

# **MSPO CERTIFICATION SUMMARY REPORT**

**GROMAX ENTERPRISE SDN BHD**

**SURVEILLANCE 04**

**Onsite Audit Date: 21/08/2023**

TUV NORD (Malaysia) Sdn Bhd  
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Company Name: Gromax Enterprise Sdn Bhd  
 Certifying Unit: Gromax Enterprise Sdn Bhd  
 Client Number: 92-116  
 Audit Type: ASA 04  
 Mode of Audit: Onsite

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### Abbreviations

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

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## 1. INTRODUCTION

Gromax Enterprise Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a surveillance four (04) 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 four (04) 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 Gromax Enterprise Sdn Bhd.

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

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

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

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

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

### 1.3. Appointment and qualification of team members

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

#### Qualification of the Lead Auditor: Ariff Bin Lokman

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following <ul style="list-style-type: none"> <li>i) Agriculture;</li> <li>ii) Science &amp; Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);</li> <li>iii) Engineering, Process Technology;</li> <li>iv) Energy Management, Quality Management;</li> <li>v) Social Sciences and/or Anthropology;</li> <li>vi) Business Management; or</li> <li>vii) Other relevant related fields</li> </ul>	Graduate in Plantation Industry in Management

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Requirement	Qualifications
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)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	7 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantations.
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 Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Attended High Conversation Value Assessment training	Attended and completed the HCV-HCS for producer online course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia, Mandarin and English.

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**Qualification of Team Member**

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

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Requirement	Name of Assessor	Qualification	Compliance
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Khairul Anwar Bin Ismail	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
Completed High Conversation Value assessment	Khairul Anwar Bin Ismail	Attended and completed the HCV-HCS for producers online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Khairul Anwar Bin Ismail	Able to communicate in Bahasa Malaysia and English.	Yes

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## 2. METHODOLOGY

The audit approach consists of the following steps:

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

The surveillance four(04) is conducted in accordance to the certification procedure.

### Surveillance Four (04) Audit:

The surveillance four (04) audit conducted onsite on 21/08/2023 covering the following activities but not limited to below:

Onsite:

- Background investigation
- Review of documentation established but not limited to below
  - Policies
  - Estate maps
  - Land titles
  - Standard Operating Procedures;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents
- Onsite visit, observations and inspection of estate facilities and field activities;
- Interview operation personnel and field workers for understanding of work assigned;



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- 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;
- Assessment reporting;

**On-site 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 physical 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.

For the surveillance four (04) audit, Gromax Enterprise Sdn Bhd has 1 estate. Therefore, no selection required.

**Non-conformance:**

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

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

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### 3. ORGANISATION INFORMATION

Gromax Enterprise Sdn Bhd is an oil palm plantation company located at CL 075412421 Mile 43, Sungai Tahid Beluran, Sandakan, Sabah, Malaysia.

The details of the estate as below:

Name of Estate or Division	Location	Coordinates
Gromax Enterprise Sdn Bhd	CL 075412421 Mile 43, Sungai Tahid Beluran, Sandakan, Sabah	5°51'07.8"N; 117°42'02.0"E

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (January 2023 to December 2023)
	Total*	Production**	
Gromax Enterprise Sdn Bhd	82.88	81.00	1,138
<b>Total</b>	<b>82.88</b>	<b>81.00</b>	<b>1,138</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Estate

Year / Estate	Gromax Enterprise Sdn Bhd
2015	41
<b>Total Mature</b>	<b>41</b>
2020	20
2022	20
<b>Total Immature</b>	<b>40</b>
<b>Total</b>	<b>81</b>

#### 3.3. Replanting program for each estate

Year of replanting	Planted area (ha) in each estate	Total area to be replanted (ha)
-	Nil	Nil
<b>TOTAL</b>	<b>Nil</b>	<b>Nil</b>

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### 3.4. Maps of Estate Location

