

MSPO CERTIFICATION SUMMARY REPORT

JK PLANTATIONS SDN. BHD.

SURVEILLANCE 01

Remote Audit Date: 11/03/2021 – 12/03/2021

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MSPO Certification Summary Report

Company Name: JK Plantations Sdn. Bhd.

Certifying Unit: JK Plantations Sdn. Bhd.

Client Number: 92-131

Audit Type: ASA 01

Mode of Audit: Remote



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Abbreviations

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

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1. INTRODUCTION

JK Plantations Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct the surveillance audit for its oil palm estate according to MS 2530-3:2019 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

The assessment is based on the documentation established by the JK Plantations 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 2530-3:2019 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;

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: Khairul Anwar Bin Ismail

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

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Requirement	Qualifications
vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS 2530 series standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	5 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Attended High Conversation Value Assessment training	Qualified as Lead Auditor for MSPO scheme.

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

Qualification of Team Member(s)

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Joseph Sim Siaw Seng	Graduate in Occupational Safety and Health	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Joseph Sim Siaw Seng	4 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Joseph Sim Siaw Seng	Successfully completed MS2530 series of standards for Lead Auditors	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Joseph Sim Siaw Seng	Qualified as Auditor for MSPO scheme	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Joseph Sim Siaw Seng	4 years working experience in oil palm plantations	Yes

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

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2. METHODOLOGY

The audit approach consists of the following steps:

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

Surveillance 01 Audit:

Surveillance 01 audit conducted remotely on 11/03/2021 to 12/03/2021 at JK Plantations Sdn. Bhd. estate covering the following activities but not limited to below:

Remote

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

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- Virtual interview operation personnel and field workers for understanding of work assigned via phone calls;
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit

Remote Assessment

The audit of the estate is conducted according to the MS 2530-3:2019 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence by means of virtual site inspections, observation of tasks and processes, interview workers and operation personnel, review of documentation and data. Checklists and questionnaires were used to guide the collection of information.

This remote audit is conducted in accordance to MPOCC Updated Circular (27 October 2020) Guidance on Remote Audits due to Covid-19 Pandemic on travelling restrictions.

The remote audit follow the IAF MD4:2018 and as guided by the ISO 9001 Auditing Practices Group Guidance on Remote Audits

The communication tool applied for remote audit are WhatsApp and Telephone.

For the surveillance audit, JK Plantations Sdn. Bhd. has 1 estate. Therefore, no selection required.

Table 2-1: Estate Selected

Name of Estate or Division	Coordinates
JK Plantations Sdn. Bhd.	5.849722°N; 117.299444°E

Non-conformance:

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

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

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3. ORGANISATION INFORMATION

JK Plantations Sdn. Bhd. an oil palm plantation company located at 1st Floor, Lot 5, Block F, Bandar Kim Fung, Batu 4, Jalan Utara, 90000 Sandakan, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
JK Plantations Sdn. Bhd.	Sapi Nangoh, Telupid, Sabah.	5.849722°N; 117.299444°E

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2021 to Dec 2021)
	Total*	Production**	
JKPSB	999.98	879.04	8,050.00
Total	999.98	879.04	8,050.00

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

**Immature + Mature Area

3.2. Planting Program for Estate

Year	JKPSB
1996	210.88
1997	135.46
2000	53.27
2001	28.62
2002	79.81
2004	42.93
2005	25.09
2008	9.47
2017	87.09
Total Mature	672.62
2018	76.49
2019	129.93
Total Immature	206.42
Total	879.04

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3.3. Replanting program for each estate or division

Replanting program established dated 05/08/2019 stated there is no replanting plan for next 5 years from 2020 until 2026.

3.4. Maps of Estate Location



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4. CERTIFICATION ASSESSMENT

4.1. Annual Surveillance Audit

The objective of the audit is to assess the activities of the estate is in compliance with MS 2530-3:2019 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

4.1.1. Surveillance 01:

The remote surveillance 01 audit is conducted on 11/03/2021 to 12/03/2021 covering one estate – JK Plantations Sdn. Bhd.

During the remote surveillance audit, there are 1 Major, 0 Minor, and 7 Opportunities for Improvement (OFI) were raised.

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

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

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

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

4.2. Stakeholders' Consultation

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

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 09/02/2021 to announce the audit of the certified unit. As at audit date on 11/03/2021 there are no comments received.

