Implementation of new procedure and techniques or new industry standards and technology dated 25/04/2019.</p> <p>The flowchart indicates necessary resources including the identification of new information or technique, implementation control, budget and training will be provided if applicable, available and feasible for adoption.</p> <p>Phone call interview with DSB manager, informed there is no new technology currently implemented at the estate.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>DSB established stakeholders list dated 15/01/2021.</p> <p>Stakeholders includes neighbouring estates, NGOs, Government agencies and Millers</p> <p>External stakeholders meeting could not be conducted due to CMCO. DCB management take initiative by sending letter to external stakeholders to update new information.</p> <p>Remotely review the letter submitted to external stakeholders dated 18/01/2021.</p> <p>The letter describe:</p> <ol style="list-style-type: none"> 1. MSPO related SOPs and company policies to stakeholder. Stakeholder has giving positive feedback such as well communication, good cooperative. 2. Complain and grievance, transparency information, safety and environment information, Wildlife information and COVID-19 SOP 	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Review on the minute of meetings there is no request information from stakeholders.	
4.2.1.2	<p>DSB established list of publicly available documents and confidential documents dated 20/11/2019.</p> <p>Public documents:</p> <ol style="list-style-type: none"> 1. Company policies 2. SOPs 3. License <p>Confidential documents:</p> <ol style="list-style-type: none"> 1. Bank statement 2. Worker's payslip 3. Business plan 	Yes
4.2.2.1	<p>DSB established flowchart consultation and communication document no: D-MSPO-P2-11/19 dated 20/11/2019.</p> <p>The communication method as following:</p> <ol style="list-style-type: none"> 1. Written method / circular 2. Bulletins 3. Meeting 4. Training / talk / briefing 5. Complaint and grievance procedure 6. Stakeholders request and response book (within 14 days) 	Yes
4.2.2.2	<p>DSB appointed Estate Manager as communication officer dated 30/10/2019.</p> <p>Remotely review the letter submitted to external stakeholder dated 18/01/2021.</p> <p>The letter informed the external smallholders that estate manager appointed as communication officer.</p>	Yes
4.2.2.3	<p>DSB established stakeholders list latest review on 15/01/2021.</p> <p>Stakeholders includes neighbouring estates, NGOs, Government agencies and Millers</p> <p>Remotely review the procedure states Estate Manager in charge on the communication and consultation with stakeholders and the dateline of respond is within 30 days.</p> <p>Remotely review the stakeholders request and response record, no request lodged by stakeholders.</p>	Yes
4.2.3.1	DSB established SOP and flow chart for traceability dated 02/10/2019.	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Traceability flow chart describes as follows:</p> <ol style="list-style-type: none">1. FFB harvested2. FFB loading to farm tractor or lorry3. FFB send to POM (FFB delivery note, date, vehicle number, year planting, total bunches and driver name)4. Farm tractor / lorry back to estate (Mill weighbridge ticket: date, net weight, year planting, DN number, MPOB license number and bunches)5. Estate (FFB record) <p>DSB use FFB delivery chits as documents for transporting FFBs to palm oil mill DSB received mill weighbridge ticket as a proof of FFB delivery.</p>	
4.2.3.2	DSB conducted internal audit dated 14/12/2020 and cover inspection of traceability with no findings raised.	Yes
4.2.3.3	DSB appointed Director dated 30/10/2019 as responsibility person for traceability system.	Yes
4.2.3.4	<p>DSB conduct traceability inspection on weekly and monthly basis. DSB cross checked the estate delivery notes against FFB receipt summary report.</p> <p>Latest inspection conducted on 31/12/2020 by Estate Manager.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>DSB established list of licenses and permits updated 01/01/2021.</p> <p>Example of list of permit and licenses:</p> <ol style="list-style-type: none">1. MPOB License 820401001021 validity period for 5 years from 12/08/2020 to 31/07/2025.2. Trading license, Serial no 22066, register number R 8166/01, Validity period for 1 year from 11/12/2020 to 31/12/2021.	Yes
4.3.1.2	<p>DSB established legal register updated 01/01/2021.</p> <p>Example of legal register:</p> <ol style="list-style-type: none">1. Minimum Wage Order 20202. Prevention and control of Infectious Disease Act 1988 Regulation & Order 2020	Yes
4.3.1.3	<p>DSB established legal register and updated on 01/01/2021.</p> <p>Remote document reviewed on the legal register and phone call interview with estate manager informed the legal register is updated annually and when necessary.</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.4	Remote document reviewed on the appointment letter the Estate Manager is the assigned person in charge to monitor compliance and track and update changes in regulatory requirements for DSB.	Yes
4.3.2.1	DSB land titles are country lease issued by Sabah Land Authority with a tenure of 99 years. Therefore, no diminish land use rights of other users.	Yes
4.3.2.2	DSB land titles are country leased issued by Sabah land Authority with a tenure of 99 years. The actual usage of land is cultivation of agricultural crops of economic value as stated in the land titles.	Yes
4.3.2.3	Remote document reviewed on DSB land titles confirmed map included with information of total area, location and boundary stone numbering. Virtual photo verification confirmed boundary marker is marked with a boundary stone and wooden stick.	Yes
4.3.2.4	No dispute from previous owners since DSB land titles are country lease issued by Sabah Land Authority.	Yes
4.3.3.1	DSB land titles are country lease issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	There is no customary right land leased or owned by DSB. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by DSB. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	DSB established SIA dated 05/01/2020. The SIA includes feedback information from internal and external stakeholders. Phone call interview with DSB management, confirmed the SIA is reviewed once a year with feedback from stakeholders. Remotely reviewed the SIA feedback form reply by the stakeholders include the social positive and negative impact from estate operation. The SIA includes a summary of positive and negative impacts and the timeline to monitor for completion. Example: Positive impact Social impact: Provided free water and electricity for workers	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Action plan: Keep on going to provide the facilities.</p> <p>Person in charge: Assistant Manager</p> <p>Timeline: On Going</p> <p>Phone call interview with workers informed, free water and electricity provided by DSB.</p> <p>Negative impact</p> <p>Social impact: Used chemical containers are lost or stolen by others.</p> <p>Action plan: To stock check and follow up on collecting all the used chemical containers after spraying.</p> <p>Person in charge: Assistant Manager</p> <p>Timeline: Every time after chemical spraying.</p> <p>Phone call interview with chemical sprayers informed, empty chemical containers reused for chemical spraying are kept in the chemical store.</p>	
4.4.2.1	<p>DSB established Complaint and Grievance SOP dated 01/10/2019.</p> <p>The procedure describe complaint will be handle by estate manager and resolved within 30 working days.</p> <p>Review on photos of complaint box and grievance procedure is available outside the estate office.</p> <p>Interview with workers by phone calls informed they are aware of complaint procedure.</p>	Yes
4.4.2.2	<p>DSB established Complaint and Grievance SOP dated 01/10/2019 describes any complaints or grievances received to be resolve within 30 days.</p> <p>Remotely review on the complaint records, no complaint lodged as of audit date.</p>	Yes
4.4.2.3	<p>Remotely reviewed the complaint and grievance form is available at the DSB estate notice board that can be access by workers and stakeholders.</p>	Yes
4.4.2.4	<p>DSB conducted training on complaint and grievance procedure to workers on 10/01/2021.</p> <p>Interviewed workers via phone call informed they aware and understand the complaint and grievance procedure.</p> <p>External stakeholders had been briefed on complaint and grievances flowchart dated 18/01/2021.</p> <p>The complaint box, form and procedure is available at the estate office</p>	Yes
4.4.2.5	<p>Remotely reviewed the DSB complaint records, there are no complaints lodged for the last 9 month.</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.3.1	DSB provides job opportunity to local communities for estate operation such as driver.	Yes
4.4.4.1	DSB established Safety and Health policy dated 01/10/2019 signed by Director. Remote photos overview confirm, the Safety and Health policy is display at estate notice board.	Yes
4.4.4.2	a Safety and Health policy established dated 01/10/2019 and display at notice board. Briefing on policies to workers conducted on 10/01/2021. Phone call interviewed with workers informed, they aware of Safety and Health policy.	Yes
