



# MSPO CERTIFICATION SUMMARY REPORT

HONG GEOK MING HOLDINGS SDN BHD

SURVEILLANCE AUDIT 03

Audit Date: 13/02/2023 – 14/02/2023

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# MSPO Certification Summary Report

Company Name: Hong Geok Ming Holdings Sdn. Bhd.

Certifying Unit: Hong Geok Ming Holdings Sdn. Bhd.

Client Number: 92-144

Audit Type: ASA 03

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>	Malaysian 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>	Malaysian Palm Oil Certification Council
<b>SDS</b>	Safety Data Sheet

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### 1. INTRODUCTION

Hong Geok Ming Holdings Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn. Bhd. to conduct surveillance three (03) 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 three (03) 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 Hong Geok Ming Holdings Sdn. Bhd. management.

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

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

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

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

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

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

The audit team appointed consists of one team leader and one team member. The audit team member 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;	Graduate in Agricultural Science

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Carried out 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 farm and in processing facilities 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.

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

### Qualification of Team Member

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Ariff Bin Lokman	Graduate in Plantation Industry and Management	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Ariff Bin Lokman	7 years working experience in oil palm plantation.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Ariff Bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors	Yes
Carried out a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Ariff Bin Lokman	Qualified as Lead Auditor for MSPO scheme	Yes

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

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## 2. METHODOLOGY

The audit approach consists of the following steps:

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

### Surveillance Three (03) Audit:

The surveillance three (03) audit is carried out from 13/02/2023 – 14/02/2023 and covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below:
  - Policies;
  - Estate(s) map(s);
  - Land title(s);
  - Standard Operating Procedures;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents;
- Onsite visit, observations and inspection of estate(s) 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;
- Stakeholders consultation meeting;
- Review and closed out of non-conformance raised during in last audit;
- Assessment reporting.

### On-site Assessment

The audit of the estates are carried out 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 inspections, observation of tasks and processes, interview workers and operation personnel, (interviews of stakeholders, communities), review of documentation and data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

For the surveillance audit, Hong Geok Ming Holdings 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

Hong Geok Ming Holdings Sdn. Bhd is an oil palm plantation company located at 2142, Ground Floor, Jalan Habib Hussin, 91000 Tawau, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Hong Geok Ming Holdings Sdn. Bhd.	Mile 30, Jalan Bukit Mull Balung, Tawau, Sabah.	4.437072 N; 118.064836 E

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2023 to Dec 2023)
	Total*	Production**	
Hong Geok Ming Holdings Sdn Bhd	336.86	309.09	2,410.00
<b>Total</b>	<b>336.86</b>	<b>309.09</b>	<b>2,410.00</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 Estate

Year	Hong Geok Ming Holdings Sdn Bhd
1999	72.67
2000	59.94
2001	8.34
2002	30.71
2005	23.50
2006	30.15
2016	11.99
2017	5.52
2018	6.50
<b>Total Mature</b>	<b>249.32</b>
2019	16.94
2021	42.83
<b>Total Immature</b>	<b>59.77</b>
<b>Total</b>	<b>309.09</b>

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### 3.3. Replanting program for estate

Year of replanting	Planted area (ha) in estate				Total area to be replanted (ha)
	2023	2024	2025	2026	
HGMHSB	38.39	56.92	0	0	95.31
<b>Total</b>					95.31

### 3.4. Maps of Estate Location

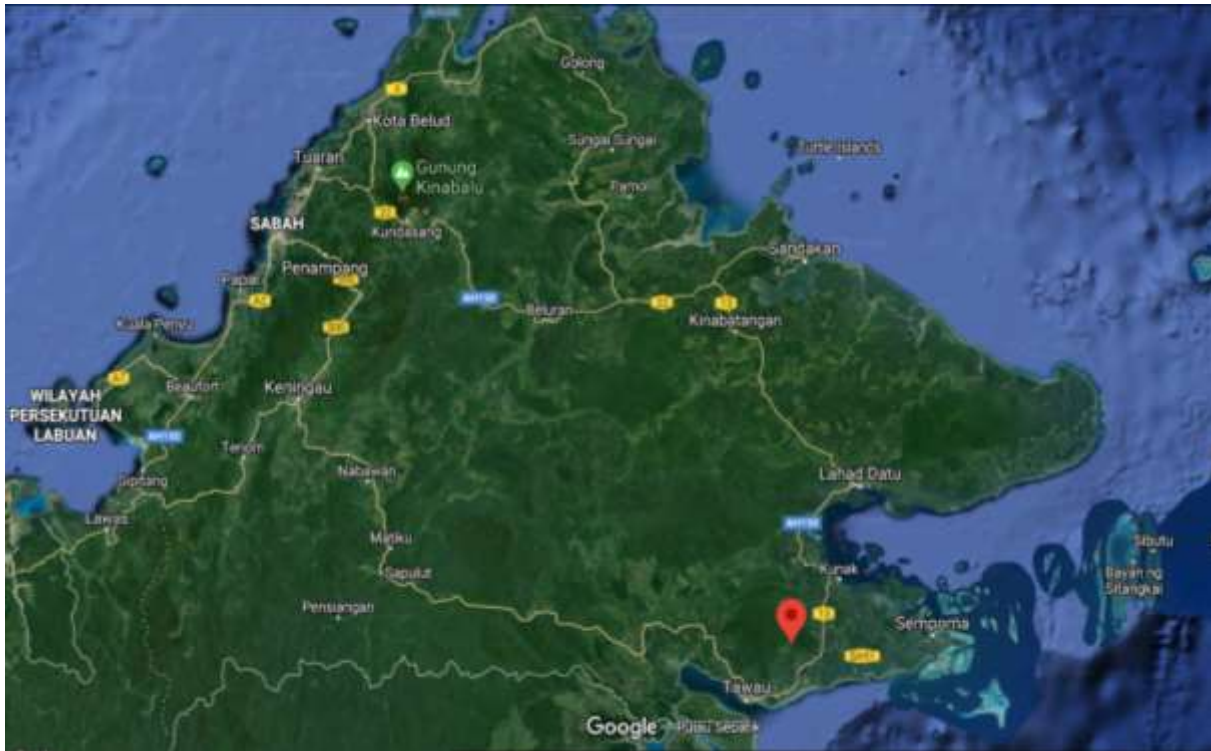
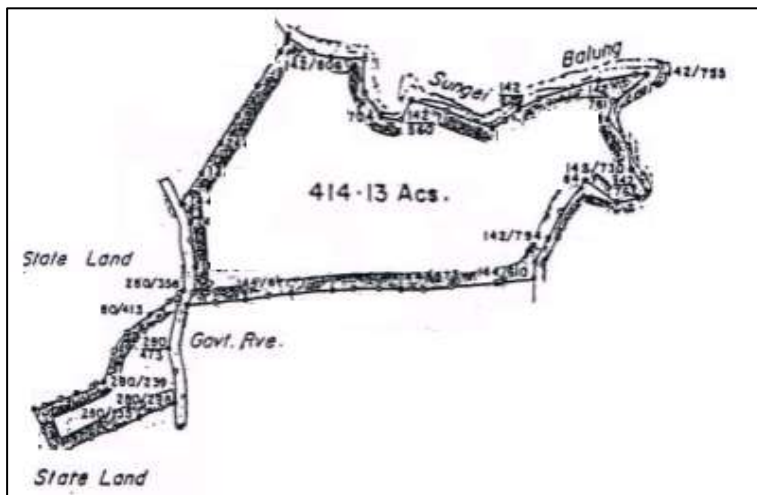