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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>JKPSB established MSPO policy dated 05/03/2019 sign by Director.</p> <p>The policy statement:</p> <p>The management will strive to adopt the MSPO standard for the production of quality and sustainable oil palm products in Malaysia.</p> <p>Remotely photos reviewed confirm the MSPO policy is publicly available at estate notice board in Bahasa Malaysia and English.</p> <p>Phone call interview with workers informed, they are briefed of MSPO policy dated 05/03/2020.</p>	Yes
4.1.1.2	<p>JKPSB established MSPO policy dated 05/03/2019 sign by Director.</p> <p>The policy emphasize commitment to continual improvement as follow:</p> <p>Management is also committed to continuous improvement practices by leveraging on human resources, processes and technology to ensure sustainable production of oil palm products.</p>	Yes
4.1.2.1	<p>JKPSB established SOP for Internal audit dated 05/03/2019.</p> <p>SOP point no.4 describe frequency to conduct internal audit is once a year or when necessary.</p> <p>Latest internal audit conducted on 06/08/2020. JKPSB used internal audit checklist for the internal audit assessment.</p> <p>Remotely reviewed the internal audit report. The report has identified the weak points and improvement action plan.</p>	Yes
4.1.2.2	<p>JKPSB established SOP for Internal audit dated 05/03/2019.</p> <p>Remotely reviewed the internal audit report dated 06/08/2020. The report has highlighted the weak points and improvement action plan.</p> <p>Example:</p> <p>Indicator: 4.2.1 Transparency of information and documents relevant to MSPO requirements.</p> <p>Weakness: The stakeholders meeting has yet to be conducted</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Corrective Actions Plan: Circulated a complaint and grievance form to external stakeholders instead of physical meeting which is not allowed at the moment due to the pandemic.</p> <p>Time Frame: Immediate</p> <p>Remotely review the circulation email to all external stakeholders dated 08/03/2021.</p>	
4.1.2.3	Review on the minutes of JKPSB management review meeting dated 11/08/2020 include discussion of internal audit result.	Yes
4.1.3.1	<p>JKPSB conduct management review meeting dated 11/08/2020.</p> <p>Remotely review the management review meeting minutes include review and discussion on internal audit results.</p> <p>Interview with JKPSB management informed that management review meeting to be conduct once a year.</p>	Yes
4.1.4.1	<p>JKPSB established Continuous Improvement Plan (CIP) dated 12/08/2020.</p> <p>Remotely reviewed the CIP include topics for environmental, safety & health and social.</p> <p>For example:</p> <p>Improvement action: Septic Tank Installation</p> <p>Expected outcome: Improved waste management and reduced water pollution</p> <p>Timelines: 31/12/2021</p> <p>Review and monitoring: Quarterly</p> <p>Person In charge: Estate Manager</p> <p>Status: In – progress</p> <p>Phone call interviewed with JKPSB management informed, the septic tank installation is in progress to get quotation for supplier.</p>	Yes
4.1.4.2	<p>JKPSB established new technology, information and technique SOP dated 22/08/2019.</p> <p>SOP describes as follows:</p> <ol style="list-style-type: none"> 1. Receiving new information 2. Trial implementation 3. Management meeting for implementation review 4. Result of trial <p>Phone call interview with management informed there is no new technology currently implemented at the estate.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.4.3	<p>JKPSB established SOP for Continuous improvement include new technology, information and technique dated 22/08/2019.</p> <p>The SOP describes workers who are involved in the implementation of new information and technique will be trained.</p> <p>Phone call interview with management, informed there is no new technology currently implemented at the estate.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>JKPSB established List of Stakeholders dated 02/01/2020 includes neighboring estates, government agencies, suppliers, millers, NGOs, villagers and employees.</p> <p>JKPSB established SOP for consultation and communication dated 05/08/2019 describes the communication channel to the internal and external stakeholders, timeframe in addressing or respond to any information request and person in-charge for consultation and communication.</p> <p>External stakeholders meeting could not be conducted due to CMCO. JKPSB management take initiative by sending email to external stakeholders to update new information.</p> <p>Remotely review the email submitted to external stakeholders dated 08/03/2021 which include below information:</p> <ul style="list-style-type: none">• The MSPO policy, complaint and grievance, transparency information, safety and environment information.	Yes
4.2.1.2	<p>JKPSB established list of publicly available and confidential documents.</p> <p>Public documents: e.g. Company policies and SOP</p> <p>Confidential documents: e.g. CHRA report and worker payslip</p>	Yes
4.2.2.1	<p>JKPSB established SOP for consultation and communication dated 05/08/2019.</p> <p>External Stakeholders briefed on SOP consultation and communication via email dated 08/03/2021.</p>	Yes
4.2.2.2	<p>JKPSB appoint Estate in-charge as person responsible for communication and consultation dated 05/03/2019.</p> <p>Remotely review the email submitted to external stakeholder dated 08/03/2021 which informed the external smallholders that estate manager appointed as communication officer.</p>	Yes
4.2.2.3	<p>JKPSB established the List of Stakeholders dated 02/01/2020 include surrounding estates, villagers, government agencies, suppliers and millers, and NGOs.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Remotely review the stakeholders request and response record, no request lodged by stakeholders.	
4.2.3.1	<p>JKPSB established SOP and flow chart for traceability dated 02/04/2019 to describe the traceability of FFB from field until the mill.</p> <p>The flow chart describes types of document related to traceability as follows:</p> <ol style="list-style-type: none">1. FFB Transport Chit2. FFB delivery chit3. Collection Centre weighbridge ticket / mill weighbridge ticket <p>JKPSB estate use FFB delivery chits as documents from estate for transporting FFBs to mills. JKPSB estate received mill weighbridge ticket as a proof of FFB delivery.</p>	Yes
4.2.3.2	<p>JKPSB conducted internal audit on 06/08/2020 covering inspection of traceability. Internal audit result shows traceability is in compliance with no findings raised.</p> <p>Daily FFB transport chit, FFB delivery chit and mill weighbridge ticket inspected on daily basis by field staff and estate manager</p>	Yes