	b DSB established HIRARC dated 10/11/2020 includes all relevant field activities. The HIRARC table include activity, hazards, risk and effects, risk assessment, existing control, PIC, risk assessment after control and date review. For example Activity: Harvesting in tall palm area Hazards: Fallen palm debris & FFB fallen from high palm Risk and Effects: Eye Injury , fracture or sprain and possible fatality Risk Assessment: Consequence:2; Likelihood: 2; risk rating 4 Existing Control: Continuous safety awareness in harvesting operation, report any damage harvesting poles to supervisor, Close monitoring of cutters cutting position in the field PIC: Supervisor & mandore Risk Assessment after Control: Consequence: 2; Likelihood 1; Risk Rating: 2 Risk Description: Low Phone call interview with DSB harvesters informed they understand the risk of specific task.	Yes
	c i DSB conducted briefing on safe work practices to workers on 10/01/2021. The training include PPE, Emergency evacuation procedure, fire extinguisher and operation safety and health procedure. Interview with workers by phone call informed they are aware of Safety and Health Policy and working procedure	Yes
	c ii SDS for chemicals and fertilizers are available at DSB chemical and fertilizer stores.	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Glyphosate QPA 41% dated 23/05/2019</p> <p>Remotely photos reviewed, chemical store is in good condition and locked. Arrangement of liquid chemical placed in tray below and powder chemical placed on top.</p>	
d	<p>Remotely photos reviewed confirm, all workers are provided with proper PPEs for the assigned task according to DSB HIRARC.</p> <p>PPE issuance records are reviewed.</p> <p>Example:-</p> <p>PPE Issued: Safety helmet, Google and cotton hand-glove, mask and Safety boots</p> <p>Date issuance : 08/01/2021</p>	Yes
e	<p>DSB established 'Chemical Handling Procedure 10/09/2019.</p> <p>The SOP describes the steps to manage chemicals and its storage.</p> <p>Photos evidences confirmed all chemicals are stored with original label and properly stack.</p>	Yes
f	<p>DSB estate manager appointed as person in charge for safety and health dated 30/10/2019.</p>	Yes
g	<p>DSB has 12 workers which is less than 40 workers. Therefore, not required to conduct quarterly safety and health meeting according to DOSH requirements.</p> <p>DSB internal stakeholders meeting conducted on 10/01/2021 include the discussion on safety issue such as PPE usage awareness and COVID-19 SOP.</p>	Yes
h	<p>DSB established procedures for emergency and reporting as below:</p> <ol style="list-style-type: none"> 1. Incident Reporting & Investigation procedure dated 01/10/2019 for accident reporting and handling. 2. Emergency Preparedness & Response procedure dated 10/10/2019 for emergency handling. <p>Based on photo review, emergency procedure and contact number is established and display at estate notice board.</p> <p>Remotely review Incident reporting form, no incident or accident occurs as of audit date.</p> <p>DSB internal stakeholders meeting conducted on 10/01/2021 include awareness on emergency procedure.</p>	Yes
i	<p>First aid training conducted by Malaysian Red Crescent dated 23/06/2019 attended by DSB estate manager.</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		<p>The emergency procedure and contact number is established and display at estate notice board.</p> <p>Photos of first aid kits and interview with workers by phone calls informed they understand and first aid kits available at site.</p>	
	j	<p>DSB establish Incident reporting form.</p> <p>Accident record book and JKPP forms are reviewed. There are no major injuries as per audit date.</p> <p>JKPP 8 report submission dated 18/01/2021 with no accident case sighted in the report.</p>	Yes
4.4.5.1	<p>DSB established Social Policy dated 01/07/2019 signed by Director.</p> <p>The policy statement Respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p> <p>Remotely photos review confirmed, the policy is displayed at notice boards in English and Bahasa Malaysia languages.</p> <p>Interview with workers via phone call informed they are aware of the policy.</p>		Yes
4.4.5.2	<p>DSB established Social Policy dated 01/07/2019 signed by Director.</p> <p>The policy statement 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>DSB established Employment policy dated 01/07/2019 signed by Director.</p> <p>The policy states company is committed to support the non – discrimination employment policy, which provides equal career development opportunities to all individuals.</p> <p>The policy is available in English and Bahasa Malaysia language displayed at estate notice board.</p> <p>Interview with workers via phone call informed they are aware of the policy and they informed no discrimination practice at work place.</p>		Yes
4.4.5.3	<p>DSB established the Employment policy dated 01/07/2019 signed by Director.</p> <p>The policy states 'All workers to be paid based on Minimum Wage Order as gazetted by Malaysia Government'.</p> <p>DSB established employment contract for workers in accordance to Sabah Labour Ordinance and Minimum Wage Order 2018.</p> <p>The employment contract include the agreed piece rate or daily rate and salary during holiday & medical leave. The salary during holiday and medical leave is paid on daily rated.</p>		Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Based on pay slips review, workers are paid according to the agreed daily rate or piece rate.	
4.4.5.4	DSB does not engage contractors for any DSB estate operations and services. Therefore, no contractor worker wage available for review. Thus, no pay slip for contractor's workers available	Yes
4.4.5.5	DSB established list of workers that contain name, gender, date of birth, date joined, job description and nationality. Remotely reviewed the list of workers confirmed, all information are established.	Yes
4.4.5.6	DSB established employment contracts for workers and sign by workers and estate management. Interviewed workers by phone calls informed workers had been briefed and provided copy of signed employment contract.	Yes
4.4.5.7	DSB established check roll records system to monitor workers reporting to work and after works. Workers are briefed on the working hours during the morning muster. Review on workers' pay slip and interview with estate management by phone calls confirmed no overtime practiced by the company.	Yes
4.4.5.8	Working hours for DSB is displayed at estate office notice board. Working hours: Working Time: 7.00am – 11.00am Rest: 11.00am – 12.00pm Working Time: 12.00pm – 3.00pm The working hours are in line with the Sabah Labour Ordinance, 8 hours of work including rest time. Interviewed workers by phone calls informed they understand and adhere to the working hours.	Yes
4.4.5.9	DSB established payslip and distributed to workers. Remotely review the worker's payslips dated January 2021 describe workers are paid base on piece rate or daily rate included the salary during holiday & medical leave as stated in employment contract. Interview with workers by phone calls informed they understood the wages provided by company and they are given copy of payslips for their reference.	Yes
4.4.5.10	DSB provides benefits to workers such as free medical care, SOCSO coverage for Foreign and local Workers, KWSP for local workers, housing, water and electricity.	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Remotely reviewed the employment contract, confirm the benefits to workers had been listed	
4.4.5.11	DSB workers housing follow the industry best practices. Remote photos review confirmed the worker living quarters provided with clean water, electricity and basic amenities.	Yes
4.4.5.12	DSB established Social Policy dated 01/07/2019 signed by Director. The policy states: 1. To prevent sexual harassment and violence against women workers and other community. 2. Prohibit any form of domestic violence. Review on photos provided confirmed the policy is displayed at estate notice board Briefing on policy conducted on 10/01/2021 for workers. Workers informed by phone calls that there is no sexual harassment or violence at workplace. Remotely reviewed the complaint and grievances record, no complaint lodge related to sexual harassment and violence at workplace.	Yes
4.4.5.13	DSB established Social Policy dated 01/07/2019 signed by Director. The policy states respect employee's right and freedom to form or join trade union. No trade union formed or established at DSB. Interviewed workers by phone call informed no union form in DSB.	Yes
4.4.5.14	DSB established the Employments policy dated 01/07/2019 signed by Director. The policy states estate will recruit workers with age of 18 years and above. Reviewed on the employee list, all the workers as above 18 years. Based on workers list and interview with workers by phone call, it is confirmed no child and young worker hired by company.	Yes
4.4.6.1	DSB established training programme 2021 dated 20/11/2020. Training provided: SOP for Safe Working, Chemical handling, PPE use, Fire Drill and Emergency Response plan, Company Policy, Social and Human Right and COVID-19 SOP. Training records are review for chemical spraying, harvesting, fertilizer application and safety awareness dated 15/01/2021.	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