Figure 1: HGMHSB location



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Figure 2: HGMHSB Division 1

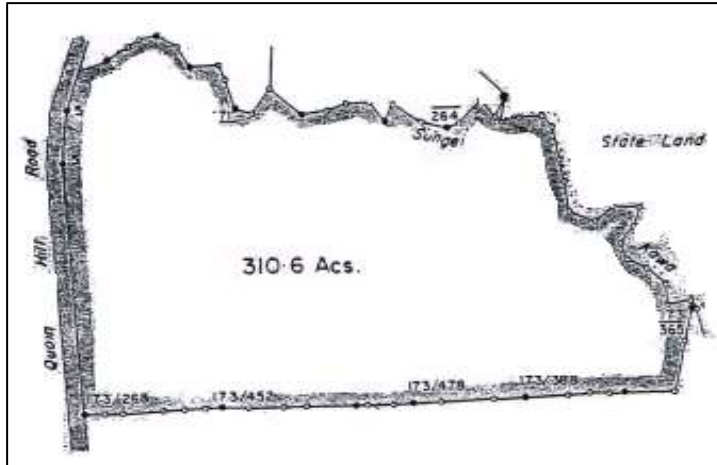


Figure 3: HGMHSB Division 2

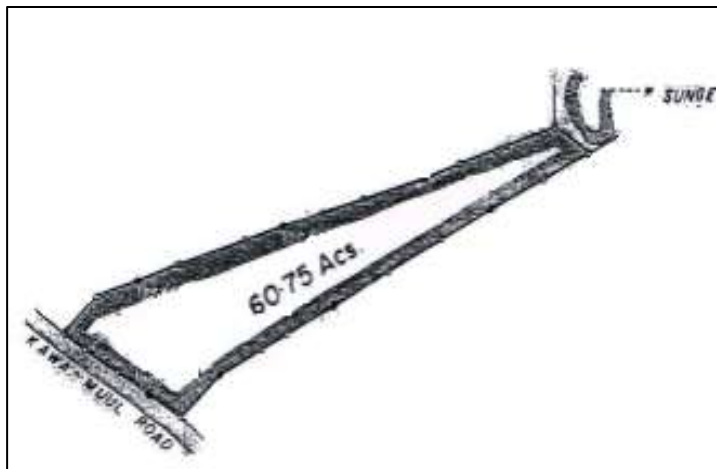


Figure 4: HGMHSB Division 3

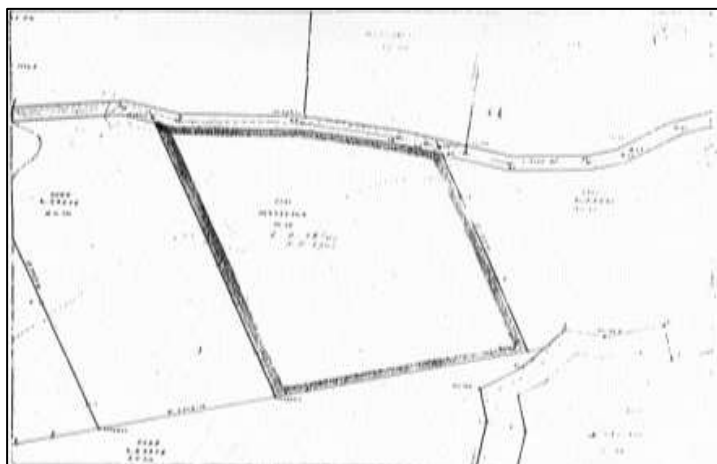


Figure 5: HGMHSB Division 4

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 03

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 03:

The surveillance three (03) audit is carried out from 13/02/2023 to 14/02/2023 covering Hong Geok Ming Holdings Sdn. Bhd. estate.

During the last surveillance audit, there are 3 Opportunities for Improvement (OFI) are raised.

During this surveillance 03 audit, there are 4 Opportunity for Improvement (OFI) was 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 carried out for this surveillance audit.

#### 4.3. Summary of Assessment

##### Principle and Criteria Assessment Summary

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

##### Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	HGMHSB established MSPO Policy dated 13/01/2022 signed by Director. The policy include a commitment to continual improvement in sustainability practise. MSPO policy is displayed at estate notice board. MSPO policy briefing is carried out on 09/09/2022.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled harvester and chemical sprayers informed they have been briefed on MSPO policy.	
4.1.1.2	HGMHSB established MSPO policy dated 13/01/2022 signed by Director. The policy states as follow: "HGMHSB will fight continuously for improvement with benefits through human resources, processes and technology to ensure the extraction of palm oil in a sustainable way".	Yes
4.1.2.1	HGMHSB established internal audit procedure dated 03/03/2021. The procedure describes the internal audit process and the internal audit result to present in management review meeting. Stated in the procedure the frequency for internal audit is once a year. Internal audit has been carried out on 16/12/2022. The weak point and strong point have been identified as below: Audit finding: Upkeep of labourline; Weak point: To replace broken windows; Strong point: Prevention of theft. Onsite visit confirm, the broken windows had been replaced with new windows.	Yes
4.1.2.2	HGMHSB internal audit has been carried out on 16/12/2022. Audit finding: Upkeep of labourline Root cause analysis: Broken windows; Action plan: To replace the broken windows with new windows; Status: Completed. Onsite visit confirmed, the broken windows had been replaced with new windows.	Yes
4.1.2.3	Internal audit results has been presented in the management review meeting dated 16/12/2022.	Yes
4.1.3.1	HGMHSB established management review procedure dated 08/10/2021. The procedure describes the objective is to ensure the management review continue to meet the MSPO requirements. Stated in the procedure the frequency for management review is once a year. Management review meeting carried out on 16/12/2022 include agenda as follow: 1. Status of outstanding issues from previous meeting; 2. Review Internal audit report and its recommendation; 3. Review CIP and its recommendation.	Yes