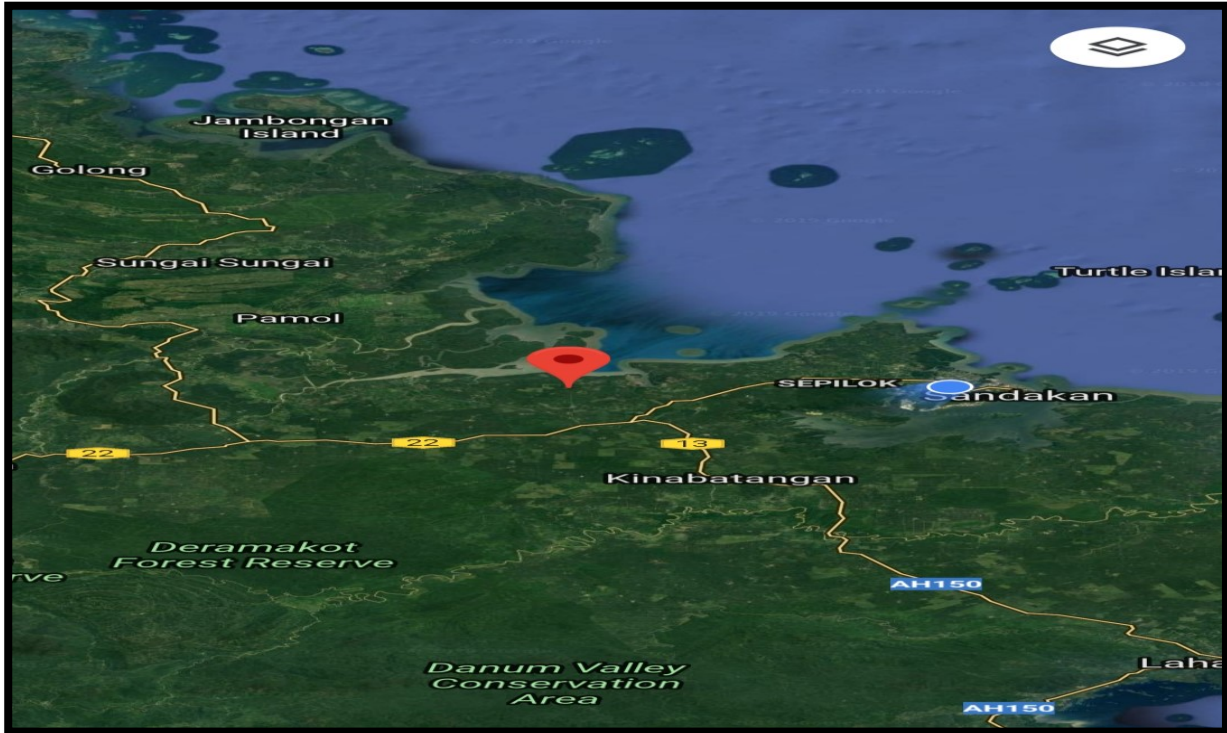


Figure 1: Estate Location

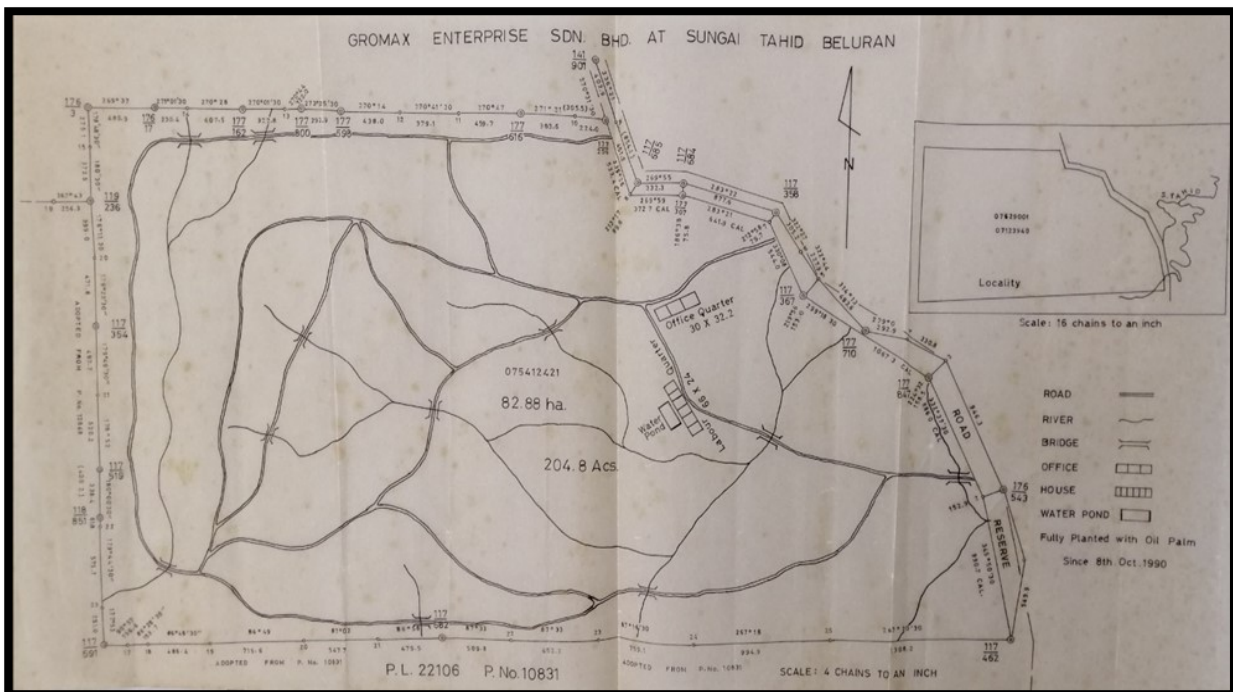


Figure 2: Estate map

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## 4. CERTIFICATION ASSESSMENT

### 4.1. ASA 04

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

#### 4.1.1. Surveillance Four (04):

The surveillance four (04) audit is conducted on 21/08/2023.

During the last surveillance audit, there are 0 Major, 0 Minor, 4 Opportunities for Improvement (OFI) are raised.

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

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

### 4.2. Stakeholders' Consultation

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 21/07/2023 to announce the audit of the certified unit. As at audit date on 21/08/2023 there are no comments received.

### 4.3. Summary of Assessment

#### Principle and Criteria Assessment Summary

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Gromax Enterprise Sdn Bhd (GESB) established Sustainability Policy dated 28/03/2019 signed by Director.</p> <p>The policy is available in both Bahasa Malaysia and English language and displayed at the estate notice board.</p> <p>Policy briefing carried out to all workers on 25/05/2023.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled chemical sprayers and harvesters informed they have been briefed on the policy.	
4.1.1.2	<p>GESB established Sustainability Policy dated 28/03/2019 signed by Director.</p> <p>The policy states GESB strive for continual improvement in our operations and adopt good agriculture practice where practical in order to ensure our company is economically viable, socially acceptable and environmentally sound for a sustainable oil palm production.</p>	Yes
4.1.2.1	<p>GESB established SOP for Internal Audit dated 26/06/2019 and updated 10/07/2020.</p> <p>The SOP describes the frequency of internal audit to be conduct once a year.</p> <p>Latest internal audit carried out on 01/08/2023. Reviewed report include identified weak and strong points.</p> <p>Weak Points:</p> <ol style="list-style-type: none"> <li>1. Non Reusable energy usage need to be improved</li> </ol> <p>Strong Points:</p> <ol style="list-style-type: none"> <li>1. Workers aware of the restriction at river buffer zone</li> </ol>	Yes
4.1.2.2	<p>GESB established SOP for Internal Audit dated 26/06/2019 and updated on 10/07/2020.</p> <p>Latest internal audit carried out on 01/08/2023.</p> <p>Example;;</p> <p>Finding: Non Reusable energy usage need to be improved</p> <p>Action Plan: Solar powered devices to be install at labour quarters area.</p> <p>Correction: Solar powered devices had been installed at labour quarter area.</p> <p>Timeline: August 2023.</p> <p>Onsite visit at labour quarters area confirm, solar powered devices had been installed.</p>	Yes
4.1.2.3	GESB discuss the results of internal audit in the management review meeting dated 06/08/2023.	Yes
4.1.3.1	<p>GESB conduct management review meeting on 06/08/2023, the meeting agenda includes:</p> <ul style="list-style-type: none"> <li>• Update on status of MSPO certification;</li> <li>• Result of internal audit findings;</li> <li>• Strength and weakness analysis;</li> <li>• Improvement &amp; action plans;</li> <li>• Other business.</li> </ul>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Frequency of management review is carried out once a year after internal audit has been carried out.	
4.1.4.1	<p>GESB established Continuous Improvement Plan (CIP) dated 20/08/2022.</p> <p>The topics covered in the CIP as below:</p> <ul style="list-style-type: none"> <li>• Environmental;</li> <li>• Safety and health;</li> <li>• Social;</li> <li>• Miscellaneous.</li> </ul> <p>The CIP describe the improvement action, expected outcome, timeframe, review and monitor, budget and status of review.</p> <p>Example:</p> <p>Environment</p> <p>Improvement action: Evaluating viability of using solar power as energy source for office and labour quarters</p> <p>Expected outcome: Reduces diesel usage and less pollution.</p> <p>Timeframe: June 2023</p> <p>Review and monitor: Implementation completed</p> <p>Onsite visit at labour quarters confirm, the solar panel had been installed.</p>	Yes
4.1.4.2	<p>GESB established flowchart for New Technology Information And Technique dated 28/05/2019.</p> <p>The flowchart describe the initial part of communication with new technology supplier or product until the implementation and monitoring for further improvement.</p> <p>There is no new technology or new techniques implemented currently.</p>	Yes
4.1.4.3	<p>GESB established flowchart for New Technology Information And Technique dated 28/05/2019.</p> <p>The flow chart describes as follows:</p> <ul style="list-style-type: none"> <li>• Call supplier to introduce product;</li> <li>• Proposal of product;</li> <li>• Planning-location of pilot study;</li> <li>• Demo schedule;</li> <li>• Evaluation of pilot study;</li> <li>• Decision to proceed yes or no;</li> <li>• Established work procedure;</li> <li>• Implementation;</li> <li>• Monitoring for further improvement.</li> </ul>	Yes