Indicator	Summary of Assessment	Compliance
4.4.6.2	Remotely reviewed DSB Training need analysis and training matrix is established for staff, mandore and workers. The training need analysis is based on job type.	Yes
4.4.6.3	DSB established training programme 2021 dated 20/11/2020 which includes training for company policies, SOPs for health, safety environment and social.	Yes

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

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>DSB established Environmental Policy dated 01/07/2019 signed by the Director.</p> <p>The policy states DSB is committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. DSB shall strive to promote environmental improvement wherever practical that will ensure a sustainable future.</p> <p>Phone call interview with workers informed they are aware of environmental impacts and policy.</p> <p>Virtual photos provided, verified the environmental policy is publicly displayed at estates notice board and workers housing.</p> <p>DSB established environment management plan dated 01/12/2020.</p> <p>The plan includes the activities, environmental aspects, environmental impacts, improvement plan, monitoring plan and person in-charge.</p> <p>Phone call interview with workers informed they are aware of the environmental issues and management plan.</p>	Yes
4.5.1.2	<p>a DSB established environmental policy dated 01/07/2019 signed by Director include objectives as stated below:</p> <ol style="list-style-type: none"> 1. Complying with all applicable environmental laws and regulation 2. Implement zero burning in planting and replanting activities 3. No open burning is allowed in the estate 4. Educating and supervising employees to minimize adverse environmental impacts in agriculture operations 5. Prevent pollution, reduce waste and consumption of resources ad commit to recovery and recycling 6. Preserving and developing riparian buffer zone and areas of conservation. 7. Communicating and encouraging stakeholders and employees to constantly practice and care for the environment 	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>8. Implementing good agricultural and management practiced to reduce soil erosion and to prevent land degradation</p> <p>Remote documents reviewed confirmed environment policy briefing conducted on 15/01/2021.</p> <p>Phone call interview with workers informed they are aware of environmental policy and objective.</p>	
	<p>b DSB established Environment Aspect Impact Assessment and Environmental Management Plan dated 01/12/2020.</p> <p>Example:</p> <p>Activity: Weed controls</p> <p>Environmental Aspect: Potential for runoff of chemicals</p> <p>Environmental Impact: Might cause pollution to water</p> <p>Improvement Plan: Follow SOPs and PPE, chemical handling and application.</p> <p>Monitoring Plan: Done and on-going process by monthly monitoring plan</p> <p>PIC: Estate Manager</p> <p>Phone call interview with chemical sprayer informed they aware of the chemical handling SOP, PPE usage and application techniques to prevent pollution to water courses.</p> <p>Phone call interview with estate management informed estate manager is monitoring the weeding programme monthly.</p>	Yes
4.5.1.3	<p>DSB established Environment Aspect Impact Assessment and Environmental Management Plan dated 01/12/2020 include negative impacts and to promote positive impacts.</p> <p>Example:</p> <p>Activity: Fertilizer application</p> <p>Negative impact: Contamination of water catchment / pond</p> <p>Positive impact: Fertilizer application can maintain soil nutrients in balance and replacement for taken up by plants.</p> <p>Action plan, monitor and CIP: Mandore and fertilizer applicators should monitor on manuring technique and make sure no application at water catchment / pond area.</p> <p>Photo verification at water pond confirmed no sign of fertilizer application around the area.</p> <p>Phone call interview with manuring workers informed they are aware of the fertilizer application technique and no application is allowed at water pond area.</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