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<b>Principle 1: Management Commitment &amp; responsibility</b>		
Indicator	Summary of Assessment	Compliance
4.1.4.1	<p>HGMHSB established Continual Improvement Plan dated 16/06/2022 includes environment, safety and social aspects.</p> <p>The table of CIP includes activity, action and expected outcome, time frame, responsibility and status.</p> <p>Example: Safety Aspect; Activity: Medical Surveillance; Action: To conduct report annually; Time frame: October 2022; PIC: Manager.</p> <p>Review the Medical surveillance carried out on 08/11/2022 for 2 workers.</p>	Yes
4.1.4.2	<p>HGMHSB established SOP of Mechanism for new information, techniques, technologies, standards dated 22/07/2021.</p> <p>SOP describes identification, implementation and control is part of the process in mechanism of introduce new information, technology and techniques.</p> <p>Field Interview with estate manager and estate workers informed no new techniques or new technology used currently.</p>	Yes
4.1.4.3	<p>HGMHSB established SOP of Mechanism for new information, techniques, technologies, standards dated 22/07/2021.</p> <p>The SOP describe the implementation and control to train the operators or the employee, and monitor if any new technology.</p> <p>Field interview with estate manager informed no new techniques or new technology used currently.</p>	Yes

<b>Principle 2: Transparency</b>		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>HGMHSB established list of stakeholders updated 15/12/2022.</p> <p>The list of stakeholders of WHGME includes government agencies, neighboring estates, NGOs, suppliers, local villages, internal stakeholders.</p> <p>HGMHSB carried out stakeholders consultation meeting for external dated 22/12/2022 via email and internal dated 17/12/2022.</p> <p>The meeting minutes review include topics on MSPO, prevention of diseases, social, environment, company policies and company procedures.</p>	Yes
4.2.1.2	<p>HGMHSB established list of transparency and information document updated 15/08/2022.</p> <p>Example list of publicly available documents:</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>• MPOB License;</li> <li>• Company policies;</li> <li>• Complaint and Grievance form;</li> <li>• Labour licences.</li> </ul> <p>Example of confidential documents:</p> <ul style="list-style-type: none"> <li>• Land titles;</li> <li>• Company budget;</li> <li>• Bank Statement;</li> <li>• Financial report.</li> </ul>	
4.2.2.1	<p>HGMHSB established consultation and communication flowchart updated 13/01/2022.</p> <p>The flowchart describes handling of internal and external communication and consultation with stakeholder with regards to MSPO matter. All the documents requested by stakeholders have to be recorded and to be resolved within 30 days.</p> <p>The communication method between HGMHSB and stakeholders either written or meeting or training or briefing.</p> <p>Document review on minutes of meeting of stakeholders consultation, consultation and communication flowchart have been briefed to internal stakeholders on 17/12/2022 and external stakeholders on 22/12/2022 through email.</p>	Yes
4.2.2.2	<p>HGMHSB established Organization chart dated 13/01/2022 includes the job description.</p> <p>Site interviews with Administration Director informed Estate Manager is appointed as person responsible for stakeholders consultation &amp; communication.</p>	Yes
4.2.2.3	<p>HGMHSB established communication procedure dated 21/10/2022. Feedback form is use to collect feedback and information from external stakeholder.</p> <p>HGMHSB conduct external stakeholders meeting remotely on 22/12/2022 through email and feedback forms from external stakeholders are documented and reviewed.</p> <p>Document review on email communication, the feedback forms from external stakeholders are documented and reviewed.</p>	Yes
4.2.3.1	<p>HGMHSB established traceability procedure dated 21/10/2022.</p>	Yes