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	The flow chart states to train the operators or employees involved in implementations, techniques and equipment.	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>GESB established list of stakeholders dated 28/05/2019 and latest updated on 28/06/2023.</p> <p>The list of stakeholders include:</p> <ul style="list-style-type: none"> <li>• Government agencies;</li> <li>• Non-governmental organization;</li> <li>• Oil mills &amp; collection centers;</li> <li>• Suppliers;</li> <li>• Transporter;</li> <li>• Neighboring estates.</li> </ul> <p>The stakeholders meeting was scheduled on 20/07/2023. However, stakeholders meeting could not take place due to poor response on attendance for the meeting.</p> <p>The management informed that they will contact the external stakeholders to reschedule another meeting in the near future.</p> <p>Internal stakeholders meeting with workers was carried out concurrently with safety and environmental meetings dated 05/06/2023.</p>	Yes
4.2.1.2	<p>GESB established list of publicly available documents updated on 01/08/2021.</p> <p>Example of documents:</p> <p>Non-confidential:</p> <ul style="list-style-type: none"> <li>• Company policies;</li> <li>• Complaint and Grievance procedure;</li> <li>• MPOB license.</li> </ul> <p>Confidential:</p> <ul style="list-style-type: none"> <li>• Financial Report;</li> <li>• Pay slips.</li> </ul> <p>No changes in list of documents.</p>	Yes
4.2.2.1	<p>GESB established SOP for consultation and communication dated 28/05/2019.</p> <p>The flow chart describes:</p> <ul style="list-style-type: none"> <li>• Communication to employee and other stakeholders;</li> <li>• Enquiry or issue from employee and other stakeholders.</li> </ul>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The stakeholders meeting scheduled on 20/07/2023. However, could not take place due to poor response on attendance for the meeting.</p> <p>The management informed that they will contact the external stakeholders to reschedule another meeting in the near future.</p> <p>Internal stakeholders meeting was carried out during safety and environmental meetings on 05/06/2023.</p>	
4.2.2.2	GESB appointed estate manager as person in charge for handling communication and consultation with stakeholders.	Yes
4.2.2.3	<p>GESB established list of stakeholders dated 28/05/2019 and latest updated on 28/06/2023.</p> <p>Consultation &amp; Communication flowchart states the timeframe to attend any grievance or complaints received is within 30 working days from date of complaint.</p> <p>The stakeholders meeting scheduled on 20/07/2023. However, could not take place due to poor response on attendance for the meeting.</p> <p>The management informed that they will contact the external stakeholders to reschedule another meeting in the near future.</p> <p>There are no negative feedbacks for year 2023 from stakeholders.</p>	Yes
4.2.3.1	<p>GESB established the SOP Traceability dated 28/05/2019.</p> <p>The SOP describes:</p> <ul style="list-style-type: none"> <li>• Identification and register applicable traceability documents, records on FFBs production and sales of FFBs;</li> <li>• To ensure revised documents are updated for traceability implementation;</li> <li>• Traceability records with 5 years retention period;</li> <li>• Frequency of traceability record by annual management review meeting;</li> <li>• List of records on crop production that should be available for inspection.</li> </ul> <p>GESB use FFB delivery note while transporting FFBs from estate to mill.</p> <p>The delivery notes includes delivery number, mill name, date and time delivery, vehicles number, driver name and acknowledgement.</p> <p>Example:</p> <p>FFB delivery chit:</p> <p>DC No: G 01182;</p> <p>Mill: Pembangunan Ladang Hassan Sdn Bhd;</p> <p>Date: 23/07/2023;</p> <p>Vehicle number: SS A9121A</p> <p>Mill weighbridge ticket:</p>	Yes



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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Supplier: Gromax Enterprise Sdn Bhd; Product: Fresh Fruit Bunches; Lorry: SS A9121A; Ticket number: FFB23009647W; DO number: G01180; Nett Weight: 4.510 Mt. Final weight is obtained from mill as GESB does not have a weighbridge.	
4.2.3.2	GESB conducts inspections of traceability system during internal audit and random monthly checks by the estate manager. The internal audit conducted on 01/08/2023 with no findings raised on traceability.	Yes
4.2.3.3	GESB appointed estate manager as person in charge for traceability system.	Yes
4.2.3.4	GESB documented and maintained records of sales and FFB delivery to the mill. Reviewed records of sales and delivery of FFBs documented from January to July 2023. The delivery notes includes delivery number, mill name, date and time delivery, vehicles number, driver name and acknowledgement. Weighbridge ticket includes ticket number, date, crop supplier, lorry number, transporter, product, time, weight, delivery number and acknowledgement. Unique number of estate delivery note is the delivery number stated in the mill weighbridge ticket. SOP Traceability describes record keeping is for 5 years.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	GESB established legal register list updated on 01/08/2023. Example: <ul style="list-style-type: none"> <li>Malaysia Palm Oil Board Act 1998;</li> <li>Sabah Labour Ordinance Cap 67 Act 1950;</li> <li>Minimum Wages Order 2022.</li> </ul> List of permits and licenses dated 01/08/2023. Permits and licenses are reviewed. Example: <ul style="list-style-type: none"> <li>Trading license validity period 19/12/2022 - 31/12/2023;</li> </ul>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>MPOB license remain valid 01/12/2022- 30/11/2023.</li> </ul>	
4.3.1.2	<p>GESB established legal register updated on 01/08/2023. The register includes the related act and regulation applicable to estate.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Land ordinance (Sabah cap 68) Act 1950;</li> <li>Malaysia Palm Oil Board Act 1998;</li> <li>Prevention and Control of Infectious Disease Act 1988 (Declaration of infection Local Areas Order 2020);</li> <li>Minimum Wages Order 2022.</li> </ul>	Yes
4.3.1.3	<p>GESB established list of legal requirements register with latest update on 01/08/2023.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Minimum Wages Order 2022.</li> </ul>	Yes
4.3.1.4	GESB appointed Admin Director as person in charge to updating legal documents, regulations and licenses.	Yes
4.3.2.1	<p>GESB land titles are Country Lease issued by Sabah States Land and Survey Office.</p> <p>There is no diminish the land use rights of other users.</p>	Yes
4.3.2.2	GESB land titles are Country Lease issued by Sabah States Land & Survey Office with 99 years tenure and for cultivation of oil palm.	Yes
4.3.2.3	<p>GESB land titles are review include map consist of title number, size in acre and boundary stone numbers.</p> <p>Field visit sighted the boundary markers is marked with wooden stick of red and white colour.</p>	Yes
4.3.2.4	<p>GESB land titles are Country Lease issued by Sabah States Land and Survey Office.</p> <p>There is no objection or dispute found during document verification.</p>	Yes
4.3.3.1	<p>GESB land titles are Country Lease issued by Sabah States Land and Survey Office.</p> <p>The land titles is leased for 99 years leased period. There is no customary sub-lease land.</p>	Yes
4.3.3.2	<p>GESB land titles are Country Lease issued by Sabah States Land and Survey Office.</p> <p>There is no customary right land lease or owned by GESB. Therefore, no maps established.</p>	Yes
4.3.3.3	GESB land titles are Country Lease issued by Sabah States Land and Survey Office.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	There is no customary land lease or owned by GESB. Therefore, no FPIC or negotiated documents established.	