4.2.3.3	<p>JKPSB appoint Estate Manager as a person in charge for traceability dated 05/03/2019.</p> <p>Duties and responsibilities.</p> <ol style="list-style-type: none">1. Maintain and update whenever there is any changes of document.2. To ensure the traceability procedure is implemented and traceability documents are traceable during various stages of production where appropriate.	Yes
4.2.3.4	<p>JKPSB established SOP for traceability dated 02/04/2019 include period for records keeping is 7 years.</p> <p>Remotely reviewed the daily FFB transport chit, FFB delivery chit and mill weighbridge tick inspected on daily basis by field staff and estate manager</p> <p>Remotely reviewed the 2019 FFB transport chit, FFB delivery chit and mill weighbridge ticket, the records are traceable.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>JKPSB established list of related laws, regulations and guidelines updated 01/03/2021.</p> <p>Example:</p> <ol style="list-style-type: none">1. Wildlife conservation 1997 (regulations 1998)2. Prevention & Control of Infectious Diseases Act 1988	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	JKPSB established list of licenses and permits updated 06/01/2021. Example: 1. MPOB license valid dated 01/04/2020 – 31/03/2021. 2. Permit potongan daripada gaji pekerja (potongan kedai runcit) valid dated 24/07/2020 – 23/07/2022.	
4.3.1.2	JKPSB established list of related laws, regulations and guidelines updated 01/03/2021. Example: 1. Prevention & Control of Infectious Diseases Act 1988 2. Emergency “Employees’ minimum standard of housing, accommodations and amenities” (Amendment) Ordinance 2021	Yes
4.3.1.3	JKPSB established list of related laws, regulations and guidelines dated updated 03/01/2021. The list remarks the list will be review annually. The update of the list when necessary.	Yes
4.3.1.4	Document review on the appointment letter, JKPSB appointed Admin Executive as person responsible for updating legal documents, regulations and licenses dated 05/03/2019.	Yes
4.3.2.1	JKPSB land titles are native titles issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users since the owner is native people.	Yes
4.3.2.2	JKPSB land titles are native titles issued by Sabah Land Authority. Document review on JKPSB land titles, the actual usage of land is cultivation of agricultural crops of economic value.	Yes
4.3.2.3	JKPSB land titles includes maps, total area, location and boundary stone numbering. JKPSB established procedure Boundary markers maintenance dated 23/08/2019. The procedure describes identify boundary marks and check boundary marks on timber/ tire plains based on GPS coordinate readings on the map. Remote photo verification, boundary marker is marked with a boundary stone and wooden stick in red.	Yes
4.3.2.4	No dispute from previous owners since the JKPSB land titles are native titles issued by Sabah Land Authority.	Yes
4.3.3.1	JKPSB land titles are native titles issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.3.2	There is no customary right land leased or owned by JKPSB. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by JKPSB. 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>JKPSB established SIA updated 14/01/2021. The SIA includes the feedbacks from internal stakeholders consultation dated 05/01/2021. No feedbacks received from external stakeholder consultation through email dated 06/03/2021.</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: Free transportation for worker children to school</p> <p>Aspect: Encourage workers to send their children to school for education</p> <p>Action: Ensure the benefit is fairly given to all children in estate</p> <p>Timeframe: Monthly</p> <p>PIC: Estate manager or supervisor.</p> <p>Phone call interview with estate workers informed JKPSB provide van to send their children to Humana Andamy Estate.</p> <p>Negative impact: Expensive and limited choice of certain good at shops nearby for workers.</p> <p>Aspect: Help worker to improve accessibility of the goods and cheaper prices.</p> <p>Action: Help workers to buy goods in city without extra charges.</p> <p>Timeframe: 2 weeks once</p> <p>PIC: Estate manager and supervisor.</p> <p>Phone call interview with estate workers informed supervisor will help them to purchase goods from city without extra charges.</p>	Yes
4.4.2.1	<p>JKPSB established Complaint and Grievance procedure dated 02/04/2019.</p> <p>The procedure describes the procedure will resolved within 10 days after received by supervisor. If supervisor not able to resolve will pass to estate manager to resolve within 10 days. If not able to settle will be elevated to Director and resolved within 30 days.</p> <p>Photo verification confirmed complaint and grievance procedure 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
	Phone call interview with workers informed they understand the process to make complaint and grievance.	
4.4.2.2	JKPSB established Complaint and Grievances Procedure dated 02/04/2019. 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. Remote document reviewed on complaint record, no complaint lodged as of audit date.	Yes
4.4.2.3	JKPSB established Complaint and Grievances Procedure dated 02/04/2019. Photo verification and phone call interview with workers informed the complaint and grievance forms and box are placed at estate office that can be access by all workers and stakeholders.	Yes
4.4.2.4	Remote document reviewed on briefing records confirmed JKPSB conducted complaint and grievance procedure training to estate workers dated 05/01/2021 and external stakeholder dated 06/03/2021. Phone call interview with estate workers informed they are aware of the procedure of complaint and grievance.	Yes
4.4.2.5	Remote document reviewed on complaint records confirmed there are no complaints lodged as at 12/03/2021. Therefore, no complaint lodged for last 24 months since 12/03/2019.	Yes
4.4.3.1	JKPSB provides job opportunity to local communities for estate operation such as mandore and office admin work.	Yes
4.4.4.1	JKPSB established Occupational Safety and Health policy dated 05/03/2019 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. Photo verification confirmed OSH policy is displayed at the estate notice boards. Remote document reviewed on briefing records confirmed OSH policy briefing conducted on 05/01/2021 to estate workers.	Yes
4.4.4.2	a JKPSB established Occupational Safety and Health policy dated 05/03/2019 signed by Director. Remote document reviewed on company policies briefing includes OSH policy briefing conducted on 05/01/2021. Phone call interview with estate workers informed they are aware of the safety and health in the workplace.	Yes