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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The procedure describes the objective is to ensure the handling of outgoing FFBs carried out in the proper manner to ensure traceability and to meet the sustainability requirement.</p> <p>All traceability records are kept for 7 years.</p> <p>The procedure states documents involved for traceability are:</p> <ol style="list-style-type: none"> <li>1. Delivery note (DN);</li> <li>2. Weighbridge ticket;</li> <li>3. FFB monthly record.</li> </ol> <p>Document review on traceability documents, estate delivery notes, mill weighbridge tickets and estate FFB monthly records are properly maintained and documented.</p>	
4.2.3.2	<p>HGMHSB established traceability system on daily inspection by staff and monthly by Director for FFB production and delivery.</p> <p>Document review on internal audit report dated 17/12/2022, traceability inspection is carried out and 5 findings raised.</p>	Yes
4.2.3.3	<p>Document review on HGMHSB Organization chart dated 08/07/2022, Administration Director is appointed as person responsible for traceability.</p>	Yes
4.2.3.4	<p>HGMHSB established traceability procedure dated 21/10/2022 describe all traceability records to be kept for 7 years.</p> <p>Documents review on records of delivery note to mill, the records are documented and maintained.</p> <p>Document review, HGMHSB FFB delivery note includes DN number, mill name, date delivery, vehicles number, driver name and acknowledgement.</p> <p>Weighbridge ticket from mill includes ticket number, date, crop supplier, vehicle number, product, time, weight, DN number and acknowledgement.</p> <p>Unique identification number of estate (DN) is captured in mill weighbridge ticket.</p> <p>Example:</p> <p>Estate Delivery Note:</p> <p>DN No.: 10517;</p> <p>Date: 31/10/2022.</p> <p>Mill Weighbridge Ticket:</p> <p>WT No.: 024007;</p> <p>Date: 31/10/2022;</p> <p>DN No.: 10517.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>HGMHSB established list of related laws, regulations and guidelines dated 16/11/2019 and updated 03/05/2022.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Malaysian Palm Oil Board Act 1988;</li> <li>Wildlife conservation 1997 (regulations 1998);</li> <li>Minimum Wages Order 2022.</li> </ul> <p>HGMHSB established list of licenses and permits dated 06/01/2023.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>MPOB license valid dated 01/02/2023 – 31/01/2024.</li> <li>Trading license valid dated 10/12/2022 – 31/12/2023.</li> </ul>	Yes
4.3.1.2	<p>HGMHSB established list of related laws, regulations and guidelines updated on 04/01/2022.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Wildlife conservation 1997 (regulations 1998);</li> <li>Windfall profit levy (Oil Palm Fruit) (Amendment) Order 2021;</li> <li>Minimum Wages Order 2022.</li> </ul>	Yes
4.3.1.3	<p>HGMHSB established list of related laws, regulations and guidelines dated 16/11/2019 and updated 04/01/2023.</p> <p>The list will be reviewed annually and the update of the list will be carried out when necessary.</p>	Yes
4.3.1.4	<p>Document review on the HGMHSB Organization chart dated 08/07/202, Administration Director is appointed as person responsible for updating legal documents, regulations and licenses.</p>	Yes
4.3.2.1	<p>HGMHSB land titles are country lease issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users.</p> <p>The latest update form Jabatan Tanah Dan Ukur dated 11/02/2020, the land use right change status from rubber to oil palm is still in progress for next action from Jabatan Pertanian Tawau.</p>	Yes
4.3.2.2	<p>HGMHSB land titles are country lease issued by Sabah Land Authority</p> <p>The period of land title is 99 years and issued to Hong Geok Ming Holding Sdn Bhd.</p> <p>The land use rights are oil palm and rubber.</p> <p>The latest update form Jabatan Tanah Dan Ukur dated 11/02/2020, the land use right change status from rubber to oil palm is still in progress for next action from Jabatan Pertanian Tawau.</p>	Yes
4.3.2.3	<p>Land titles includes map stating the total area, location and boundary stone numbering.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Site verification at HGMHSB block 7, boundary stone is well maintained.	
4.3.2.4	There are no dispute from previous owners since the HGMHSB land titles are country lease issued by Sabah Land Authority.	Yes
4.3.3.1	HGMHSB 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, lease or owned by HGMHSB. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land lease or owned by HGMHSB. 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	<p>HGMHSB established SIA dated 29/12/2022. The SIA includes the feedbacks from workers and external stakeholders dated 29/12/2022.</p> <p>The SIA has a summary of positive and negative impacts and the timeline to monitor for completion.</p> <p>The action and implementation of positive and negative impact as below:</p> <p>Positive impact: Plant leguminous cover and beneficial plants;</p> <p>Action plan: Continues plant the leguminous cover crop;</p> <p>PIC: Conductor ;</p> <p>Timeframe: on-going ;</p> <p>Status: On Going;</p> <p>Negative impact: Lubricant spillage from vehicles/machinery use during replanting;</p> <p>Action plan: Check regularly on vehicles and machinery;</p> <p>PIC: Manager;</p> <p>Timeframe: On-going;</p> <p>Status: Completed.</p> <p>Review the regular vehicles maintenance record for August 2022.</p>	Yes
4.4.2.1	<p>HGMHSB established Complaint and Grievance procedure dated 03/11/2021.</p> <p>The procedure describes the complaint will be handle by conductor and resolved within 10 working days. However, if conductor not able to resolve the complaint will be forwarded to the Director to resolve within 30 working days.</p> <p>Complaint and grievance procedure is displayed at estate notice board</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
	Field interviews with sampled harvester and chemical sprayers informed they understand the process to make complaint and grievance.		
4.4.2.2	HGMHSB established Complaint and Grievances Procedure dated 03/11/2021.  The procedure describes that complaint received will be resolved within 10 working days. For complaint that required respond from Director will be resolve within 30 working days.  Document reviewed on complaint record, no complaint lodged as of audit date.	Yes	
4.4.2.3	HGMHSB established Complaint and Grievances Procedure dated 03/11/2021.  Onsite visit at estate office and field interviews with harvester and chemical sprayer informed the complaint and grievance form and box are displayed and can be access by all workers and stakeholders.	Yes	
4.4.2.4	Document reviewed on briefing records, HGMHSB carried out complaint and grievance procedure training to estate workers dated 09/09/2022 and external stakeholder dated 22/12/2022.  Field interviews with sampled harvester and chemical sprayers informed they have been briefed on the procedure of complaint and grievance.	Yes	
4.4.2.5	Reviewed on HGMHSB complaint record book, no complaints lodged from year 2019 till the audit date.	Yes	
4.4.3.1	HGMHSB provides job opportunity to local communities for estate operation such as driver and staff.	Yes	
4.4.4.1	HGMHSB established Occupational Safety and Health policy dated 13/01/2022 signed by Director.  The policy states company is committed, so far as practicable, to implement and achieve the objective of the occupational safety and health policy.  OSH policy is displayed and can be assess by workers and stakeholders.  Document reviewed on briefing records and field interviews with sampled harvesters and chemical sprayers informed OSH policy briefing carried out on 09/09/2022.	Yes	
4.4.4.2	a	HGMHSB established Occupational Safety and Health policy dated 13/01/2022 signed by Director.  Field interviews with sampled harvester and chemical sprayers informed they have been briefed on the safety and health practices in the workplace dated 09/09/2022.	Yes
	b	HIRARC is established by HGMHSB for respective operation activities applicable to the all estates based on the risk assessment table, last updated 12/11/2022.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The table with headings: Activity, Hazard, Risk and Effects, Risk Control (Existing Control), Risk Assessment after Control (Consequences, Likelihood, Risk rating, Description) Recommended Control and PIC.</p> <p>Example:</p> <p>Activities: FFB loading and collection;</p> <p>Hazard: Dropped bunches;</p> <p>Risk and Effect: Possible physical due to falling tools, loading spike or bunches especially to the new workers;</p> <p>Risk rating: C-4, L-3, R-12;</p> <p>Existing control: Use two loaders for loading big bunches;</p> <p>Propose control: Constant monitoring of existing control and conduct the training;</p> <p>PIC: Manager / Conductor;</p> <p>Risk after: C-3, L-3, R-9;</p> <p>Reviewed the training for FFB loading and collection safety SOP dated 11/05/2022.</p>	
c i	<p>HGMHSB established Annual Training Programme year 2022 &amp; year 2023.</p> <p>Reviewed training records, chemical spraying and PPE training carried out to workers on 12/05/2022.</p>	Yes
c ii	<p>Onsite visit at HGMHSB chemical and fertilizer store confirmed SDS and warning signage are displayed.</p> <p>Example of SDS:</p> <ul style="list-style-type: none"> <li>• Chemical BM Glyphosate 41%;</li> <li>• Fertilizer BM Ammonium Chloride.</li> </ul> <p>Onsite visit estate store, all chemicals are arranged and kept in store properly with original label.</p>	Yes