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>GESB established Social Impact Assessment dated 01/08/2023.</p> <p>The SIA report includes feedbacks from internal and external stakeholders, impacts, action plan, person in charge and time frame.</p> <p>A summary of positive and negative impacts, mitigation plan promotes with timeline are included.</p> <p>Example of positive impact:</p> <p>Impact: Labour quarters wiring has been replaced and sockets point added. Management also installed solar street lamp at labour quarters.</p> <p>Plan: Management are provided better living conditions for all employees at GESB.</p> <p>PIC: estate In charge.</p> <p>Timeline: Continuous</p> <p>Example of negative impact:</p> <p>Impact: Replanting activities impact the worker's salary;</p> <p>Plan: The workers are provided with other work task such as spraying and manuring activities and make sure the worker's salary above minimum wages;</p> <p>PIC: Operation Director;</p> <p>Time bound: 12 months;</p> <p>Status: Ongoing.</p> <p>Field interviews with sampled workers informed they were provided with other work task such as spraying and manuring activities and their salary is above minimum wages.</p>	Yes
4.4.2.1	<p>GESB established a flowchart for complaint and grievances dated 02/08/2021.</p> <p>The flowchart described the process of complaints and grievances starting from rising, receiving via C&amp;G form, to resolution of complaints &amp; grievances. Communication Representative (Operation Director) will be responsible in handling all matters related to complaints and grievances.</p> <p>Complaint and grievances flowchart is displayed at estate notice board.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they understand the complaint and grievances procedure.</p>	Yes
4.4.2.2	GESB established SOP Complaint and Grievances dated 02/08/2021.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The procedure describes complaint and grievance shall be address within 30 days.	
4.4.2.3	GESB complaint form and box is displayed at estate notice board. Field interviews with sampled chemical sprayers and harvesters informed they understand on complaint and grievances process. No complaint lodged to GESB until the audit date.	Yes
4.4.2.4	GESB complaint form and box displayed at estate notice board. Field interviews with sampled chemical sprayers and harvesters informed they understand and have been briefed on complaint and grievances procedure. Briefing for complaint and grievances carried out dated 25/05/2023 for all workers.	Yes
4.4.2.5	GESB complaint record is review and maintained since September 2019. No complaint lodged to GESB until audit date.	Yes
4.4.3.1	GESB provide contract work opportunities on hiring local contractor for road construction & maintenance and FFB transportation.	Yes
4.4.4.1	GESB established Health and Safety policy dated 28/03/2019 signed by Director. The policy states GESB is committed to comply with the health and safety requirements as stipulated by Occupational Safety & Health Act 1994, Act 514 (OSH Act). The policy is displayed at the estate notice board. Safety & Health Policy briefing carried out on 25/05/2023 to all workers. Field interviews with sampled chemical sprayers and harvesters informed they have been briefed on the safety & health policy dated 25/05/2023.	Yes
4.4.4.2	a GESB conduct Safety and health policy briefing to workers on 25/05/2023. The policy is displayed at the estate notice board. Field interviews with sampled chemical sprayers and harvesters informed they understand on the Safety and health policy.	Yes
	b GESB established the Identification of risks for all operations updated 22/04/2023. HIRARC consists of activity, hazard, potential risk, existing controls, initial risk rating, additional controls, person in charge, residual risk rating and date of implementation. Example: Activity: Harvesting operation; Hazard: Injury during frond cutting position & frond handling for placement;	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Potential risk: Laceration wound;            Existing Controls: PPE;            Initial Risk Rating: C2, L1, Risk 2 (Low);            Additional Risk Control: Continuous safety awareness training;            PIC: Supervisor and mandore;            Residual Risk Rating: C1, L1, Risk 1.            Field interviews with sampled harvesters informed, they had been briefed on safety procedure for harvesting activities.</p>	
c i	<p>GESB carried out Safe Work Practise (SWP) trainings for estate operations dated 25/05/2023.            Field interviews with sampled chemical sprayers and harvesters informed they understand on the safe work practices conducted on 25/05/2023.</p>	Yes
c ii	<p>GESB displayed SDS at chemical store, lubricant store and genset room, review on the SDS are displayed and available in English and Bahasa Malaysia language.            Example:            GANOEF Biofertilizer updated 18/01/2022.            Site visit at chemical store, chemical arrangement was in good condition. The store was lock and only person in charge will allow enter. Proper chemical placement and labelling. Signage of awareness warning and hazard are in place.</p>	Yes
d	<p>GESB established record of PPEs issuance and review on the records is maintained and updated.            Example PPE issuance records dated 31/07/2023 for all workers are review.            Workers are provided with appropriate PPEs with reference to HIRARC and CHRA for the work activities.            Field visit observed workers are wearing PPE based on their job scope.            Field interviews with sampled chemical sprayers and harvesters informed they understand the use of PPE.</p>	Yes
e	<p>GESB established the Chemicals Storage and Handling SOP on 09/05/2019.            Chemical storage and handling SOP briefed to workers on 25/08/2022.            Field interviews with sampled chemical sprayers and harvesters informed they understand on the SOP.            Site visit at chemical store observed chemical products are stored in original label and packing.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
f	GESB organization chart identified the appointed person in-charge of workers health and safety is the Operation Director dated 01/03/2022.	Yes
g	GESB has a total number of 5 workers. Therefore, below the minimum requirements to have an OSH committee in accordance to DOSH requirements. However, GESB still conduct safety and health meeting on yearly basis.  Latest safety and health meeting carried out on 25/05/2023 with participants of both employer and employee representatives and includes agenda of safety and health, ERP, company policies and complaint procedure.	Yes
h	GESB established SOP for the emergency response and accident investigation dated 02/08/2021.  Review emergency evacuation layout and emergency contact number displayed at estate notice board.  Emergency Response Procedure training carried out 25/05/2023.	Yes
i	GESB, Operation Director is a competent first aider and attended first aid training dated 23/06/2020.  First aid kits are available at the work site and maintained by the first aider. Record of first aid kit inspection dated 31/07/2023 is reviewed.	Yes
j	GESB established record of accident and injuries, no accident reported since last audit date.  GESB conduct OSH meeting on 25/05/2023 include agenda on reporting for accident or injuries cases.  Annual accident report, JKPP 8 for year 2022 submitted to DOSH on 12/01/2023 with no accident reported.	Yes
4.4.5.1	GESB established Social Policy dated 31/08/2021 signed by Director.  The policy is displayed at estate notice board.  The policy states 'Respect human rights and provide equal opportunity and fair treatment to all employees regardless of race, religion, sex, nationality and any other distinguishing characteristics'.  Social policy was briefed to workers dated 25/05/2023.  Field interviews with sampled chemical sprayers and harvesters informed they had been briefed on social policy.	Yes
4.4.5.2	GESB established Social Policy dated 31/08/2021 signed by Director.  The policy is displayed at estate notice board.  The policy states company does not engage in or support discrimination practices and provide equal opportunity regardless race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled chemical sprayers and harvesters informed there is no discrimination practices in the estate.	
4.4.5.3	<p>GESB established contract agreement for workers in accordance to Sabah Labour Ordinance Act 1950.</p> <p>The contract agreement states the pay rate of RM 1,500.00 per month or RM 57.70 per day in accordance to the Minimum Wage Order 2022.</p> <p>The working contracts are signed by workers and management.</p> <p>GESB established list of piece rate dated 31/07/2022.</p> <p>Example: Harvesting palms below 8 years old RM 50/Mt.</p> <p>Reviewed workers' pay slips and crosscheck with check roll for the month of July 2023, the wages paid as per agreeable piece rates of harvesting.</p>	Yes
4.4.5.4	<p>GESB monitor contractor worker wages by payment voucher based on contract agreement rates between the contractor and the worker.</p> <p>Reviewed on the payment voucher of the contractor's worker for the month of June 2023, the wages paid is according to agreed rates.</p>	Yes
4.4.5.5	GESB established list of workers that contain name, gender, date of birth, date joined, job description and wages.	Yes