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Indicator	Summary of Assessment	Compliance
	<p>b</p> <p>HIRARC is established by JKPSB for respective operation activities applicable based on the risk assessment table, last updated 18/03/2020.</p> <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: Harvesting</p> <p>Hazard: Harvesting Pole Broken and Fall</p> <p>Effect: Injuries/fractures/injuries to limbs</p> <p>Existing control: sickle cover, using high quality sickle / pole and not easily damaged</p> <p>Risk rating before: L-2, S-3, R-6 (Medium)</p> <p>Additional control: Self-inspection of harvesting pole before work start and replace damaged pole immediately with storekeeper.</p> <p>Risk rating after: L-1, S-2, R-2 (Low)</p> <p>PIC: Senior Supervisor</p> <p>Last date review: 18/03/2020</p> <p>Latest replacement record of harvesting pole dated 03/01/2021 is reviewed.</p> <p>Photo verification and phone call interview with harvesters informed harvesting pole is inspected before start work.</p>	Yes
	<p>c i</p> <p>JKPSB established Annual Training Programme year 2020 & year 2021.</p> <p>Remote document reviewed on training records confirmed trainings conducted to workers for chemical spraying dated 22/04/2020 and PPE usage dated 03/08/2020.</p>	Yes
	<p>c ii</p> <p>Photo verification at JKPSB chemical, lubricant and fertilizer store confirmed SDS and warning signage are displayed.</p> <p>Example of SDS:</p> <ol style="list-style-type: none"> 1. Chemical BM Glyphosate 41% 2. Fertilizer BM Ammonium Chloride 3. Lubricant Shell Spirax S2 A90 <p>Photo verification all chemicals are arranged and kept in store properly with original label.</p>	Yes
	<p>d</p> <p>JKPSB HIRARC assessment table, type of PPE for chemical handling is identified in accordance to CHRA report dated 04/03/2019.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Hand glove, face mask, apron, goggle and boots</p> <p>Remote document reviewed on PPE records, PPE issuance record is well maintained.</p>	
e	<p>JKPSB established safety work practice at chemical store dated 20/03/2019 and also adopt safety data sheet for chemical storage and handling.</p> <p>Remote document reviewed on training records, safety work practice at chemical store briefed to workers on 22/04/2020.</p> <p>Phone call interview with JKPSB estate workers informed they have been briefed on the procedure.</p>	Yes
f	<p>Remote document reviewed on the appointment letter dated 08/03/2019, JKPSB appointed Senior Supervisor as person responsible for safety and health.</p>	Yes
g	<p>JKPSB has total of 56 employees. It is above the minimum requirements (40 or more persons employed at the place of work) to establish an OSH committee in accordance to Occupational Safety & Health Act 1994 Section 30. Therefore, JKPSB conducted OSH meeting quarterly.</p> <p>Remote document reviewed on minutes of JKPSB OSH meeting conducted on 15/03/2020, 15/06/2020, 15/09/2020, and 15/12/2020 and attended by workers and management representatives.</p> <p>OSH meeting agenda discussed on PPE usage, workshop cleanliness and road safety.</p>	Yes
h	<p>JKPSB established emergency response plan for emergency and accident handling.</p> <p>Remote document reviewed on emergency response plan and photo verification confirmed emergency evacuation layout and emergency contact number are displayed at notice board.</p> <p>Emergency response plan briefing conducted on 05/04/2020. Phone call interview with estate workers informed they are briefed of the location of emergency assembly point.</p>	Yes
i	<p>Photo verification on the JKPSB training records confirmed 29 estate workers includes storekeeper, field conductor, harvesters and mechanics attended the internal First Aid Training dated 21/03/2020.</p> <p>Photo verification confirmed emergency contact numbers are displayed at notice board.</p> <p>Photo verification, first aid kit available at estate office and chemical store.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
	j	Remote document reviewed on JKPSB accident records, no accident or injuries reported as to audit date. Annual Accident Report of JKPSB for year 2020 submitted to DOSH dated 20/01/2021. No accident reported in year 2020.	Yes
4.4.5.1	JKPSB established Social & Human Right Policy dated 05/03/2019 signed by Director. The policy states company is committed to ensure the good social practice and human rights is implement in estate. Photo verification, Social & Human Right Policy is displayed at notice board. Remote document reviewed on briefing records and phone call interview with estate workers, Social policy briefing conducted on 05/01/2021 and they are understand the policy.		Yes
4.4.5.2	JKPSB established Social & Human Right Policy dated 05/03/2019 signed by Director. The policy states 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. Phone call interview with estate workers informed there is no discriminatory practices in the estate.		Yes
4.4.5.3	JKPSB established contract agreement for workers in accordance to Sabah Labour Ordinance. Workers are paid either daily rate or agreeable piece rates. Worker contract agreement states the daily rate of RM 42.31 per day or agreeable piece rates, overtime rate (during normal overtime, rest day overtime and public holiday overtime), working hours, rest day and etc. The contract agreements are signed by workers and management. Phone call interview with JKPSB estate workers and remote documents reviewed on contract agreements, the establish piece rates for harvesting, chemical spraying, manuring and FFB loading is duly agreed between workers and management. Remote document reviewed on Harvester pay slips and against check-roll for the month of January 2021, the wages paid as per agreeable piece rates for FFB harvesting.		Yes
4.4.5.4	Phone call interview with JKPSB estate manager and workers informed no contractors engaged for estate operations and other services. Therefore, no contractor worker wage available for review.		Yes
4.4.5.5	JKPSB established list of workers that contain name, gender, date of birth, date joined, job type, nationality and period of employment.		Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Document reviewed on list of workers and phone call interview with estate manager and workers informed no casual workers or contractor workers recruited.	
4.4.5.6	JKPSB established employment contract for every worker recruited. Remote document reviewed and phone call interview with estate workers informed estate management provide fair contract includes terms and conditions, wage, job description that has been signed by both parties and briefed to workers and a signed copy of working contract is provided.	Yes
4.4.5.7	Phone call interview with mandore informed JKPSB use the morning roll call to record workers reporting for work. Photo reviewed the working hours is displayed at notice board. Remote documents reviewed on contract agreement includes the overtime rate according to Sabah Labour Ordinance 1967 requirement of 1.5 times hourly rate. Phone call interview with estate workers informed that they have been briefed on the working hours when they signed the contract agreement and they are understand on working hours and overtime rates.	Yes
4.4.5.8	JKPSB working hours are complying with Sabah Labor Ordinance 1950 (Chapter 67). Photo reviewed the working hours is displayed at notice boards. Working hours as follows: Working hours: 6.00 am to 2.00 pm Break time: 10.00 am to 11.00 am Phone call interview with estate workers informed they are aware on estate working hours and overtime rates.	Yes
4.4.5.9	JKPSB provide pay slips to all workers documenting wage for the month and any overtime performed based on input from the check roll book. Overtime rate are paid according to Sabah Labour Ordinance of 1.5 times for normal day. Phone call interview with mechanic and remote document reviewed on January 2021 pay slip and check roll, overtime is paid 1.5 times as per employment contract. Phone call interview with estate workers informed they understand the wages and overtime rates.	Yes
4.4.5.10	Remote documents reviewed on contract agreement and phone call interview with estate workers informed JKPSB provide benefits for both local and foreign workers such as medical care, annual leave, sick leave, housing, water, electricity, SOCSO and public holidays as listed in the employment contract.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.11	Virtual photo verification at JKPSB worker quarters adopts industry best practices for living quarters with water, electricity, recreational area, gardening area provided and housing compound are well maintained.	Yes
4.4.5.12	<p>JKPSB established Sexual Harassment Policy dated 05/03/2019 signed by Director.</p> <p>The policy statement to prevent sexual harassment and violence against women workers and other community.</p> <p>Virtual photo verification sexual harassment policy is publicly displayed at notice board.</p> <p>Remote document reviewed on JKPSB complaint records, there is no complaint lodge for sexual harassment.</p> <p>Remote document reviewed on briefing record, social policy briefing conducted 05/01/2021.</p> <p>Phone call interview with estate workers informed there is no sexual harassment occur in the estate.</p>	Yes
4.4.5.13	<p>JKPSB established Social & Human Right Policy dated 05/03/2019 signed by Director.</p> <p>Policy statement respect employees that have right and freedom to form or join trade union.</p> <p>Remote document reviewed on internal stakeholders meeting minutes and phone call interview with estate manager and workers informed no union form by workers currently and internal stakeholders meeting as a method to communicate between workers and management.</p>	Yes
4.4.5.14	<p>JKPSB established Employment Policy dated 05/03/2019 signed by Director.</p> <p>The policy statement company committed to ensuring recruitment is in accordance with Malaysian laws and regulations. It shall ensure that no child or young person is employed pursuant to the Children and Young Persons (Employment) Act 1966.</p> <p>Virtual photo verification, the social policy is publicly displayed at notice board.</p> <p>Remote document reviewed on list of workers and phone call interview with estate workers, there are no workers hired below 18 years old.</p>	Yes
4.4.6.1	<p>JKPSB established annual training programme for year 2021 updated on 02/01/2021.</p> <p>Training programme included:</p> <ol style="list-style-type: none"> 1. Company policy and procedures 2. Chemical handling practices 3. Emergency response plan 	No