d	<p>HGMHSB HIRARC assessment table, type of PPE for chemical handling is identified in accordance to CHRA report dated 12/02/2020.</p> <p>Example:</p> <p>Hand glove, face mask, apron, goggle and boots.</p> <p>Document reviewed on PPE records, the PPE issuance record is well maintained.</p> <p>Field interview with sampled chemical sprayers informed they have been briefed on the PPE usage for spraying activity.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
e	<p>HGMSB established safety work practice at chemical store dated 27/10/2021 and adopt safety data sheet for chemical storage and handling.</p> <p>Document reviewed on training records and field interviews with harvester and chemical sprayer informed they have been briefed on safety work practice at chemical store on 12/05/2022.</p> <p>Onsite visit at chemical store, all chemical products are store in original label and packaging.</p>	Yes
f	<p>Document reviewed on the HGMHSB Organization chart dated 08/07/2022, field conductor appointed as person in-charge for safety and health in the estate.</p>	Yes
g	<p>HGMHSB has total of 22 workers. It is below the minimum requirements (40 or more persons employed at the place of work) to establish an OSH committee in accordance to Occupational Safety &amp; Health Act 1994 Section 30. Therefore, quarterly meeting is not applicable.</p> <p>Document reviewed on minute of HGMHSB OSH meeting confirmed OSH meeting is carried out on 17/12/2022 and attended by workers and management representatives.</p> <p>OSH meeting agenda discussed on PPE usage, accident and injury and other safety matters.</p>	Yes
h	<p>HGMHB established emergency response plan for emergency and accident handling.</p> <p>Document reviewed on emergency response plan and emergency contact number are displayed at notice board.</p> <p>Emergency and accident plan briefing carried out on 17/12/2022.</p> <p>Field interviews with harvester and chemical sprayer informed they have been briefed on the location of emergency assembly point.</p>	Yes
i	<p>HGMHSB field conductor and estate worker attended the First Aid Training organized by St. John Ambulance Malaysia dated 11/01/2021.</p> <p>Review the estate notice board, contact details for emergency are displayed and can be assess by workers and stakeholders.</p> <p>First aid kit available at estate office and chemical store.</p>	Yes
j	<p>Document reviewed on HGMHSB OSH meeting minute dated 17/12/2022, no accident or injuries reported as to audit date.</p> <p>Annual Accident Report of HGMHSB for year 2022 submitted to DOSH dated 10/01/2023. No accident reported in year 2022.</p>	Yes
4.4.5.1	HGMHSB established Social Policy dated 13/01/2022 signed by Director.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy states to respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p> <p>Social policy is display at estate notice board and can be assessed by workers and stakeholders.</p> <p>Document reviewed on briefing records and field interviews with harvesters and chemical sprayers informed they have been briefed on Social policy dated 09/09/2022.</p>	
4.4.5.2	<p>HGMHSB established Social Policy dated 13/01/2022 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>Field interviews with sampled harvesters and chemical sprayers informed there is no discriminatory practices in the estate.</p>	Yes
4.4.5.3	<p>HGMHSB established contract agreement for workers in accordance to Sabah Labour Ordinance. Workers are paid either daily rate or agreeable piece rates.</p> <p>Worker contract agreement states the daily rate of RM 57.69 per day or agreeable piece rates, overtime rate (during normal overtime, rest day overtime and public holiday overtime), working hours, rest day and etc.</p> <p>The contract agreements are signed by workers and management.</p> <p>Documents reviewed on workers contract agreement and interview with workers informed the establish piece rates for harvesting, chemical spraying, manuring and FFB loading is duly agreed by workers and management.</p> <p>Document reviewed on FFB harvester' pay slips and against check-roll for the month of December 2022, the wages paid as per agreeable piece rates for FFB loading and daily rates for holiday, off day and medical leave.</p>	Yes
4.4.5.4	<p>Interview with HGMHSB management confirmed no contractor had been hired for estate operation for year 2022.</p>	Yes
4.4.5.5	<p>HGMHSB established list of workers that contain name, gender, date of birth, date joined, job type, nationality and period of employment.</p> <p>Document reviewed on list of workers and interview with estate manager and sampled harvesters and chemical sprayers informed no casual workers are hired.</p>	Yes
4.4.5.6	<p>HGMHSB established employment contract for every worker recruited.</p> <p>Document reviewed and interview with estate workers informed the management provide fair contract that has been signed by both parties.</p> <p>The working contract terms and conditions, wage, job description have been briefed to workers and a signed copy of working contract is provided.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.7	<p>Field interview with field conductor informed HGMHSB use the morning roll call to record workers reporting for work.</p> <p>Reviewed the estate notice board, working hours is displayed and can be assess by workers and stakeholders.</p> <p>Documents reviewed on contract agreement, 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 harvesters and chemical sprayers informed they have been briefed on the working hours and overtime rate however no overtime practice in the estate.</p>	Yes
4.4.5.8	<p>Review the HGMHSB estate notice board, working hours is publicly displayed and can be assess by workers.</p> <p>Standard working hours as follows:</p> <p>Working hours: 7:00 am to 4:00 pm;</p> <p>Break time: 11:00 am to 1:00 pm.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on overtime rate however no overtime practices in the estate.</p>	Yes
4.4.5.9	<p>HGMHSB provide pay slips to all workers documenting wage for the month and any overtime performed based on input from the check roll book.</p> <p>Document review on pay slips of workers and interview informed workers are paid both daily or piece rates.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they understand the wages and overtime rates.</p>	Yes
4.4.5.10	<p>Interview with estate manager and workers informed HGMHSB provide benefits for both local and foreign workers such as medical care, annual leave, sick leave, accommodations, water, electricity, SOCSO and public holidays.</p>	Yes
4.4.5.11	<p>Onsite visit at worker quarters, HGMHSB adopts industry best practices for living quarters with water, electricity, recreational area and gardening area provided.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed housing compound are well maintained.</p>	Yes
4.4.5.12	<p>HGMHSB established Social Policy dated 13/01/2022 signed by Director.</p> <p>The policy statement to prevent sexual harassment and violence against women workers and other community.</p> <p>Sexual harassment policy is publicly displayed at estate notice board.</p> <p>Document review on HGMHSB complaint records, there is no complaint lodge for sexual harassment.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Document reviewed on training records and field interviews with harvester and chemical sprayer informed they have been briefed on Social Policy dated 09/09/2022 and no sexual harassment occur in the estate.	
4.4.5.13	HGMHSB established Social policy dated 13/01/2022 signed by Director. Policy statement respect employees that have right and freedom to form or join trade union. The workers meeting carried out on 09/09/2022 attended by management and workers include agenda COVID-19, hygiene, housing environment, water and electricity issues. Field interviews with sampled harvesters and chemical sprayers feedback they have no interest to form or join any union.	Yes
4.4.5.14	HGMHSB established Social Policy dated 13/01/2022 signed by Director. The policy statement company only hire worker at age of 18 years old and above. Social Policy is publicly displayed at estate notice board. Document reviewed on list of workers and interview with estate manager and mandore informed there are no workers hired below 18 years old.	Yes
4.4.6.1	HGMHSB established annual training programme for year 2023 updated on 15/12/2022. Training programme included: <ul style="list-style-type: none"> <li>• Company policy and estates procedures;</li> <li>• Zero burning practices;</li> <li>• Emergency response plan.</li> </ul> Document review on training records of year 2022, training carried out as below: <ul style="list-style-type: none"> <li>• Company policy and estates procedure dated 09/09/2022;</li> <li>• Chemical handling SOP dated 12/05/2022.</li> </ul>	Yes
4.4.6.2	HGMHSB established training need analysis and training matrix for staff, mandore and workers dated 15/12/2022. Document reviewed, training need analysis is based on job description as below: <ul style="list-style-type: none"> <li>• Harvester, allocated for training for company policies, harvesting procedure, environment, waste disposal fire drill, PPE, working hours, complaint grievance, wildlife, buffer zone and consultation and communication SOP.</li> </ul>	Yes
4.4.6.3	HGMHSB established annual training programme for year 2023 dated 15/12/2022 as a continuous training programme and updated annually.	Yes