4.4.5.6	<p>GESB established employment contract for every worker recruited and signed by both parties.</p> <p>Employment contract details are in accordance to Sabah Labour Ordinance that include annual leave, public holidays, sick leave, maternity leave and working hours.</p> <p>Workers are briefed on the terms and conditions, wage, position of the work contract and copy is provided.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they has been briefed on the contract terms and conditions and received a signed copy.</p>	Yes
4.4.5.7	<p>GESB use the attendance record book to monitor workers reporting to work and working hours for each day.</p> <p>The working hours is displayed at the notice board.</p> <p>Overtime rate according to Sabah Labour Ordinance 1967 requirement of 1.5 times hourly rate for normal overtime and 2.0 times hourly rate for rest day.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they understand working hours and overtime rates.</p>	Yes
4.4.5.8	<p>GESB working hours are complying with Sabah Labour Ordinance 1950 (Chapter 67).</p> <p>Standard working hours of GESB:</p> <p>Working hours: 6.00 am to 4.00 pm;</p> <p>Break time: 10.00 am to 10.30 am / 12.30 pm to 2.00 pm.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled chemical sprayers and harvesters informed they understand on estate working hours and break.	
4.4.5.9	<p>GESB provide pay slip to all workers documenting wage for the month and any overtime performed.</p> <p>Workers are paid either piece rate or daily rate.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they understand the working hours and overtime rates.</p>	Yes
4.4.5.10	GESB provides benefits for both local and foreign workers such as medical cost, annual leave, sick leave, SOCSO and public holidays as listed in the employment contract.	Yes
4.4.5.11	<p>GESB adopts Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) the housing includes water, electricity, recreational area and gardening area provided.</p> <p>GESB workers housing follow the industry best practices.</p> <p>Field interviews with sampled harvesters informed, they are provided with basic amenities such as water and electricity. Site inspection sighted living quarters has basic amenities such as water and electricity supply, kitchen, toilet and gardening area.</p>	Yes
4.4.5.12	<p>GESB established Social Policy dated 31/08/2021 signed by Director.</p> <p>The policy is displayed at estate notice board.</p> <p>The policy states that prevent sexual harassment against the employees and all forms of violence within estate.</p> <p>GESB complaint record is review and maintained since September 2019, no complaint lodged for sexual harassment and violence.</p>	Yes
4.4.5.13	<p>GESB established Social Policy dated 31/08/2021 signed by Director.</p> <p>The policy is displayed at estate notice board.</p> <p>The policy states respect the rights of all employees to form or join unions for collective bargaining in accordance with applicable laws and regulations.</p> <p>Worker meeting carried out 25/05/2022 attended by workers and management.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed there is no union form in GESB.</p>	Yes
4.4.5.14	<p>GESB established Social Policy dated 31/08/2021 signed by Operation Director and Administration Director.</p> <p>The policy states prohibit forced labour and child labour of age below 18 years old. The minimum age shall comply with local, state and national legislation.</p> <p>Reviewed the summary list of workers and field visit confirmed there is no employment of children or young persons in the estate. All workers are above 18 years prior joining the estate.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.6.1	<p>GESB established annual training program for year 2023 dated 10/01/2023 and updated on 28/07/2023.</p> <p>Training program include:</p> <ul style="list-style-type: none"> <li>• MSPO Social Policy;</li> <li>• SOP Harvesting;</li> <li>• Emergency Response;</li> <li>• Complaint Procedure;</li> <li>• Zero burning.</li> </ul> <p>Example of briefing records:</p> <ul style="list-style-type: none"> <li>• MSPO requirements, company policies, ERP, PPE, accident, complaint &amp; grievance, environment and GAP dated 25/05/2023;</li> <li>• Buffer zone, no hunting, zero burning and work place and house compound cleanliness dated 02/04/2023.</li> </ul>	Yes
4.4.6.2	<p>GESB established training need analysis updated on 28/03/2023 according to type of job.</p> <p>Example:</p> <p>Harvester need to attend briefing for company policies, SOP harvesting, safety, employment, environmental awareness, waste management.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed training have been provided to them according to their job task.</p>	Yes
4.4.6.3	<p>GESB established continuous training program for year 2023.</p> <p>The training were planned for whole year according to the established activity SOP, which include social, environmental and safety aspects.</p> <p>Example of training programme:</p> <ul style="list-style-type: none"> <li>• Safety Awareness on July 2023.</li> </ul>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>GESB established Environmental policy dated 28/03/2019 signed by Director.</p> <p>The environmental policy states GESB is committed to minimize the environmental impact of our operations and promote conservation of biodiversity within the estate.</p> <p>During site visit, observed policy is displayed at estate notice board.</p> <p>GESB briefed workers on environmental policy dated 25/05/2023.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they understand the policy.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>GESB established Environmental Aspect Impact Assessment (EAIA) updated and Environmental Management Plan (EMP) updated on 01/08/2023.</p> <p>EAIA includes for waste, environmental impacts, mitigation plans and continuous improvement plans. The plan has referred to related law and regulation</p>	
4.5.1.2	<p>a GESB established Environmental Policy dated 28/03/2019 signed by Director.</p> <p>GESB updated Environmental Management Plan (EMP) dated 01/08/2023.</p> <p>The EMP describes the objectives as follows:</p> <ul style="list-style-type: none"> <li>To ensure a continuous awareness of the need to check and monitor key environmental components and take appropriate remedial measures to avoid environmental degradation;</li> <li>To protect environment from neglect, mismanagement and irresponsible activities in palm oil estate operations;</li> <li>To ensure conformation to all the activities are within the law/Acts and legislation of State and Nation.</li> </ul>	Yes
	<p>b GESB updated Environmental management plan (EMP) updated on 01/08/2023.</p> <p>The environmental aspect and impact table is included in the EMP, listing on aspects and impacts analysis by activity.</p> <p>Example:</p> <p>Activity: Replanting;</p> <p>Aspects: Soil erosion and runoff;</p> <p>Negative Impacts: Water pollution.</p> <p>Control measure: Plant cover crop;</p> <p>Timeline: April 2023</p> <p>In-charge: Estate Manager &amp; Mandore;</p> <p>Onsite visit at replanting area confirm, the cover crop plant had been planted to reduce the soil erosion and runoff.</p>	Yes
4.5.1.3	<p>GESB Environmental management plan (EMP) updated on 01/08/2023 include negative and positive impacts, action plan to mitigate negative impacts and promote positives impacts.</p> <p>Example:</p> <p>Example:</p> <p>Negative Impact</p> <p>Activity: Replanting;</p> <p>Aspects: Soil erosion and runoff;</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Negative Impacts: Water pollution.</p> <p>Control measure: Plant cover crop;</p> <p>Timeline: April 2023</p> <p>In-charge: Estate Manager &amp; Mandore..</p> <p>Onsite visit at replanting area confirm, the cover crop plant had been planted to reduce the soil erosion and runoff.</p> <p>Positive Impact</p> <p>Activity: Spraying;</p> <p>Aspects: Empty Chemical container;</p> <p>Positive Impacts: Empty chemical container can be reused for spraying activities.</p> <p>Action Plan: Triple rinsing and mark the empty container and reused for chemical spraying activities</p> <p>Timeline: Continuously</p> <p>Person Incharge: Mandore.</p> <p>Review the empty chemical container record dated July 2023 confirm all the empty chemical container had been reused for chemical spraying.</p> <p>Onsite visit at the empty chemical container store confirmed all the container had been marked with red paint.</p>	
4.5.1.4	<p>GESB updated Environmental management plan (EMP) dated 01/08/2023 include the programme to promote positive is listed in section environment impact assessment and mitigation / improvement plan.</p> <p>Example:</p> <p>Improvement action: Protection and preservation of buffer zone;</p> <p>Expected outcome: All the watercourses through the plantation areas have buffer zones and to be maintained;</p> <p>Timeframe: Ongoing;</p> <p>Review and monitoring: Continuous monitoring.</p>	Yes
4.5.1.5	<p>Training programme dated 10/01/2023 is reviewed had include topics for environmental.</p> <p>GESB conduct training to workers related to environment as follows:</p> <p>Topic: Buffer zone maintenance, no hunting of wildlife, zero burning and waste management;</p> <p>Date: 02/04/2023.</p>	Yes
4.5.1.6	<p>GESB conduct environment meeting with workers on 05/06/2023 include agenda as follows:</p> <ul style="list-style-type: none"> <li>Wildlife protection;</li> </ul>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>River buffer zone maintenance;</li> <li>Chemical application.</li> </ul>	
4.5.2.1	<p>GESB established baseline for diesel consumption records year 2021 to 2022 updated for the farm tractors and genset.</p> <p>Review on the diesel consumption records, the total actual consumption for the year 2022 is slightly higher than baseline.</p> <p>This is due to replanting activities carried out in year 2022.</p>	Yes