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Remote document review on training records of year 2020, the training conducted as below:</p> <ol style="list-style-type: none"> 1. First aid dated 21/03/2020 2. Chemical handling dated 22/04/2020 3. Harvesting dated 28/07/2020 <p>Major Non-conformity</p> <p>Document review on the JKPSB training programme, training records and phone call interview with estate management and workers, training on SOP COVID 19 is not conducted.</p>	
4.4.6.2	<p>JKPSB established training need analysis and training matrix for staff, mandore and workers dated 30/12/2019.</p> <p>Remote document reviewed training need analysis is based on job description as below:</p> <p>Workshop technician allocated for training for:</p> <ol style="list-style-type: none"> 1. Company policies dated 19/02/2020 2. Waste disposal dated 06/05/2020. 	Yes
4.4.6.3	<p>JKPSB established annual training programme for year 2021 dated 02/01/2021 as a continuous training programme and updated annually.</p> <ul style="list-style-type: none"> • Training provided include competency briefing and training activities for all employees. 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>JKPSB established Environmental Policy dated 05/03/2019 signed by Director.</p> <p>Policy is available in Bahasa Malaysia and displayed at estate notice board.</p> <p>The policy statement:</p> <p>Management believes that a sustainable balance in greenery between environmental conservation and our plantation business needs to be maintained. We are committed, responsible and will strive for continuous progress to preserve the environment in order to achieve the goal of sustainable development.</p> <p>Remotely review JKPSB Environmental Improvement Plan (EIP) dated 11/08/2020, the assessment included all operations in estate such as chemical spraying, manuring, harvesting, transport of FFB.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The plan consist of Activity, Environment Aspect, Environment Impact (Negative and positive impacts), mitigation or improvement plan, monitoring, timelines and PIC.</p> <p>Phone call interviewed with workers informed they were briefed on environmental policy and EIP dated 23/12/2020.</p>	
4.5.1.2	<p>a Remotely review JKPSB Environmental Policy dated 05/03/2019 states the objective to be committed, responsible and strive for continuous improvement to preserve the environment and to achieve sustainable development goals.</p>	Yes
	<p>b JKPSB established Environment Management plan dated 11/08/2020 and include environmental aspect and impact assessment for estate operations such as chemical spraying, manuring, harvesting, transport of FFB.</p> <p>Example:</p> <p>Activities: Disposal of spraying equipment / containers</p> <p>Environment Aspect: Incorrect disposal of contaminated containers</p> <p>Environment Negative impact: Cause water and soil pollution</p> <p>Mitigation/improvement plan: Triple Rinsing, mark and reuse the used chemical containers to store water for field use.</p> <p>Monitoring plan: Empty Chemical container records</p> <p>Responsibility: Store Keeper</p> <p>Remotely review the empty chemical containers record dated December 2020 which reused for chemical spraying activities.</p>	Yes
4.5.1.3	<p>JKPSB established Environment Management plan dated 05/08/2019 include mitigation for negative impact and promote positive.</p> <p>Example:</p> <p>Negative impact:</p> <p>Activities: Disposal of spraying equipment / containers</p> <p>Environment Aspect: Incorrect disposal of contaminated containers</p> <p>Environment Negative impact: Cause water and soil pollution</p> <p>Mitigation/improvement plan: Triple Rinsing, mark and reuse the used chemical containers to store water for field use.</p> <p>Monitoring plan: Empty Chemical container records</p> <p>Responsibility: Store Keeper</p> <p>Remotely review the empty chemical containers record dated December 2020 which empty containers are reused for chemical spraying activities.</p> <p>Positive Impacts</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Activities: Fertilizer Application</p> <p>Environment Aspect: Reuse Fertilizer bag for loose fruit collections.</p> <p>Environment Positive impact: Reduced scheduled wastes</p> <p>Mitigation/improvement plan: Awareness training for 3R</p> <p>Monitoring plan: Empty Fertilizer Bag records</p> <p>Responsibility: Store Keeper</p> <p>Remotely reviewed the empty fertilizer bags records dated December 2020. The empty fertilizer bags reused for loose fruit collection and 3R training had been conducted dated 05/01/2021.</p>	
4.5.1.4	<p>JKPSB established Environment Management plan dated 11/08/2020 include action to promote positive impacts.</p> <p>Example:</p> <p>Activity: Waste Management</p> <p>Aspect: Recycling of re-cycle able items produced across the company property.</p> <p>Environmental Impact: Reduced domestic waste</p> <p>Action for promotion: Recycling activities to be one of routine, habit to the communities.</p> <p>Status: Ongoing,</p> <p>PIC: Estate Manager.</p>	Yes
4.5.1.5	<p>JKPSB training program established on January 2020 include environment training and policy.</p> <p>Example training:</p> <ul style="list-style-type: none"> EAIA awareness conducted on 21/09/2020. <p>Phone call interview workers informed they are brief on company environmental policy and zero burning dated 23/12/2020.</p>	Yes
4.5.1.6	<p>JKPSB most recent environmental meeting conducted on 23/12/2020.</p> <p>The meeting include workers to discuss related environmental issue and wildlife.</p> <p>Remotely reviewed the JKPSB environmental meeting minute confirmed no feedback from workers regarding to environmental issue.</p> <p>The frequency of the meeting is to be conducted once a year.</p>	Yes