Indicator	Summary of Assessment				Compliance
4.5.1.4	DSB established CIP dated 01/12/2020 include promote positive impact.				Yes
	Example:				
	Improvement Action	Expected Outcome	Review & Monitor	Status & PIC	
	Recycling of re-cycle able items produced across the company property.	Recycling activities to be one of routine, habit to the communities.	Recycling record	Ongoing, Estate Manager	
	Continuously monitoring of efficiency used fossil fuel emission as litre/ton FFB.	Continually monitoring Diesel usage for all machineries and vehicle in the estate for efficient fuel consumption.	Litre/ton FFB, Diesel usage record.	Ongoing, Estate Manager	
	Phone call interview with Estate Manager and documents reviewed on diesel consumption record of January – December 2020 confirmed diesel usage is monitored and recorded monthly.				
4.5.1.5	DSB established training programme 2021 dated 20/11/2020 includes environmental policy, wildlife conservation and buffer zone. Remote document reviewed on the training records confirmed briefing on environmental awareness such as wildlife conservation, buffer zones, zero burning and waste management conducted to estate workers during internal stakeholders meeting on 15/01/2021. Based on phone call interview, workers are aware of environmental aspect, safety and health and impact on environments such as no chemical application is allowed at buffer zones.				Yes
4.5.1.6	Remote document reviewed on DSB environmental meeting minutes confirmed conducted on 10/01/2020 with workers to discuss on environmental issue such as protection of wildlife, zero burning and protection of waterways. Phone call interview with workers informed they discussed environmental topics in the meeting.				Yes
4.5.2.1	DSB established baseline value for diesel consumption from 2016 to 2019 as a guideline to monitor and compare actual diesel usage in year 2020. Remote document reviewed the diesel consumption record for year 2020 confirmed diesel usage is above the average baseline value due to new road maintenance operation. DSB established action plan to reduce diesel consumption updated 01/12/2020 describe as follows:				Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services											
Indicator	Summary of Assessment		Compliance								
	<ul style="list-style-type: none"> Regular maintenance for generator set, machinery and vehicles to reduce wastage of diesel consumption. <p>Remote document reviewed on the vehicle maintenance record confirmed maintenance of the vehicle conducted on 11/12/2020 for farm tractor.</p>										
4.5.2.2	<p>DSB established budget for fuel consumption for year 2021 and monthly diesel consumption report to monitor the usage of diesel against the baseline.</p> <p>Remote document reviewed on the actual diesel usage for the month of January until December 2020 confirmed it is monitored on monthly basis and compared against the baseline.</p> <p>Diesel consumption for year 2020 is higher due to the low FFB production and the highroad maintenance operations.</p>		Yes								
4.5.2.3	<p>DSB does not practise renewable energy currently.</p> <p>Review the photos provided at workers housing and phone call interview with estate in charge no renewable energy.</p>		Yes								
4.5.3.1	<p>DSB established Waste Management Plan (WMP) dated 01/11/2019 include wastes identification and disposal methods.</p> <p>Wastes generated identified into 3 categories, solid, liquid and gas.</p> <p>Example type of wastes and sources:</p> <table border="1"> <thead> <tr> <th>Type</th><th>Waste</th><th>Source</th><th>Action Plan</th></tr> </thead> <tbody> <tr> <td>Solid</td><td>Empty chemical containers</td><td>Chemical spraying</td><td>Triple rinse, label and reuse for premix purposes</td></tr> </tbody> </table> <p>Document reviewed on empty chemical containers inventory records and phone call interview with chemical sprayer confirmed the empty chemical containers are triple rinse, labelled and reuse for chemical premix purposes.</p>		Type	Waste	Source	Action Plan	Solid	Empty chemical containers	Chemical spraying	Triple rinse, label and reuse for premix purposes	Yes
Type	Waste	Source	Action Plan								
Solid	Empty chemical containers	Chemical spraying	Triple rinse, label and reuse for premix purposes								
4.5.3.2	a	<p>DSB established waste management plan dated 01/11/2019.</p> <p>Example of solid waste:</p> <p>Item: Empty pesticide container</p> <p>Source: Chemical spraying activities</p> <p>Plan: Triple rinsing of container and recycle</p> <p>Photos verification confirmed the empty pesticide containers reuse for chemical spraying activities and proper arrange in the store.</p> <p>Phone call interview with chemical spraying workers informed they triple rinse and reuse the empty chemical containers for chemical premix purposes.</p>	Yes								

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b DSB established waste management plan dated 01/11/2019 includes re-cycle, reuse and reduced of wastes.</p> <p>Example of solid waste:</p> <p>Item: Empty fertilizer bag</p> <p>Source: Fertilizer application</p> <p>Plan: Reused for loose fruit collection</p> <p>Phone call interview with workers informed they reuse the fertilizer bag for loose fruit collection after the fertilizer bags been triple rinsed.</p>	Yes
4.5.3.3	<p>DSB established scheduled waste disposal SOP dated 20/02/2020 describes identification of scheduled waste, training for handling of scheduled waste, collection of scheduled waste, storage and disposal of scheduled waste includes empty chemical containers.</p> <p>Documents reviewed on empty chemical containers inventory records confirmed the empty chemical containers are triple rinse, recorded and stored at designated area to be reuse for chemical premix purposes according to SOP.</p> <p>In addition, DSB adopt the SDS for handling of used chemicals and disposal.</p> <p>Phone call interview with estate workers informed they are aware of the safe handling of used chemicals and disposal.</p>	Yes
4.5.3.4	<p>DSB established Triple Rinse SOP dated 20/02/2020 for disposal empty chemical container.</p> <p>The SOP describes handling and disposal of empty chemical containers includes triple rinsing, punctured or reused for chemical premix purposes and kept at designated store.</p> <p>Photo verification on chemical store and phone call interview with chemical sprayers confirmed the used chemical containers marks with "X" and reuse for chemical premix purposes only.</p>	Yes
4.5.3.5	<p>DSB domestics wastes are disposed at designated landfill sites with distance far from housing and water source.</p> <p>Photo verification and document reviews on map confirmed landfill located 500 meter away from housing and water sources. The landfill signage is installed for awareness regarding safety at the landfill.</p>	Yes
4.5.4.1	<p>DSB established Waste Management Plan has assessment of all polluting activities includes identified GHG such Carbon Monoxide (CO) from diesel and methane from fertilizer.</p> <p>Example:</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

Indicator	Summary of Assessment				Compliance						
	Category	Source	Waste	Disposal / treatment method							
	Solid	Housing	Domestic waste	Landfill							
	Liquid	Chemical Mixing	Chemical spillages	Spill kits, bunds and pits provided.							
	Gaseous	Farm tractor / generator set	Carbon Monoxide (CO)	Regular maintenance of machines.							
	Remote documents reviewed on vehicle service records of November 2020 confirmed farm tractors are inspected and serviced regularly.										
4.5.4.2	DSB established Waste Management Plans has a table describing the list of wastes and sources generated with category solid, liquid and gaseous. Example: Source: Farm Tractor Fuel: Diesel Environmental Impact: Release of gaseous CO to the atmosphere. Mitigation measure: Regular servicing of the farm tractor for smooth running of engines and prevent excessive emission of greenhouse gas. Remarks: Continuous monitoring Phone call interview with farm tractor driver and document reviewed on vehicles service records of November 2020 confirmed the farm tractor is regularly service and maintained to reduce significant pollutions.				Yes						
4.5.5.1	a	DSB established water management plan dated 02/10/2020 has includes the sources of water and usage as below: <table><tr><th>Sources</th><th>Usage</th></tr><tr><td>Rain water</td><td>Domestic purposes and Operation</td></tr><tr><td>Water catchment / pond</td><td>Operation</td></tr></table>			Sources	Usage	Rain water	Domestic purposes and Operation	Water catchment / pond	Operation	Yes
Sources	Usage										
Rain water	Domestic purposes and Operation										
Water catchment / pond	Operation										
	b	DSB established water management plan dated 02/10/2020 has identified source of water for domestic and estate operation. Remotely review the field photos and phone call interview with estate management confirmed DSB do not have streams, river or waterways within the estate area. Therefore, no monitoring of outgoing water established.			Yes						
	c	DSB practiced rain harvesting for domestic usage at workers housing and operation activity such as for chemical spraying.			Yes						