4.5.2.2	<p>GESB prepared 3 years diesel usage comparison from 2021 to 2023 to consider for monitoring purpose against the actual usage.</p> <p>The total of diesel consumption is monitored on monthly and annually basis for comparison against the budgeted consumption.</p>	Yes
4.5.2.3	During site visit, observed installation of solar panels for electricity generation at facility area.	Yes
4.5.3.1	<p>GESB established source and type of wastes updated on 02/08/2022.</p> <p>Example type of waste identified:</p> <ul style="list-style-type: none"> <li>Gaseous waste;</li> <li>Solid waste;</li> <li>Liquid waste.</li> </ul> <p>Example:</p> <p>Source: Fertilizer application;</p> <p>Waste type: Gaseous waste.</p>	Yes
4.5.3.2	<p>a GESB established source and type of wastes updated on 02/08/2022.</p> <p>Example:</p> <p>Solid Waste: Fertilizer bags;</p> <p>Source: Manuring;</p>	Yes
	<p>b GESB established source and type of wastes updated on 02/08/2022.</p> <p>Example:</p> <p>Solid Waste: Fertilizer bags;</p> <p>Source: Manuring;</p> <p>Action Plan: Use for loose fruit collection;</p> <p>During site visit, observed empty fertilizer bags collected and placed appropriately for loose fruit collections.</p> <p>Field interviews with general workers informed empty fertilizer bags are reused for loose fruit collections.</p>	Yes
4.5.3.3	<p>GESB established SOP Chemical storage and handling dated 09/05/2019.</p> <p>SOP describes as follows:</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>To ensure good ventilation system in chemical store;</li> <li>No children allowed to enter the store;</li> <li>Smoking, drinking and eating is prohibited ;</li> <li>To arrange chemical by type of chemical;</li> <li>To kept SDS in the store.</li> <li>Used chemicals are stored appropriately.</li> </ul>	
4.5.3.4	<p>GESB established disposal of empty chemical containers: Triple rinse method pictorial guideline dated 05/01/2019.</p> <p>GESB conduct handling of empty chemical containers training for workers on 25/05/2023.</p> <p>Field interviews with general workers informed they understand on the handling of empty chemical containers.</p> <p>Record of empty chemical containers for July 2023 is maintained and review.</p>	Yes
4.5.3.5	<p>GESB domestic waste was disposed to the municipal domestic waste collection.</p> <p>During field visit, observed GESB provided rubbish bin at workers housing.</p> <p>Workers informed that rubbish will be disposed at the municipal domestic waste collection weekly by the estate manager.</p>	Yes
4.5.4.1	<p>GESB established Environmental management plan (EMP) updated on 01/08/2023 has identified source waste into solid, liquid and gases including greenhouse gas emissions.</p> <p>Example type of identified greenhouse gas emissions:</p> <ul style="list-style-type: none"> <li>i) Carbon Monoxide (CO) from farm tractors;</li> <li>ii) Nitrogen Oxides (N<sub>2</sub>O) from fertilizer application.</li> </ul>	Yes
4.5.4.2	<p>GESB updated Environmental Management Plan (EMP) dated 01/08/2023 include action plan to reduce identified significant pollutants and emissions.</p> <p>Example:</p> <p>Source of waste: Farm tractor;</p> <p>Negative impact: Carbon Monoxide (CO);</p> <p>Action plan: Regular service and maintenance;</p>	Yes
4.5.5.1	<p>a</p> <p>GESB updated Water Management Plan updated 01/08/2023 include identification of the source and usage of water.</p> <p>Source of water supply: Pond and rain water;</p> <p>Usage: Field operations;</p> <p>Source of water: Rain water;</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Usage: Domestic.	
b	<p>GESB monitoring stream water along the boundary with another estate by means of visual inspection on monthly basis.</p> <p>Latest inspection conducted by Supervisor in 30/06/2023.</p> <p>The results of the visual inspection as follows:</p> <p>Water condition (Visual): Cloudy;</p> <p>Water condition (Smell): Normal;</p> <p>Sign of pollution: No;</p> <p>Fishes: No.</p>	Yes
c	<p>GESB established Water Management Plan updated on 01/08/2023 include plan to optimize water usage.</p> <p>Example:</p> <p>Triple rinsing water will be reused for chemical premixing activity.</p> <p>Ponds are constructed to store water for field application during drought season.</p>	Yes
d	<p>GESB established water quality monitoring checklist and conduct buffer zone monitoring on monthly basis.</p> <p>Water condition (Visual): Cloudy;</p> <p>Water condition (Smell): Normal;</p> <p>Sign of pollution: No;</p> <p>Fishes: No.</p> <p>Briefing on buffer zone protection conducted on 25/05/2023.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they understand the chemical spraying and fertilizing activities are prohibited at buffer zone area.</p>	Yes
e	<p>GESB established Water Management Plan updated on 01/08/2023 to restore vegetation in riparian and buffer zone.</p> <p>Briefing on buffer zone protection conducted on 25/05/2023.</p> <p>Field interviews with chemical sprayers and harvesters informed they understand the chemical spraying and fertilizing activities are prohibited at buffer zone area.</p>	Yes
f	There are no bore wells constructed to extract ground water from site visit.	Yes
4.5.5.2	<p>There are no bunds or weirs or dams constructed across Tahid river at GESB.</p> <p>This could be confirmed during field visit.</p>	Yes
4.5.5.3	Water harvesting is practiced throughout the facilities and housing in GESB.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	During site visit, observed water storage tanks provided at worker quarters for water harvesting purposes.	
4.5.6.1	<p>a GESB established High Biodiversity Value (HBV) statement dated 01/08/2023 include protection on wildlife and type of wildlife presence in the estate.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Eagle;</li> <li>Kingfisher;</li> <li>White Breast Waterhen;</li> <li>Monitor lizard.</li> </ul>	Yes
	<p>b GESB established High Biodiversity Value (HBV) statement dated 01/08/2023 include protection on wildlife and type of wildlife available in the estate.</p> <p>Example of listed wildlife:</p> <ul style="list-style-type: none"> <li>Birds: Eagle;</li> <li>Mammals: Squirrel;</li> <li>Reptile: Monitor lizards.</li> </ul>	Yes
4.5.6.2	<p>a GESB established HBV statement dated 01/08/2023 include protection on wildlife and type of wildlife available in the estate.</p> <p>The HBV statement describes that GESB has not located any high biodiversity value as of August 2023.</p> <p>Management will continue to maintain human wildlife harmony, to practice no burning, no hunting and wildlife protection.</p> <p>Briefing on legal requirements related to wildlife for workers conducted on 23/04/2023.</p> <p>Field interviews with general workers informed they understand on wildlife protection. Any sighted wildlife they will feedback to management.</p>	Yes
	<p>b During site visit at GESB observed signage installed at estate notice board to communicate with external and internal stakeholders on no hunting and capturing of any wildlife.</p>	Yes
4.5.6.3	<p>GESB established wildlife monitoring form dated 01/08/2023 to monitor and record any sighting wildlife in estate.</p> <p>Latest sighted animal:</p> <p>01/07/2023 – Squirrel: Block 6;</p> <p>16/07/2023 –Skink: Block 9;</p> <p>19/07/2023 – Eagle : Block 1.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	GESB conduct the briefing on wildlife protection on 02/04/2023 for all workers.	
4.5.7.1	<p>GESB established Environmental Policy dated 28/03/2019 states that GESB to practice zero burning in all field activities.</p> <p>During site visit at worker quarters, observed no signs of open burning.</p> <p>Signage prohibiting open burning is installed at estate entrance and notice board.</p> <p>Workers are briefed on zero burning on 02/04/2023.</p> <p>Field interviews with general workers informed they understand on prohibition of burning in the estate.</p>	Yes
4.5.7.2	<p>There are no serious palm diseases from field visits that require burning.</p> <p>Therefore, no special approval for open burning required from relevant authorities.</p>	Yes
4.5.7.3	<p>GESB established Environmental Policy dated 28/03/2019 states that GESB practice zero burning in all field activities.</p> <p>There are no application documents required for approval of controlled burning.</p>	Yes
4.5.7.4	<p>During field visit at replanting block no 3 conducted in year 2022, observed all old palm are felled and chipped.</p> <p>No burning activities are carried out at replanting area.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>GESB established SOP for the estate operations such as harvesting, spraying, manuring, etc dated 09/05/2019.</p> <p>Training on good agriculture SOP is had been conducted dated 20/04/2023.</p> <p>During field interviews with chemical sprayers and harvesters informed they have been frequently briefed during morning muster on SOPs and understand the SOPs of the company.</p>	Yes
4.6.1.2	<p>GESB established SOP for soil conservation and planting on sloppy areas dated 12/07/2019.</p> <p>The procedure has describes;</p> <ul style="list-style-type: none"> <li>• Practices to minimize the damages as a result of erosion;</li> <li>• No planting at area with &gt; 25 degree slope.</li> <li>• 10 degree back slope and silt pit for water retention;</li> <li>• Planting of legume cover crops to reduce surface runoff;</li> <li>• Stalk pruned fronds on the slopes to act flow breaker to reduce runoff;</li> </ul>	Yes