4.5.2.1	<p>JKPSB established baseline value for diesel consumption from 2017 to 2019 as a guideline to monitor and compare actual diesel usage in year 2020.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Remote document reviewed the diesel consumption record for year 2020 lower than baseline due to the strict compliance with energy management plan.</p> <p>JKPSB established energy management plan dated 05/08/2019 include plan to reduce usage of diesel and electricity.</p> <p>Example:</p> <p>Type of Energy: Diesel</p> <p>Usage: Farm tractors</p> <p>Wastage: Oil Leakage & Long traveling distance</p> <p>Action Plan: Optimum route design and vehicle allocation</p> <p>Timeline: Continuous</p> <p>Target: Reduced fuel consumption and improved fuel consumption efficiency in the end.</p> <p>Phone call interview with JKPSB management and FFB collector drivers informed, the route for FFB transportation had been optimise by changing the route design.</p>	
4.5.2.2	<p>JKPSB established year 2020 annual budget for diesel consumption and electricity consumption.</p> <p>Remotely review the current actual diesel and electricity usage for 2020 is below the budget.</p> <p>Monthly electricity consumption is monitored and compared with the previous year.</p>	Yes
4.5.2.3	<p>JKPSB does not practice renewable energy currently.</p> <p>Review the photos provided at workers housing and phone call interview with estate in charge no renewable energy.</p> <p>CIP dated 12/08/2020 describe proposed implementation for solar energy at workers quarter.</p>	Yes
4.5.3.1	<p>JKPSB established waste management plan dated 25/01/2021 identifying wastes category as solid, liquid, gas and noise.</p> <p>Example:</p> <p>Solid: Pruned fronds</p> <p>Source: Fields</p> <p>Action plan: Stacked and decayed in field</p> <p>Improvement: Proper frond stacking</p> <p>Person in-charge: Field supervisor</p> <p>Remote photos review identified the pruned fronds were stacked at the dedicated frond row.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.2	<p>a JKPSB established Waste management plan dated 25/01/2021.</p> <p>The sources of wastes and pollutions are identified and monitored.</p> <p>Waste: Empty fertilizer bags</p> <p>Source: Manuring</p> <p>Location: Used empty fertilizer store</p> <p>Disposition method: Reused to collect loose fruits</p> <p>Monitoring Plan: Proper monitoring, storage and recycle of waste</p> <p>Responsibility: Estate Assistant Manager</p> <p>Pollution: Soil Pollution</p> <p>Remotely reviewed the empty fertilizer bags record dated 31/12/2020 which reuse to collect the loose fruits.</p>	Yes
	<p>b JKPSB waste management plan identify type of wastes generated that could be reduce, reuse & re-cycle.</p> <p>Example:</p> <p>Waste: Empty chemical container</p> <p>Method: Reused</p> <p>Usage for: Chemical pre-mix</p> <p>Phone call interview with workers informed they reuse the empty chemical containers after the empty chemical containers been triple rinsed.</p>	Yes
4.5.3.3	<p>JKPSB established SOP Management of Scheduled Waste dated 20/03/2019.</p> <p>Clause 6.1 describes:</p> <ol style="list-style-type: none"> 1. Safe and correct handling of scheduled waste practices should be practiced by all employees involved in the handling of scheduled waste to avoid injury caused by exposure to scheduled waste or spills that result in environmental pollution. 2. Scheduled waste storage should be stored in a suitable area that is in the scheduled waste store. Stores should be well designed and maintained to prevent spills or leaks. 3. All scheduled waste storage areas or containers must be properly and clearly labelled in accordance with the Third Schedule of the Scheduled Waste Regulations 1989. <p>Documents reviewed on empty chemical containers inventory records confirmed the empty chemical containers are triple rinse, recorded and stored at designated area to be reuse for chemical premix purposes according to SOP.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																				
Indicator	Summary of Assessment			Compliance																
	In addition, JKPSB adopt the SDS for handling of used chemicals and disposal. Phone call interview with estate workers informed they are aware of the safe handling of used chemicals and disposal.																			
4.5.3.4	JKPSB established SOP for disposal empty chemical container dated 20/03/2019. SOP describe: 1. All empty chemical containers must be triple rinsed, label, punctured and kept at proper storage. 2. All empty chemical container shall be disposed via authorized contractor. Photo verification on chemical store and phone call interview with chemical sprayers confirmed the used chemical containers marks with "X" and reuse for chemical premix purposes only. Remotely reviewed the scheduled waste record for December 2020 confirm, the scheduled waste are below 20 mt and not more than 180 days. JKPSB CIP dated 12/08/2020 include the E-swis application for scheduled waste record system.			Yes																
4.5.3.5	JKPSB domestic waste disposed at landfill. Remotely review the block location map of landfill, the landfill located 500 meter away from housing and waterways area.			Yes																
4.5.4.1	<div>JKPSB established list of waste generated and management plan with latest review on 25/01/2021 include list of wastes generated and management plan has identified solid, liquid and gaseous.</div> <table><tr><th>Category</th><th>Source</th><th>Waste</th><th>Disposal / treatment method</th></tr><tr><td>Solid</td><td>Housing</td><td>Domestic waste</td><td>Landfill</td></tr><tr><td>Liquid</td><td>Chemical Mixing</td><td>Chemical spillages</td><td>Spill kits, bunds and pits provided.</td></tr><tr><td>Gaseous</td><td>Farm tractor / generator set</td><td>Carbon Dioxide Carbon Monoxide (CO)</td><td>Regular maintenance of machines.</td></tr></table> <div>Phone call interview with workers informed, the domestic waste collected 2 times per week.</div>			Category	Source	Waste	Disposal / treatment method	Solid	Housing	Domestic waste	Landfill	Liquid	Chemical Mixing	Chemical spillages	Spill kits, bunds and pits provided.	Gaseous	Farm tractor / generator set	Carbon Dioxide Carbon Monoxide (CO)	Regular maintenance of machines.	Yes
Category	Source	Waste	Disposal / treatment method																	
Solid	Housing	Domestic waste	Landfill																	
Liquid	Chemical Mixing	Chemical spillages	Spill kits, bunds and pits provided.																	
Gaseous	Farm tractor / generator set	Carbon Dioxide Carbon Monoxide (CO)	Regular maintenance of machines.																	