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Photo verification at worker housing and phone call interview with workers informed water from rain harvesting are uses for washing clothes and cleaning purposes.</p> <p>All empty chemical containers washing and rinsing water is recycle for premix usage.</p> <p>Phone call interview with worker informed the rinsing water from the empty chemical container is reuse for chemical premix.</p>	
	d Photo verification and documents reviewed on DSB estate maps confirmed there are no rivers or streams within the estate. Therefore, no buffer zone or riparian required to establish.	Yes
	e Photo verification and documents reviewed on DSB estate maps confirmed there are no rivers or streams within the estate. Therefore, no plan for vegetation restoration required.	Yes
	f Phone call interviewed with DSB estate management and photos reviewed confirmed there are no bore wells constructed to extract ground water.	Yes
4.5.5.2	Remote documents reviewed on DSB estate maps and phone call interview with estate manager and workers confirmed no waterway or river passing through the estate. Hence, no construction of bunds, weirs and dams sighted in DSB estate.	Yes
4.5.5.3	<p>DSB established water management plan dated 02/10/2020 describes that rain harvesting is practices by estate for domestic uses.</p> <p>Photo verification of worker housing and phone call interview with workers confirmed rain water was collected in water tank for domestic usage.</p>	Yes
4.5.6.1	<p>a DSB established Environmental policy dated 01/07/2019 states that DSB to comply with Wildlife Conservation Enactment 1997 and consistently monitor wildlife within estate area.</p> <p>DSB established list of wildlife dated 10/10/2019.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Monitor Lizard 2. Wild Boar <p>Phone call interview with workers confirmed they are aware of protected wildlife.</p>	Yes
	<p>b Photo verification of DSB estate notice board confirmed the policy and type of protected animal species according to Sabah wildlife schedule 1, 2 & 3 are properly displayed.</p> <p>Document reviewed on wildlife monitoring record on 01/12/2020 confirmed wild boars are sighted by worker in field block 19.</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Phone call interview with workers informed they are aware on type of protected wildlife such as 'Wild Boar' and no illegal hunting within the plantation area.	
4.5.6.2	<p>a DSB established Environmental policy dated 01/07/2019 states that DSB to comply with Wildlife Conservation Enactment 1997 and consistently monitor wildlife within estate area.</p> <p>DSB established list of wildlife dated 10/10/2019 include type of protected wildlife with penalty.</p> <p>Photo verification at estate boundary confirmed signboard of no hunting is installed next to forest area.</p> <p>Photo verification of estate notice board confirmed prohibition of illegal hunting and type of RTE species are properly displayed.</p> <p>Phone call interview mandore confirmed no illegal hunting in the estate by workers.</p>	Yes
	<p>b WHGE established environment policy dated 01/04/2019.</p> <p>The policy states:</p> <ol style="list-style-type: none"> 1. Discourage any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts. 2. To educates and increase awareness related to environmental protection and biodiversity through continuous communication and training to all relevant stakeholders. <p>Phone call interview with workers informed they are aware on protection of wildlife and penalty in hunting or capturing any wildlife.</p> <p>Remote documents reviewed on internal stakeholder meeting minute confirmed briefing on RTE species and protection of wildlife conducted on 15/01/2021 to estate workers.</p>	Yes
4.5.6.3	<p>DSB established Environmental policy dated 01/07/2019 states that DSB to comply with Wildlife Conservation Enactment 1997 and consistently monitor wildlife within estate area.</p> <p>Remote document reviewed on monitoring record confirmed latest monitoring was on 01/12/2020.</p> <p>Date wildlife sighted: 01/12/2020</p> <p>Wildlife sighted: Wild boar</p>	Yes
4.5.7.1	<p>DSB established Environmental policy dated 01/07/2019 signed by Director states that Implement zero burning on all oil palm cultivation activities for new planting and replanting.</p> <p>Photo verification of landfill and housing area confirmed signage "Dilarang membakar" is installed and no sign of burning practised.</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

Indicator	Summary of Assessment	Compliance
4.5.7.2	Phone call interview with estate in charge and photo verification of DSB field blocks condition confirmed no disease observed at field operations that required burning method to be treated. Therefore, no special approval for open burning from relevant authorities.	Yes
4.5.7.3	Phone call interview with estate in charge and photo verification of DSB field block condition confirmed no disease observed at field operations that required burning method to be treated. Therefore, no application for approval of controlled burning.	Yes
4.5.7.4	DSB adopted 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. Remote document reviewed on replanting programme and phone call interview with estate in-charge informed no replanting activity for year 2020 and 2021.	Yes

Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	DSB adopted Field Book Oil palm planting volume 1, 2 & 3 as SOP for best management practices. DSB established SOP dated 01/10/2019 for FFB harvesting, pesticide handling, chemical spraying, fertilizer application and PPE. Phone call interview with workers and document reviewed on training record confirmed SOPs briefing conducted on 20/01/2020. Photo verification on field block condition confirmed best practices are implemented such as fronds are stacked.	Yes
4.6.1.2	DSB adopted field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as guideline for planting at slopes. The guideline includes soil management on steep terrains, planting of cover crops, planting on slope, degree and management plan to prevent soil erosion. Phone call interview with estate manager and workers informed no planting on hilly area and steep terrains. Photo verification at DSB blocks and document reviewed on estate map confirmed there is no planting on slopes.	Yes
4.6.1.3	DSB established permanent block markers for each block with block numbers. Photo verification at field blocks confirmed block markers signboard is installed at Block 1 N6. Major NC	No