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Maintain riparian zones along the river / stream.</li> </ul> <p>During field visit, highest terrain is below 25 degree and 300 Metres from sea level. Verification carried out using GPS Coordinate Malaysia website to obtain the altitude. Altitude is 17 Metres from sea level.</p>	
4.6.1.3	<p>GESB established block marker for each block that include block number, block size, planting year and planting material.</p> <p>Example:</p> <p>Block number: 1;</p> <p>Block size: 7.5 ha;</p> <p>Planting material: FELDA;</p> <p>Year of Planting: December 2022.</p>	Yes
4.6.2.1	<p>GESB established long-term business plan for 3 years from 2023 to 2025 updated on 03/08/2023.</p> <p>The plan describes;</p> <ul style="list-style-type: none"> <li>Sales of FFB;</li> <li>Operating expenses;</li> <li>Admin &amp; General expenses;</li> <li>Replanting expenses.</li> </ul>	Yes
4.6.2.2	<p>Interviewed with GESB management confirmed no replanting for next 5 years.</p>	Yes
4.6.2.3	<p>GESB established long-term business plan from 2023 to 2025 updated on 03/08/2023.</p> <ol style="list-style-type: none"> <li>Planting material;</li> <li>Yearly production;</li> <li>Price forecast per tonne;</li> <li>Cost production per tonne;</li> <li>Crop projection based on mature and immature area;</li> <li>Income / profit.</li> </ol>	Yes
4.6.2.4	<p>GESB established monthly reports trading and profit &amp; loss account to monitor the income and expenditure, FFB production and price of FFB.</p> <p>Latest monthly report dated 31/07/2023 is reviewed.</p>	Yes
4.6.3.1	<p>GESB establish pricing mechanism for purchase of chemicals and fertilizer using quotation and purchase order.</p> <p>Example:</p> <p>Purchase order for chemical and fertilizer is recorded and maintained.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The quotation and purchase order describes the product, price and terms and conditions.	
4.6.3.2	<p>GESB purchased fertilizer from the suppliers using purchase order.</p> <p>The invoices dated 27/06/2023 from supplier describes the product pricing and payment terms.</p> <p>Document review on payment voucher issued to supplier is paid in timely manner as agreed by both parties.</p>	Yes
4.6.4.1	<p>GESB engaged external parties for FFBs transportation.</p> <p>The contract agreement dated 01/01/2022 between contractor and GESB is review.</p> <p>Section 7 of the contract agreement mentions the contractor to adhere to MSPO principles of transparency, compliance of legal requirements and payment to workers based on Minimum Wages Order 2022 set by legislation.</p> <p>Briefing on SOP Transporting FFB and MSPO policy conducted to the contractor worker dated 10/07/2023.</p>	Yes
4.6.4.2	<p>GESB engaged external party for FFBs transportation.</p> <p>The contract agreement dated 01/01/2022 between contractor and GESB is reviewed.</p> <p>Contract agreement are duly agreed with term and conditions and signed by both parties.</p>	Yes
4.6.4.3	<p>GESB engaged external party for FFBs transportation.</p> <p>The contract agreement dated 01/01/2022 between contractor and GESB is reviewed.</p> <p>Section 7 of the contract agreement describes that contractor to adhere to MSPO Principles of Transparency, Compliance Legal Requirement and pay workers based on minimum wage set by legislation.</p>	Yes
4.6.4.4	<p>GESB payment to contractors based on monthly FFB production report monitored by Administration Director prior to issue payment.</p> <p>Invoices to contractor dated 05/07/2023 is reviewed and the payment is made according to the agreed rates.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	GESB planting statements is review. There is no new planting conducted. During site visit, observed no new plantings carried out. The 1 <sup>st</sup> planting is conducted on 1990, the 1 <sup>st</sup> replanting is conducted in 2015, 2 <sup>nd</sup> replanting is conducted in 2020 and 3 <sup>rd</sup> replanting is carried out in 2022. Therefore, no biodiversity assessment required.	Yes
4.7.1.2	GESB planting statements is review. There is no new planting conducted. During site visit, observed no new plantings carried out. The replanting in 2022 is 20 ha less than 100 ha. Therefore, no PMM required.	Yes
4.7.2.1	GESB planting statement and maps are review, there is no peat land observed. During site visit, observed no new plantings carried out.	Yes
4.7.3.1	GESB planting statement is review and there is no new planting conducted. Therefore, no SEIA conducted.	Yes
4.7.3.2	GESB planting statement is review and there is no new planting conducted. Therefore, no SEIA conducted.	Yes
4.7.3.3	GESB planting statement is review and there is no new planting conducted. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholder's scheme in GESB certification. Therefore, not applicable.	Yes
4.7.4.1	GESB planting statement is review and there is no new planting conducted. Therefore, no soil map established.	Yes
4.7.4.2	GESB planting statement is review and there is no new planting conducted. Therefore, no topography map established.	Yes
4.7.5.1	GESB planting statement is review and there is no new planting conducted. Therefore, no map established and no permit available.	Yes
4.7.5.2	GESB planting statement is review and there is no new planting conducted. Therefore, no plan established.	Yes
4.7.5.3	GESB planting statement is review and there is no new planting conducted. Therefore, no soil map established.	Yes
4.7.6.1	GESB planting statement is review and there is no new planting conducted. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	GESB planting statement is review and there is no new planting conducted. There is no sacred sites, therefore no management plan established.	Yes
4.7.6.3	GESB planting statement is review and there is no new planting conducted. Therefore, no SOP established.	Yes