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

Indicator	Summary of Assessment	Compliance
	<p>Training provided include competency briefing and training activities for all employees.</p> <p>Examples of training programme in year 2023:</p> <ul style="list-style-type: none"> <li>• Company Policies – September 2023;</li> <li>• Harvesting SOP – May 2023;</li> <li>• First Aid Training – August 2023.</li> </ul>	

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

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>HGMHSB established Environmental Policy dated 13/01/2022 signed by Director.</p> <p>The policy states “HGMHSB operate within the framework of statutory and regulatory requirements or relevant laws and MSPO certification principle and criteria.</p> <p>Environmental Policy is displayed at estate office notice board in both Bahasa Malaysia and English.</p> <p>Reviewed training records and field interviews with sampled chemical sprayers informed they have been briefed on environmental policy dated 09/09/2022.</p>	Yes
4.5.1.2	<p>a HGMHSB established environmental policy dated 13/01/2022 signed by Director.</p> <p>The policy describes as below:</p> <ul style="list-style-type: none"> <li>• Operate within the framework of statutory and regulatory requirements or relevant laws and MSPO certification principle and criteria;</li> <li>• Implement Zero Burning on all oil palm cultivation activities;</li> <li>• All precautions are followed for Safe Use of Agrochemicals;</li> <li>• Act in accordance with current plantation industry approaches;</li> <li>• To reduce its environmental impacts and GHG Emissions.</li> </ul>	Yes

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

Indicator	Summary of Assessment	Compliance												
	<p>b HGMHSB established Environmental Aspects and Impacts Assessment (EAIA) updated 09/11/2022.</p> <p>The assessment identify the aspects and impacts for estate operations such as chemical spraying, manuring, harvesting and transport of FFB.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Aspect</th> <th>Impact</th> <th>Mitigation plans</th> <th>PIC</th> </tr> </thead> <tbody> <tr> <td>Fertilizer spillage</td> <td>Water pollution</td> <td>Monitoring fertilizer application on field.</td> <td>Estate Manager/ Conductor</td> </tr> <tr> <td>Oil leakage from farm tractor</td> <td>Land pollution</td> <td>To perform regular maintenance</td> <td>Estate Manager/ Conductor</td> </tr> </tbody> </table>	Aspect	Impact	Mitigation plans	PIC	Fertilizer spillage	Water pollution	Monitoring fertilizer application on field.	Estate Manager/ Conductor	Oil leakage from farm tractor	Land pollution	To perform regular maintenance	Estate Manager/ Conductor	Yes
Aspect	Impact	Mitigation plans	PIC											
Fertilizer spillage	Water pollution	Monitoring fertilizer application on field.	Estate Manager/ Conductor											
Oil leakage from farm tractor	Land pollution	To perform regular maintenance	Estate Manager/ Conductor											
4.5.1.3	<p>HGMHSB established Environmental Improvement Plan dated 23/11/2022.</p> <p>The assessments include mitigation plan for negative impacts and promoting plan for positive impacts.</p> <p>Example:</p> <p>Activity: Empty chemical containers;</p> <p>Environmental positive impacts: Empty container can be recycled or disposed to authorise contractor;</p> <p>Environmental negative impacts: Can be mosquito breeding area.</p> <p>Mitigation / Improvement plan: All empty chemical container must carried out triple rinsing treatment before disposed.</p> <p>Site verification at chemical store and interview with store conductor informed the empty chemical containers must be kept in the empty chemical container after triple rinsing treatment or disposed to the authorise contractor.</p>	Yes												
4.5.1.4	<p>HGMHSB established CIP dated 23/11/2022 include environmental management plan.</p> <p>Example:</p> <p>Activity: To build a new pesticide store;</p> <p>Improvement action: To set up a designated store for pesticide storage;</p> <p>Time Frame: December 2022;</p> <p>Responsibility: Estate Manager / Conductor.</p>	Yes												

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Site verification at new pesticide store and interview with managements informed the new pesticide store is completed and ready to use.	
4.5.1.5	HGMHSB established training program for year 2022 dated 15/12/2021 include environmental policy, wildlife conservation and buffer zone.  Reviewed on internal stakeholder meeting minute and field interviews with sampled harvesters and chemical sprayers informed briefing on environmental policy, zero burning and protection of wildlife had been carried out on 09/09/2022.	Yes
4.5.1.6	HGMHSB conduct internal stakeholder meeting on 17/12/2022 had include topics related to environment.  Example of topics discuss are: 1. No open burning allowed; 2. Protection on buffer zone; 3. Prohibited to hunt or kill wildlife.  Document reviewed on internal stakeholder meeting minute and field interviews with sampled harvesters and chemical sprayers informed briefing on environmental policy, zero burning and protection of wildlife had been carried out on 09/09/2022.	Yes
4.5.2.1	HGMHSB established 3 years baseline for fossil fuel usage for year 2019 to 2021 dated 10/01/2023 as a guideline to monitor and compare actual diesel usage in year 2022.  Diesel usage monitored on monthly and annual basis, compared against the baseline and actual usage.  Reviewed diesel usage records indicate total usage for until month of December 2022 is lower against the baseline due to higher crop production out in 2022.	Yes
4.5.2.2	HGMHSB established budget for diesel usage for year 2022.  HGMHSB established budget for fuel consumption for year 2022. The actual diesel usage for the year 2022 is recorded and maintained.  Reviewed fuel consumption records and interview with the estate manager informed the actual fuel usage is lower against the budgeted due to higher crop production out in 2022.	Yes
4.5.2.3	HGMPSB does not used renewable energy currently.  Site verification and interview with estate management informed that there are no plans to install renewable energy due to high cost.	Yes
4.5.3.1	HGMHSB established list of pollution from gas emission, liquid and solid waste dated 10/01/2022 has include waste identification and disposal method.  Waste generated identified into 3 categories gaseous, solid and liquid.	Yes

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

Indicator	Summary of Assessment	Compliance												
	<p>Example:</p> <p>Type of waste: Empty fertilizer bags;</p> <p>Source: Fertilizer application at fields;</p> <p>Disposal method: Triple rinsed and reused for loose fruit collection.</p> <p>Field verification at field block 11 and interviews with sampled chemical sprayers informed they will triple rinse the empty fertilizer bags and reuse for loose fruit collection.</p>													
4.5.3.2	<p>a</p> <p>HGMHSB established list of pollution from gas emission, liquid and solid waste dated 10/01/2022 has include waste identification and disposal method.</p> <p>Source of wastes: Chemical store</p> <p>Waste : Empty Chemical Container;</p> <p>Pollution: Soil Pollution, Water Pollution;</p> <p>Plans: To be reused for chemical premix and spraying activities.</p> <p>Field interviews with sampled chemical sprayers informed they triple rinse the empty chemical container and reused for chemical spraying.</p>	Yes												
	<p>b</p> <p>HGMHSB established list of waste generated that could be recycle or re-used had been implemented.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Source Of waste</th> <th>Method</th> <th>Disposal method</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Fertilizer Bag</td> <td>Re-used</td> <td>To be reused for loose fruit collection</td> </tr> <tr> <td>2.</td> <td>EFB, Palm frond</td> <td>Re-used</td> <td>Applied for land application</td> </tr> </tbody> </table> <p>Field verification at field block 7 and interviews with sampled harvesters informed oil palm fronds are used for land application.</p>	No	Source Of waste	Method	Disposal method	1.	Fertilizer Bag	Re-used	To be reused for loose fruit collection	2.	EFB, Palm frond	Re-used	Applied for land application	Yes
No	Source Of waste	Method	Disposal method											
1.	Fertilizer Bag	Re-used	To be reused for loose fruit collection											
2.	EFB, Palm frond	Re-used	Applied for land application											
4.5.3.3	<p>HGMHSB adopted SOP from Crop Life International and SDS to manage used chemicals for storage and disposal if any incurred.</p> <p>Reviewed scheduled waste records and interview with estate management informed, numbers of used chemical containers are properly recorded and stored.</p>	Yes												
4.5.3.4	<p>HGMHSB adopted SOP for triple rinse the empty chemical containers from Crop Life International dated 13/01/2022.</p> <p>SOP states:</p> <ol style="list-style-type: none"> <li>All empty chemical containers to be triple rinsed;</li> <li>To puncture the empty chemical containers;</li> <li>To be collected by authorized DOE collector.</li> </ol>	Yes												