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Indicator	Summary of Assessment	Compliance
4.5.4.2	<p>JKPSB established Waste Management Plan dated 25/01/2021 include action plan to reduce pollutants.</p> <p>Example :</p> <p>Source: Farm tractor</p> <p>Waste: CO₂, CO</p> <p>Treatment method: Regular vehicle maintenance</p> <p>Phone call interview with farm tractor driver and document reviewed on vehicles service records of January 2020, the farm tractor is regularly service and maintained to reduce significant pollutions.</p>	Yes
4.5.5.1	<p>a JKPSB established water management plan dated 05/08/2019 describes sources and usage.</p> <p>Source: Rain water</p> <p>Usage: Domestic and field operations</p>	Yes
	<p>b JKPSB monitor upstream and downstream river by conducting water quality test by 3rd party laboratory on annually basis.</p> <p>Example:</p> <p>Latest water analysis report dated 10/02/2020 is review and analysis result is within the limits of Class IIB and Class III under National Water Quality Standard for Malaysia (NWQSM).</p>	No
	<p>c JKPSB established water management plan dated 05/08/2019 describe the source and usage of water.</p> <p>JKPSB monitor rainfall for water optimization planning of usage.</p> <p>Photo verification at worker housing and phone call interview with workers informed water from rain harvesting are used for domestic usage.</p> <p>All empty chemical containers washing and rinsing water is recycled for premix usage.</p> <p>Phone call interview with worker informed the rinsing water from the empty chemical container is reuse for chemical premix.</p>	Yes
	<p>d JKPSB established River Protection Procedure dated 23/08/2019 to monitor the buffer zone along stream water flowing though the estate.</p> <p>Phone call interview with workers informed no chemical spraying and fertilizing allowed at buffer zone area.</p> <p>Photos reviewed observed buffer zone well maintain.</p>	Yes
	<p>e Photos reviewed observed JKPSB estate buffer zone along the stream well maintain no natural vegetation removed.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
	f	Phone call interviewed with JKPSB estate management and photos reviewed, there are no bore wells constructed to extract ground water.	Yes
4.5.5.2		Phone call interviewed with JKPSB estate management and photos reviewed, there are no bunds, weirs and dams constructed across main river passing through JKPSB estate.	Yes
4.5.5.3		JKPSB established water management plan dated 05/08/2019 describes that rain harvesting is practices by estate for domestic uses. Photo verification of worker housing and phone call interview with workers confirmed rain water was collected for domestic usage.	Yes
4.5.6.1	a	JKPSB established High Biodiversity Value Management Plan dated 05/08/2019 to monitor wildlife in and around the estate. Example: Wild boars, squirrels, snakes, deer Phone call interview with workers informed no hunting are allowed and any sighted of wildlife to inform the management.	Yes
	b	JKPSB established High Biodiversity Value Management Plan dated 05/08/2019. Photo verification of JKPSB estate notice board, the policy and type of protected animal species are displayed. Phone call interview with workers informed they are aware on type of protected wildlife such as 'Wild Boar' and no illegal hunting within the plantation area.	Yes
4.5.6.2	a	JKPSB High Biodiversity Value Management Plan report dated 05/08/2019 include management plan to protect wildlife. 1. No Hunting In the plantation area 2. Signboard of no hunting displayed at the estate to inform stakeholders. Photo verification at estate boundary signboard of no hunting is installed next to forest area. Photo verification of estate notice board, prohibition of illegal hunting and type of RTE species are properly displayed. Phone call interview with workers informed no illegal hunting in the estate by workers.	Yes
	b	JKPSB established Rare, threatened and endangered species protection policy signed by Director dated 05/08/2019 state as below: JKPSB has zero tolerance toward hunting, capturing, poaching, injury, possession and killing of Rare, threatened and endangered (RTE) species in the plantation premises, which are near to the forest reserves or within a protected area with high conservation value (HCV).	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Phone call interview with workers informed they are aware on protection of wildlife and penalty in hunting or capturing any wildlife.	
4.5.6.3	JKPSB Biodiversity Value Management Plan include monitoring of protect wildlife. Remote document reviewed on monitoring record, latest monitoring was on 09/11/2020. Date wildlife sighted: 09/11/2020 Wildlife sighted: Wild boar	Yes
4.5.7.1	JKPSB Environmental Policy dated 05/03/2019 has a statement for Zero Burning statement zero burning on all oil palm cultivation activities. Remote photos review, no sign of open burning sighted during site verification at landfill, housing quarters.	Yes
4.5.7.2	Phone call interview with estate in charge and photo verification of JKPSB field blocks condition, no disease observed at field operations that required burning method to be treated. Therefore, no special approval for open burning from relevant authorities.	Yes
4.5.7.3	Phone call interview with estate in charge and photo verification of JKPSB field block condition, no disease observed at field operations that required burning method to be treated. Therefore, no application for approval of controlled burning.	Yes