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Referring to Opportunity for Improvement (OFI) raised in last audit related to improving the block marker in details, the existing block marker not updated with the information of year planted, total hectare planted and planting material.</p> <p>For example: Virtual photo verification confirmed Brantian Div 1 Estate block marker stated B1N6 painted on the palm trunk base without information of year planted, total hectare planted and type of progeny.</p>	
4.6.2.1	<p>DSB established financial and budget plan for 4 years from 2019 to 2022 dated 20/10/2019.</p> <p>Remote documents reviewed on financial plan confirmed the content of financial plan includes:</p> <ol style="list-style-type: none"> 1. Financial Projection 2. Long Term Management Plans 3. FFB – Budget & Projection Operation Cost 4. Replanting programme 	Yes
4.6.2.2	<p>DSB established annual replanting programme dated 01/10/2019 from year 2023 to 2035.</p> <p>Remote document reviewed and phone call interview with estate in-charge informed the latest replanting programme on year 2023 as planned.</p>	Yes
4.6.2.3	<p>DSB established financial and budget plan for year 2019 to 2022 includes:</p> <ol style="list-style-type: none"> 1. FFB projection MT. 2. Yield/Ha MT/Ha. 3. FFB Price forecast/MT. 4. Estate operation cost. 5. Planting material. 	Yes
4.6.2.4	<p>DSB has established the monthly profit and loss financial report to monitor achievement and goal for estate.</p> <p>Remote document reviewed on the statement of comprehensive income confirmed profit and expenses of year 2020 are monitored and maintained.</p>	Yes
4.6.3.1	<p>DSB established pricing mechanism for purchasing of fertilizers and chemicals.</p> <p>DSB purchased chemical and fertilizer from supplier using quotation method.</p> <p>Remote document reviewed on quotation letter dated 31/01/2020 confirmed DSB is using quotation as pricing mechanism and agreed by both parties.</p>	Yes
4.6.3.2	<p>DSB purchase fertilisers and chemicals using quotation duly agreed by both parties on the terms and conditions.</p>	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Remote documents reviewed on the invoices and issued cheque dated 04/11/2020 confirmed payment is made timely as agreed as per quotation.	
4.6.4.1	DSB does not engage contractors. Therefore, no documents established. Remote document reviewed on stakeholders list and phone call interview with estate in charge confirmed no contractor engaged.	Yes
4.6.4.2	DSB does not engage contractors. Thus, no contract agreement available for review. Remote document reviewed on stakeholders list and phone call interview with estate in charge confirmed no contractor engaged.	Yes
4.6.4.3	DSB does not engage contractors. Therefore, no agreement established. Remote document reviewed on stakeholders list and phone call interview with estate in charge confirmed no contractor engaged.	Yes
4.6.4.4	DSB does not engage contractors. Therefore, no documents established. Remote document reviewed on stakeholders list and phone call interview with estate in charge confirmed no contractor engaged.	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	DSB planting statements and estate maps are review. The 1 st planting in Year 1992 and latest planting in Year 2013. There is no new planting. Review the replanting programme dated 20/11/2020, the replanting will commenced in 2025. Therefore, no planting at high biodiversity value area.	Yes
4.7.1.2	DSB planting statements, estate maps and land titles are review. The 1 st planting in year 1992 and latest planting in year 2013. There is no replanting and new planting Therefore, no EIA or PMM required to establish.	Yes
4.7.2.1	DSB planting statements and maps are review, there is no peat land. Site observation there is no peat land within the estates.	Yes
4.7.3.1	DSB planting statements and estate maps are review. 1 st planting in Year 1992 and latest planting in Year 2013. There is no new planting. Therefore, no SEIA establish.	Yes
4.7.3.2	DSB planting statements and estate maps is review. 1 st planting in Year 1992 and latest planting in Year 2013. There is no new planting. Therefore, no SEIA establish.	Yes
4.7.3.3	DSB planting statement and estate maps are review. 1 st planting in Year 1992 and latest planting in Year 2013. There is no new planting. Therefore, no SEIA establish.	Yes
4.7.3.4	There is no smallholders' scheme in DSB certification. Therefore, not applicable.	Yes
4.7.4.1	DSB planting statements are review. There is no new planting. Therefore, no soil map establish.	Yes
4.7.4.2	DSB planting statements are review, 1 st planting in 1992 and latest planting in 2013. There is no new planting. Therefore, no topography map establish.	Yes
4.7.5.1	DSB planting statements are review, there is no new planting. Therefore, no topography maps and permits established..	Yes
4.7.5.2	DSB planting statements are review. There is no new planting. Therefore, no monitoring management plans for fragile and marginal soil established..	Yes
4.7.5.3	DSB planting statements are review, there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	DSB planting statements are review, there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



4.7.6.2	DSB planting statements are review, there is no new planting. There are no sacred sites, therefore, no management plan establish.	Yes
4.7.6.3	DSB planting statements are review, there is no new planting. Therefore, no Soil SOP establish.	Yes
4.7.6.4	DSB planting statements are review, there is no new planting. Therefore, no compensation and agreement established	Yes
4.7.6.5	DSB planting statements are review, there is no new planting. Therefore, no assessment of legal and recognized customary right established.	Yes
4.7.6.6	DSB planting statements are review, there is no new planting. Therefore, no system establish for calculating the compensation for distribution	Yes
4.7.6.7	DSB planting statements are review, there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	DSB planting statements are review, 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.
x	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i></p>	

4.5. Detail of Audit Findings in last audit

AUDIT OUTCOME		
During last Audit	6	MAJOR Non-Conformities
	1	MINOR Non-Conformities

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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.		
Location:	Durawang Sdn. Bhd.		
Description of Finding / Objective Evidence:			
Internal audit conducted on 03/10/2019. Following found			
<ol style="list-style-type: none"> 1. Assessment did not include documentation. 2. Strength and root causes of non-conformities not identified. 3. Corrective action not addressed. 			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Chan Shi Lie	Date Raise:	13/12/2019
Deadline for implementation	12/02/2020		
Root Cause Analysis (by company):			
<ol style="list-style-type: none"> 1. Internal audit has been conducted however the audit does not include assessment for documentation. 2. Identification of strength and root causes of non-conformities does not include in the internal audit summary. 3. Corrective action does not clearly stated in the internal audit summary. 			
Correction (by company):			
<ol style="list-style-type: none"> 1. Durawang Sdn. Bhd. had conducted another internal audit to cover the documentation assessment after the certification audit. Internal audit assessment for documentation was conducted on 14/12/2019. 2. Strength, root cause of nonconformity and corrective action were included in the internal audit report dated 14/12/2019. 			
Corrective / Preventive Action (by company)			
<ol style="list-style-type: none"> 1. To ensure internal audit assessment cover documentation and site by using the internal audit checklist for self-assessment and documentation. 2. To ensure internal audit report addressed properly the root cause for nonconformity, include the strength and necessary corrective action taken. 			
Review of Correction & Corrective / Preventive Action			
Internal audit checklist and report dated 14/12/2019 include strength, nonconformity and corrective action plan.			
The evidence submitted sufficient to close the nonconformity.			
Implementation will be verify in 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 in training:	Date of Closure:		
Chan Shi Lie	12/03/2020		

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 1	
Review of Implementation	
Internal audit checklist and report dated 14/12/2020 include strength, nonconformity and corrective action plan. The implementation could be consider as appropriate.	
Name of Lead Auditor: Khairul Anwar Bin Ismail	Date of Review: 19/01/2021

Non Conformity Number 2			
Indicator # and Description	4.2.2.3 List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.		
Location:	Durawang Sdn. Bhd.		
Description of Finding / Objective Evidence:			
Internal stakeholders meeting conducted did not include environment, safety and health and social.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Chan Shi Lie	Date Raise:	13/12/2019
Deadline for implementation	12/02/2020		
Root Cause Analysis (by company):			
Stakeholder meeting had been conducted but there was no two communication to discuss on environment, safety & health and social issues.			
Correction (by company):			
Durawang Sdn Bhd. had conduct meeting with internal stakeholders on 10/01/2020. The meeting was mainly discuss on MSPO procedure, provide training, Q&A session with working which related to their concern on environment, social and safety & health. The same topic will be discussed with external during meeting with external stakeholder in 2020.			
Corrective / Preventive Action (by company)			
To ensure that topic related to environmental, safety & health, social, MSPO procedure, company policies and SOPs to be presented and discuss during the stakeholder meeting and to be minute and recorded.			
Review of Correction & Corrective / Preventive Action			
Review on the minute meeting dated 10/01/2020 include internal stakeholders and topics of discussion are social, environmental and safety and health. The evidence submitted sufficient to close the nonconformity. Will further review in next audit			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 2	
Name of Lead Auditor in training: Chan Shi Lie	Date of Closure: 12/03/2020
Review of Implementation	
Internal Stakeholder Meeting conducted on 15/01/2021 include internal stakeholders and topics of discussion are social, environmental and safety and health. The implementation could be consider as appropriate.	
Name of Lead Auditor: Khairul Anwar Bin Ismail	Date of Review: 19/01/2021