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Principle 5: Environment, natural resources, biodiversity and ecosystem services										
Indicator	Summary of Assessment	Compliance								
	Site verification at chemical store, empty chemical containers are marked with "X" and reused only for chemical spraying or premix activities.									
4.5.3.5	HGMHSB established domestic wastes segregation for recycling and those cannot be recycle will be dispose at landfill.  Reviewed the HGMHSB estate map, landfill is located more than 1.5 KM away from housing and waterways.	Yes								
4.5.4.1	HGMHSB established list of pollution from gas emission, liquid and solid waste dated 10/01/2022 has identified source of wastes into solid, liquid and gases including greenhouse gas emissions  Example: Gaseous waste <ul style="list-style-type: none"> <li>• Waste: Carbon Monoxide;</li> <li>• Source: Fume from vehicle.</li> </ul>	Yes								
4.5.4.2	HGMHSB established Environmental Aspects and Impacts Assessment (EAIA) dated 09/11/2022 has include action plan to reduce identified significant pollutants and emissions.  Example: Activity: Fertilizer application; Significant pollutants: Emission GHG (methane) from fertilizer; Mitigation and improvement plan: To follow the fertilizer recommendation programme.  Field interview with field conductor informed they are follow the fertilizer programme instructed by estate manager.	Yes								
4.5.5.1	a	HGMHSB established Water management plan dated 10/01/2022.  Water management plan states source of water for housing and estate operations.	Yes							
		<table border="1"> <thead> <tr> <th>Operation</th> <th>Source</th> <th>Usage</th> </tr> </thead> <tbody> <tr> <td>Estate</td> <td>Rain water</td> <td>Weed spraying, washing PPE, triple rinsing, vehicle washing</td> </tr> <tr> <td>Housing</td> <td>Rain water</td> <td>Domestic Use</td> </tr> </tbody> </table>		Operation	Source	Usage	Estate	Rain water	Weed spraying, washing PPE, triple rinsing, vehicle washing	Housing
Operation	Source	Usage								
Estate	Rain water	Weed spraying, washing PPE, triple rinsing, vehicle washing								
Housing	Rain water	Domestic Use								
	b	HGMHSB estate map is reviewed and observed there is no river or stream flow through the estate.  Field interviews with sampled harvesters and estate management feedback confirm there is no river within the estate.  Therefore, no monitoring established for outgoing water.	Yes							

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>c HGMHSB established water management plan dated 10/01/2022.</p> <p>Estate practicing rain harvesting for domestic uses and operation activity such as for chemical spraying.</p> <p>HGMHSB established rain fall records to manage water usage for housing compound and field operations.</p> <p>Field interviews with sampled chemical sprayers informed all empty chemical containers is triple rinse and rinsing water is recycled for premix usage.</p>	Yes
	<p>d Protection of water courses included in HGMHSB water management plan dated 10/01/2022 describes as follows:</p> <ol style="list-style-type: none"> <li>1. Maintain buffer zone for stream/river;</li> <li>2. Protection of buffer zone shall be at 15 to 20 metre from river bank;</li> <li>3. Maintain water quality.</li> </ol> <p>Reviewed HGMHSB estate map and interviews with sampled harvesters and estate management, there is no river or stream flow through the estate. Therefore, no buffer zone is established.</p>	Yes
	<p>e HGMHSB estates map has been verified, no river or stream flow through the estate. Therefore, no restoration required.</p>	Yes
	<p>f Based on site inspection at housing area and field interviews with sampled harvesters and chemical sprayers informed no bore well installed.</p>	Yes
4.5.5.2	HGMHSB estate maps and interview with estate management informed no waterways or rivers passing through the estate. Therefore, no bunds and weirs constructed.	Yes
4.5.5.3	HGMHSB practice rain harvesting throughout the estates facilities and housing area.	Yes
	<p>Site inspection at housing area observed water tanks are provided for harvesting rain water.</p>	
4.5.6.1	<p>a HGMHSB established wildlife management plan dated 10/01/2022 describes:</p> <ol style="list-style-type: none"> <li>1. No hunting on all kind of wildlife;</li> <li>2. No fishing allowed;</li> <li>3. Continuous briefing to workers on sighting of wildlife and report to conductor and fill in wildlife sighting form.</li> </ol> <p>Reviewed the record of sighted RTEs or wildlife is dated 07/11/2022.</p>	Yes
	<p>b HGMHSB established list of wildlife dated 07/10/2019 updated 10/12/2022.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Document review on estate notice board, the list of wildlife is displayed and can be assess by workers and stakeholders.</p> <p>HGMHSB carried out the monthly wildlife monitoring.</p> <p>Reviewed on wildlife monitoring record, monkey is sighted at block 11 on 25/11/2022.</p> <p>Document reviewed on training records and field interviews with sampled harvesters informed they have been briefed on protection of wildlife dated 17/12/2022.</p>	
4.5.6.2	<p>a HGMHSB established wildlife management plan dated 10/12/2022 include the Enakmen Pemuliharaan Hidupan Liar 1997.</p> <p>HGMHSB established the list of wildlife is displayed and signboard for no hunting is installed at estate main entrance notice board.</p> <p>Document reviewed on training records and interviews with harvesters and chemical sprayers informed they have been briefed on the legal requirements relating to protection of wildlife dated 17/12/2022.</p>	Yes
	<p>b HGMHSB established wildlife management plan dated 10/12/2022 include 'Enakmen Pemuliharaan Hidupan Liar 1997'.</p> <p>Document reviewed on training records and field interviews with sampled harvesters and chemical sprayers informed they have been briefed on the legal requirements relating to protection of wildlife dated 17/12/2022.</p>	Yes
4.5.6.3	<p>HGMHSB establish monitoring system to monitor any illegal or inappropriate hunting, fishing, or collecting activities and type wildlife within the estate on a monthly basis.</p> <p>Review the record of sighted RTEs or wildlife is dated 28/12/2022.</p> <p>Document reviewed on training records and field interviews with sampled harvesters informed they have been briefed on protection of wildlife dated 17/12/2022.</p>	Yes
4.5.7.1	<p>HGMHSB establish Environmental Policy dated 13/01/2022 signed by Director.</p> <p>The policy describes:</p> <ul style="list-style-type: none"> <li>To implement zero burning on all oil palm cultivation activities.</li> </ul> <p>Field verification at replanting programme at block 13, the palm tree is felling and chipping, no sign of burning sighted.</p>	Yes
4.5.7.2	<p>HGMHSB establish Environmental Policy dated 13/01/2022 signed by Director.</p> <p>The policy describes:</p> <ul style="list-style-type: none"> <li>To implement zero burning on all oil palm cultivation activities.</li> </ul>	Yes