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4.7.6.4	GESB planting statement is review and there is no new planting conducted. Therefore, no compensation and agreement established.	Yes
4.7.6.5	GESB planting statement is review and there is no new planting conducted. Therefore, no assessment established.	Yes
4.7.6.6	GESB planting statement is review and there is no new planting conducted. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	GESB planting statement is review and there is no new planting conducted. Therefore, no compensation plan established.	Yes
4.7.6.8	GESB planting statement is review and there is no new planting conducted. Therefore, no communities affected.	Yes

#### 4.4. Use of Marks and/or Any Other References to Certification

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Gromax Enterprise Sdn Bhd operation or any on/off-products claim.

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

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
<b>X</b>	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>	

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

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

#### 4.7. Detail of Onsite Audit Findings Identified during this audit

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

ONSITE AUDIT OUTCOME		
During this onsite audit,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

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Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company	Office	GESB could improve on CIP updated.
2.	4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	Document	GESB could improve in monitoring contractor workers wages.
3.	4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period	Office	GESB could improve in monitoring diesel usage against baseline.

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## 5. CONCLUSION

Gromax Enterprise Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance four (04) audit consisting of one estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-Part 3:2013 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

Total certified number of estate:	1
Total certified production area:	81 Ha
Certified FFBs January 2023 to July 2023:	548 Mt
Project FFBs August 2023 to December 2023:	590 Mt

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### 6. RECOMMENDATION

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

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

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

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

	Recommended for Certification
<b>X</b>	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 29/08/2023



Ariff Bin Lokman  
 TUV NORD (Malaysia) Sdn Bhd  
 Audit Team Leader

Puchong, 07/09/2023



Mohamad Norhisham Bin Mohd Salleh  
 TUV NORD (Malaysia) Sdn Bhd  
 Certifier / Approver

**MSPO Certification Summary Report**

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**7. LIST OF STAKEHOLDERS**

No stakeholders' consultation conducted in accordance to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit. Therefore, no stakeholders listed.



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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex / corresponding audit documentation	<input checked="" type="checkbox"/> P&C Audit Report / Checklists <input checked="" type="checkbox"/> Audit Plan
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