Non Conformity Number 3	
Indicator # and Description	4.4.1.1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.
Location:	Durawang Sdn. Bhd.
Description of Finding / Objective Evidence:	
SIA established dated 02/09/2019 does not include the assessment for internal stakeholders.	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui
Date Raise:	13/12/2019
Deadline for implementation	Next surveillance audit
Root Cause Analysis (by company):	
SIA assessment is conducted however assessment does not include internal stakeholders as misunderstanding on category of personal to be participate in the assessment.	
Correction (by company):	
Durawang Sdn Bhd. had conduct meeting with internal stakeholders on 10/01/2020. The meeting was mainly discuss on MSPO procedure, provide training, Q&A session with working which related to their concern on environment, social and safety & health. The same topic will be discussed with external during meeting with external stakeholder in 2020.	
Corrective / Preventive Action (by company)	
To ensure that SIA assessment for Durawang Sdn. Bhd. cover for both external and internal assessment. Data collecting method will be collected and minuted in stakeholder's minute meeting.	
Review of Correction & Corrective / Preventive Action	
DSB submitted action plan states SIA conducted on 10/012020 involved internal stakeholders The evidence submitted sufficient to close the nonconformity. Implementation will be review in next audit	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 3	
Name of Auditor: Sheron Pui Ling Wui	Date of Closure: 12/03/2020
Review of Implementation	
Durawang Sdn. Bhd. SIA conducted on 15/01/2021 involved internal stakeholders. The implementation could be consider as appropriate.	
Name of Lead Auditor: Khairul Anwar Bin Ismail	Date of Review: 19/01/2021

Non Conformity Number 4	
Indicator # and Description	4.4.4.2 The occupational safety and health plan shall cover the following: d) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC) e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals
Location:	Durawang Sdn. Bhd.
Description of Finding / Objective Evidence:	

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 4

Review on documents:

- d) No documented records for issuance of PPEs to workers.
- e) CHRA is not conducted. However, the action plan in CIP dated 01/12/2019, time frame in next year June 2020.
- g) No safety and health meeting conducted between management and employees.
- h) Emergency contact and procedure is not displayed at the estate notice board. ERP and first aid briefing not conducted to workers.
- i) First aid is not available at major activities such as harvesting, spraying. Records to monitor the usage of first aid kits is not establish.
- j) DSB has not register with JKKP.

Classification ☒ Major

☐ Minor

Raise by: Sheron Pui Ling Wui

Date Raise: 13/12/2019

Deadline for implementation

12/02/2020

Root Cause Analysis (by company):

- d) PPE issuance record is not establish.
- e) CHRA still pending but proposed to be carry in next June 2020.
- g) Safety and health meeting for Durawang Sdn Bhd is yet to be conduct.
- h) Emergency procedure and contact is not displayed at estate. No briefing given to workers on ERP and first aid.
- i) First aid kits and records of usage does not available at estate major activities.
- j) Pending registration for Durawang Sdn Bhd JKKP.

Correction (by company):

- d) PPE record established dated 15/01/2020 to monitor the usage of the PPE.
- e) Durawang Sdn Bhd. Had received a quotation from CHRA assessor on 15/02/2020 and had signed accept the proposal on 18/02/2020 to conduct CHRA in 2020.
- g) Safety and health meeting conducted on 15/01/2020 had include training and briefing related to SOPs, safety and health matters, environmental matters and social matters.
- h) Durawang Sdn Bhd has established emergency procedure and contact list dated 01/02/2020 and had displayed at estate notice board.
- i) Durawang Sdn Bhd had purchased the first aid kits. All major activities has kept a box of first aid kits and record book of usage.
- j) Registration for MyKKP had been done for Durawang Sdn Bhd, reference number: JKKP8/60989/2019 on 14/02/2020.

Corrective / Preventive Action (by company)

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 4	
d) Periodically check monitor and check on the PPE usage record, first aid kits and record of usage. e) To ensure that CHRA report is completed and available during the next internal and external audit. h) To ensure the emergency procedure and contact always available for the workers to access. j) To follow up with JKKP on status of MyKKP and to update information when necessary.	
Review of Correction & Corrective / Preventive Action	
d) Records for PPE issuance establish using the PPE issuance form. e) Review on the quotation and confirmation letter dated 15/02/2020 from CHRA assessor to conduct CHRA by 18/02/2020. g) Review the safety and health minutes of meeting dated 15/01/2020 attended by management and workers. h) Emergency procedure and contact list dated 01/02/2020 displayed at the notice board. ERP and first aid briefing conducted on 15/01/2020. i) Implementation on first aid kits at major estate activities will be review during next surveillance audit. j) Copy of JKKP application, reference number: JKKP8/60989/2019 dated 14/02/2020 submitted. The evidence submitted sufficient to close the nonconformity. The Implementation will be review in 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 Auditor: Sheron Pui Ling Wui	Date of Closure: 12/03/2020
Review of Implementation	
Review on documents: d) Records for PPE issuance establish using the PPE issuance form updated on 08/01/2021. e) Review Durawang Sdn. Bhd CHRA date 02/07/2020. g) Review the safety and health minutes of meeting dated 15/01/2020 attended by management and workers. Safety and Health Meeting for 2021 could not be conducted due PKP at Tawau Area. The Meeting will be conducted after PKP had been lifted. Review the meeting programme, the meeting will be conducted in February 2021. h) Emergency procedure and contact list dated 01/02/2020 displayed at the notice board. ERP and first aid briefing conducted on 15/01/2020. i) Remote Audit interview with workers confirm first aid kits are available at major estate activities such as harvesting and chemical spraying. j) Review Durawang Sdn. Bhd JKKP application with reference number: JKKP8/75179/2020 dated 18/01/2021 The implementation could be consider as appropriate.	
Name of Lead Auditor: Khairul Anwar Bin Ismail	Name of Lead Auditor: Khairul Anwar Bin Ismail

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 5			
Indicator # and Description	4.4.5.6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.		
Location:	Durawang Sdn. Bhd.		
Description of Finding / Objective Evidence:			
During document review and interview of workers, working contract is not brief, signed by workers and a copy of employment contract is not provided.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Sheron Pui Ling Wui	Date Raise:	13/12/2019
Deadline for implementation		12/02/2020	
Root Cause Analysis (by company):			
Working contract is not given to the workers before they start working with Durawang Sdn Bhd since lacked of information on working contract issue.			
Correction (by company):			
Work contract is established and had include details such as workers name, passport number, type of job, payment rate, OT rate, public holiday entitlement, working hours and rest time, maternity leave, retirement and etc. A copy of work contract is provided to workers.			
Corrective / Preventive Action (by company)			
To ensure that any new worker will need to briefed and signed the work contract before start working with estate. List for workers will be update as when as necessary to monitor and ensure all workers have been provided with work contract, briefed on the content and kept a copy for their safekeeping.			
Review of Correction & Corrective / Preventive Action			
DSB established working contract dated 01/01/2020 duly signed by worker.			
The evidence submitted sufficient to close the nonconformity.			
Effective implementation will be verify in 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 Auditor: Sheron Pui Ling Wui		Date of Closure: 12/03/2020	
Review of Implementation			
Durawang Sdn. Bhd. established working contract for all workers dated 01/01/2020 and signed by worker.			
Phone call interview with workers informed, they signed the working contract and provided with signed working contract copy.			
The implementation could be consider as appropriate.			
Name of Lead Auditor: Khairul Anwar Bin Ismail		Date of Review: 19/01/2021	