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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field verification and interviews with estate management and harvesters informed no serious palm diseases. Therefore, no special approval for open burning from the relevant authorities.	
4.5.7.3	HGMHSB establish Environmental Policy dated 13/01/2022 signed by Director.  The policy describes: <ul style="list-style-type: none"> <li>To implement zero burning on all oil palm cultivation activities.</li> </ul> Field verification and interview with estate management, no disease observed at the palms that required burning method for treatment. There are no application documents required for approval of controlled burning.	Yes
4.5.7.4	HGMHSB adopted 'Field Handbook: Oil Palm Series for Immature Volume 2 & Mature by Ian Rankie and Thomas Fairhurst – September 1999'.  Field verification and interviews with management and harvesters informed there is no replanting for year 2022 conducted at HGMHSB.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	HGMHSB adopted the Field Book Oil palm planting volume 1, 2 & 3 as SOP for best management practices. The SOP covers Nursery, Mature and Immature activities.  Field interviews with harvester and chemical sprayer informed, they has been briefed on SOP.  Document review, the workers has been briefed on the SOP.  Example: Chemical Spraying SOP carried out on 12/05/2022; Manuring SOP carried out on 12/05/2022; Harvesting SOP carried out on 12/05/2022.	Yes
4.6.1.2	HGMHSB adopted the Field Book Oil palm planting volume 1, 2 & 3 as SOP for best management practices.  Field visit confirmed HGMHSB estate is not hilly and there are slope of less than 25 degrees. Altitude verification of terrace using tool 'GPS Coordinate Malaysia' is 117 m from sea level, which is in line with code of practices provided by MPOB for best agricultural practices.  Fronds are staked along the lips of the terrace to prevent soil erosion and fertilizer run-off.	Yes
4.6.1.3	HGMHSB established block markers for each block that include block number and acreage.  Example:	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Block 8, 17.62 Ac.	
4.6.2.1	<p>HGMHSB established financial management plan for 3 years from year 2023 to 2025.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none"> <li>1. Financial Projection;</li> <li>2. Long Term Management Plans;</li> <li>3. Budget &amp; Projection Operation Cost;</li> <li>4. Replanting programme.</li> </ol> <p>Interview with HGMHSB management informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>HGMHSB establish replanting programme dated 11/01/2023 for replanting year 2023 to 2025.</p>	Yes
4.6.2.3	<p>HGMHSB established financial management plan from year 2023 – 2025 dated 20/12/2022 with following:</p> <ol style="list-style-type: none"> <li>1. FFB projection MT;</li> <li>2. Yield/Ha MT/Ha;</li> <li>3. FFB Price forecast/MT;</li> <li>4. Estate operation cost.</li> </ol> <p>Interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	Yes
4.6.2.4	<p>HGMHSB established monthly progress report includes FFB production, sales of FFB, administration expenses and other expenses to compare against the projection for profit and loss.</p>	Yes
4.6.3.1	<p>HGMHSB purchased chemicals from the suppliers using quotation system.</p> <p>The quotation dated 22/03/2022 duly accepted by both parties.</p> <p>The quotation describes the product pricing and payment terms.</p>	Yes
4.6.3.2	<p>HGMHSB used quotation with the terms and conditions duly agreed by both parties</p> <p>Payments are made on a monthly in timely manner.</p> <p>Review on invoice payment for supplier is paid accordingly.</p>	Yes
4.6.4.1	No contractor engage by HGMHSB. Thus, not applicable.	Yes
4.6.4.2	No contractor engage by HGMHSB. Thus, not applicable.	Yes
4.6.4.3	No contractor engage by HGMHSB. Thus, not applicable.	Yes
4.6.4.4	No contractor engage by HGMHSB. Thus, not applicable.	Yes

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<b>Principle 7: Development of new planting</b>		
Indicator	Summary of Assessment	Compliance
4.7.1.1	HGMHSB planting statements and estate maps are reviewed. The 1 <sup>st</sup> planting in year 1999 and 1 <sup>st</sup> replanting in year 2019. Field visit confirmed there is no new planting at HGMHSB. Therefore, no biodiversity assessment required.	Yes
4.7.1.2	HGMHSB planting statements, estate maps and land titles are reviewed. The latest replanting carried out in 2021 is 42.83 ha that is less than 100 ha. Therefore, no PMM required.	Yes
4.7.2.1	HGMHSB planting statements, estate maps and land titles are reviewed. Field visit confirmed there is no peat land identified in estate.	Yes
4.7.3.1	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no SEIA carried out.	Yes
4.7.3.2	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no SEIA carried out.	Yes
4.7.3.3	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no SEIA carried out.	Yes
4.7.3.4	There is no smallholder's scheme in HGMHSB certification. Therefore, not applicable.	Yes
4.7.4.1	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no topographic map and soil report established.	Yes
4.7.5.2	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no monitoring management plan established.	Yes
4.7.5.3	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no soil map established.	Yes

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4.7.6.1	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no FPIC carried out and no communities affected.	Yes
4.7.6.2	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. There are no sacred sites, therefore, no management plan established.	Yes
4.7.6.3	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting and customary lands. Therefore, no compensation and agreement established.	Yes
4.7.6.4	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no assessment to identify customary rights established.	Yes
4.7.6.6	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no system established for calculating the compensation for distribution.	Yes
4.7.6.7	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	HGMHSB planting statements, estate maps and land titles are reviewed and there is no new planting. Therefore, no communities affected.	Yes

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

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

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

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

### 4.6. Detail of Audit Findings Identified during this audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. (MAJOR)	Office	HGMHSB could improve internal audit SOP, assessment checklist and identification of root causes of nonconformities.
2.	4.4.4.2	The occupational safety and health plan shall cover the following: (MAJOR) b) The risks of all operations shall be assessed and documented	Office	HGMHSB could improve the HIRARC for replanting activities.
3.	4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan.	Office	HGMHSB could improve on CIP to promote positive impact.
4.	4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	Field	HGMHSB could improve on domestic waste segregation in the landfill site.

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### 5. CONCLUSION

Hong Geok Ming Holdings Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit consisting of 1 estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

During this surveillance 03 audit, (4) four Opportunities For Improvement (OFI) were identified.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews carried out 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:	309.09 Ha
Certified FFBS January to December 2022:	3,460.94 Mt
Project FFBS January to December 2023:	2,410.00 Mt

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### 6. RECOMMENDATION

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

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

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

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

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

Puchong, 27/02/2023

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

Puchong, 27/02/2023

Navin Baskram  
TUV NORD (Malaysia) Sdn Bhd  
Certifier / Approver



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### **7. LIST OF STAKEHOLDERS**

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

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

- P&C Audit Report / Checklists
- Audit Plan