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 6			
Indicator # and Description	4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.		
Location:	Durawang Sdn. Bhd.		
Description of Finding / Objective Evidence:			
Training not conducted to workers except fire extinguisher training.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui		Date Raise: 13/12/2019
Deadline for implementation		12/02/2020	
Root Cause Analysis (by company):			
Durawang Sdn. Bhd. have not conduct any training except training for fire extinguisher due to the lack of resources or training material.			
Correction (by company):			
Durawang Sdn. Bhd. conduct training on 20/01/2020 had include training for estate operation such as harvesting, manuring chemical spraying, and etc.			
Corrective / Preventive Action (by company)			
Establish list of training to be conduct for workers and to monitor from time to time.			
Review of Correction & Corrective / Preventive Action			
DSB established training program for 2020 with training for harvesting, manuring and chemical spraying conducted on 20/01/2020.			
The evidence submitted sufficient to close the nonconformity.			
Will further review implementation in 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 Auditor: Sheron Pui Ling Wui		Date of Closure: 12/03/2020	
Review of Implementation			
Review the training conducted in 2020, the training for harvesting, manuring and chemical spraying conducted on 20/01/2020.			
Durawang Sdn. Bhd. established training program for 2021 dated 20/01/2021.			
The implementation could be consider as appropriate.			
Name of Lead Auditor: Khairul Anwar Bin Ismail		Date of Review: 19/01/2021	

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 7			
Indicator # and Description	4.5.3.2 A waste management plan to avoid or reduce pollution shall be developed and implemented.		
Location:	Durawang Sdn. Bhd.		
Description of Finding / Objective Evidence:			
During site visit at Brumas division it was observed:-			
1. Used engine oil kept outside the lubricant store without covered 2. Interviewed with worker found that used engine oil is disposed in the field. This is no according to the waste identification and disposal method under EAIA and Management plan dated 15/10/2019. Used engine oil shall be disposed by authorized contractor.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Chan Shi Lie	Date Raise:	13/12/2019
Deadline for implementation		12/02/2020	
Root Cause Analysis (by company):			
Lack of knowledge and information on disposal method of the used engine oil.			
Correction (by company):			
All used engine oil is kept in storage room with proper covered. Contamination site had been cleared and training has been given to all workers on the right way of disposed used engine oil dated 20/01/2020. Record of scheduled waste established include used engine oil.			
Corrective / Preventive Action (by company)			
To ensure that all used engine oil is disposed correctly and to monitor and inspect during the internal audit site check. Record of scheduled waste are to be updated on periodically basis.			
Continuous training related to disposal of scheduled waste based on the training list. This is to ensure that workers are fully understand and on the disposal method.			
Review of Correction & Corrective / Preventive Action			
Review on training record conducted 20/01/2020 include awareness on disposal of used engine oil.			
Records of scheduled waste is updated			
From documents submitted the contaminated site is cleared and used engine oil kept in lubricant store. The submitted documents sufficient to close the nonconformity. Further verification will be review on 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 in training:		Date of Closure:	
Chan Shi Lie		12/03/2020	
Review of Implementation			

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number 7	
Remote documents reviewed on training record confirmed training on disposal of scheduled wastes include used engine oil conducted on 20/01/2020.	
Remote documents reviewed on scheduled wastes record confirmed the used engine oil is recorded, stored and dispose according to the waste disposal SOP.	
Virtual photo verification at lubricant store and phone call interviewed with worker confirmed the used engine oil is properly stored.	
The evidence provided and implementation could be consider as appropriate.	
Name of Auditor: Joseph Sim Siaw Seng	Date of Review: 19/01/2021

4.6. Detail of Remote Audit Findings Identified during this audit

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

REMOTE AUDIT OUTCOME		
During this remote audit,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number < 1 >						
Indicator # and Description:	4.6.1.3 A visual identification or reference system shall be established for each field (Major).					
Location:	Field					
Description of Finding / Objective Evidence:						
Referring to Opportunity for Improvement (OFI) raised in last audit related to improving the block marker in details, the existing block marker not updated with the information of year planted, total hectare planted and planting material.						
For example: Virtual photo verification confirmed Brantian Div 1 Estate block marker stated B1N6 painted on the palm trunk base without information of year planted, total hectare planted and type of progeny.						
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor			
Raise by:	Joseph Sim Siaw Seng	Date Raise:	19/01/2021			
Deadline for implementation		19/03/2021				
Root Cause Analysis (by company):						
Insufficient of manpower (workers) and block marking materials to update the existing block marker.						
Mandore on leave since March 2020, he hasn't come back as COVID-19 occurs. Existing workers unable to take over his job responsibilities to update the block marker's information.						
Correction (by company):						

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number < 1 >	
Estate manager installed block marker include block number, total hectare planted, year planted and type of progeny at Brantian Estate block B1N6.	
Corrective / Preventive Action (by company)	
Estate management has included the action to update the existing block marker's information in the continuous improvement plan dated 01/03/2021.	
Estate manager will monitor the progress of updating the block marker's information monthly. Another mandore is assigned to update the existing block marker accordingly.	
Review of Correction & Corrective / Preventive Action	
Photo verification on the block marker at Brantian Div 1 confirmed the existing blocker marker is updated with block number, total hectare planted, year planted and type of progeny as below:	
Block number: B1N6	
Planted area: 6.11 acre	
Year planted: 1998	
Type of progeny: Sawit Kinabalu (DXP)	
Document reviewed on the Continuous Improvement Plan dated 01/03/2021 describe mandore will update the block marker's information progressively and monitored by estate manager.	
The evidence provided and implementation could be considered as appropriate.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Joseph Sim Siaw Seng	Date of Closure: 15/03/2021
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.4.2 (b)	The risks of all operations shall be assessed and documented	Office	DSB may consider improve the risk assessment of COVID-19 Virus Outbreak in the estate operation.
2.	4.4.4.2 (g)	The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly.	Office	DSB may consider improve the Safety and Health meeting agenda.

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



Nr.	Indicator	Description	Location	Opportunity for Improvement
3.	4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.	Store	DSB may consider improve the handling of empty chemical containers.

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



5. CONCLUSION

Durawang Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct ASA 01 audit consisting of 1 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:	225.78 Ha
Projected FFBs January to December 2021	1,224.00 Mt

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

<input type="checkbox"/>	Recommended for Certification
<input checked="" type="checkbox"/>	Recommended for Continuity of Certification
<input type="checkbox"/>	Recommended for Suspension of Certification

Puchong, 21/03/2021

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

Puchong, 21/03/2021

Nur Amanina Binti Zahir
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



7. LIST OF STAKEHOLDERS

Table 7-1: List of Interviewed 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.

MSPO Certification Summary Report

Company Name: Durawang Sdn. Bhd.

Certifying Unit: Durawang Sdn. Bhd.

Client Number: 92-139

Audit Type: ASA 01

Mode of Audit: Remote



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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

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