4.5.7.4	JKPSB planting statement and estate map is review. The 1 st planting in year 1996 and latest planting in year 2019. No replanting activity carried out as of audit date. Therefore unable to verify status of replanting activities. JKPSB has new planting carried out in year 2019 and from photos review no burning sign observed.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	JKPSB adopted the Field Book Oil palm planting volume 1, 2 & 3 as SOP for best management practices. The SOP cover Nursery, Mature and Immature activities. JKPSB established SOP as follows: 1. SOP chemical spraying dated 20/03/2019 2. SOP Harvesting dated 20/03/2019 3. SOP COVID 19 dated 01/04/2020 Document reviewed on training record and phone call interview with harvester informed they are understand the SOP for harvesting.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.2	<p>JKPSB adopted the Field Book Oil palm planting volume 1, 2 & 3 as SOP for best management practices</p> <p>Field book oil palm planting describes in page 54 that terraces of platform are constructed in steeper areas in order to:</p> <ol style="list-style-type: none"> 1. Facilitate effective establishment, maintenance and harvesting of palms. 2. Minimize soil erosion. 3. Reduce rainwater runoff and nutrient losses. <p>Photo review and altitude reading are verified at field block 35, planting on slope is approx. 170m after sea level and below the MPOB requirements.</p>	Yes
4.6.1.3	<p>JKPSB established block markers for each block that include block number and block size and year of planting.</p> <p>Photo verification on field confirmed block marker is installed as below:</p> <ul style="list-style-type: none"> • Block B1, 63.17 acre, 1996 planted 	Yes
4.6.2.1	<p>JKPSB established financial management plan for 3 years from year 2021 to 2023 dated 06/01/2021.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none"> 1. Financial projection 2. Long term management plans 3. Budget & projection operation cost 4. Replanting programme <p>Interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>JKPSB establish replanting plan dated 06/01/2021.</p> <p>The plan stated no replanting activity from year 2020 until year 2025.</p>	Yes
4.6.2.3	<p>JKPSB established financial management plan from year 2021 – 2023 dated 06/01/2021 with following:</p> <ol style="list-style-type: none"> 1. FFB projection MT. 2. FFB price forecast/MT. 3. Estate operation cost. 4. Cash flow in & out <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>JKPSB monthly progress and annual report were reviewed regularly for the profit and loss.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Interview with estate management informed they are monitoring and ensuring the cost within the budget limit.	
4.6.3.1	JKPSB purchased diesel from the suppliers using purchase order. Remote document review on purchase order dated 09/12/2020 issued to supplier and delivery order dated 10/12/2020 received by JKPSB estate. The invoices dated 11/12/2020 from supplier describes the product pricing and payment terms.	Yes
4.6.3.2	JKPSB purchased diesel from the suppliers using purchase order. The invoices dated 11/12/2020 from supplier describes the product pricing and payment terms. Document review on payment voucher issued to supplier is paid in timely manner as agreed by both parties.	Yes
4.6.4.1	Phone call interviewed with JKPSB management informed does not engage contractors. Therefore, no documents established.	Yes
4.6.4.2	Phone call interviewed with JKPSB management informed does not engage contractors. Therefore, no documents established.	Yes
4.6.4.3	Phone call interviewed with JKPSB management informed does not engage contractors. Therefore, no documents established.	Yes
4.6.4.4	Phone call interviewed with JKPSB management informed does not engage contractors. Therefore, no documents established.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>JKPSB planting statement and estate map is review. The 1st planting in year 1996 and latest planting in year 2019.</p> <p>The new planting area in 2019 is not located in HBV as describe in the High Biodiversity Management Plan</p> <p>Review the replanting programme dated 06/01/2021, the replanting will commenced in 2025.</p> <p>There is no new planting conducted in 2020, thus no biodiversity assessment required.</p>	Yes
4.7.1.2	<p>JKPSB planting statement, estate map and land titles are reviewed.</p> <p>The 1st planting in year 1996 and latest planting in year 2019.</p> <p>There is no replanting and new planting in year 2020.</p> <p>Therefore, no EIA or PMM required to establish.</p>	Yes
4.7.2.1	<p>JKPSB planting statement and map is review, there is no peat land.</p> <p>Remote photos review confirm there is no peat land within the estate.</p>	Yes
4.7.3.1	<p>JKPSB planting statement and estate map is review. 1st planting in Year 1996 and latest planting in year 2019.</p> <p>JKPSB established Social, Environmental Impact and Aspect (SEIA) dated for new planting conducted in year 2019.</p> <p>The assessment include inputs from workers, neighbouring estates, government agencies and NGOs.</p>	Yes
4.7.3.2	<p>JKPSB planting statement and estate map is review. 1st planting in Year 1996 and latest planting in year 2019.</p> <p>JKPSB established Social, Environmental Impact and Aspect (SEIA) dated for new planting conducted in year 2019.</p> <p>The assessment include inputs from workers, neighbouring estates, government agencies and NGOs.</p> <p>Phone call interview with management and remote photos review of land title, the new planting area land is owned by the company.</p>	Yes

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4.7.3.3	<p>JKPSB planting statement and estate map is review. 1st planting in Year 1996 and latest planting in year 2019.</p> <p>JKPSB Social, Environmental Impact and Aspect (SEIA) for new planting conducted in year 2019 incorporated the management plan.</p> <p>Example:</p> <p>Activities: Deforestation and land clearing</p> <p>Impact: Damaged top soil and ground cover that may cause soil erosion and waterway pollution.</p> <p>Management plan: Land cleared planted with oil palms and cover crops. Terraces are established on steep areas to soil erosion.</p> <p>Monitoring plan: Annual review</p> <p>Photo verification of 2019 newly planting area, leguminous cover crops are planted & maintained and terraces are established & maintained.</p>	Yes
4.7.3.4	There is no smallholders' scheme in JKPSB certification. Therefore, not applicable.	Yes
4.7.4.1	<p>JKPSB establish soil map for new planting area.</p> <p>The soil type is mineral and series is Brantian.</p>	Yes
4.7.4.2	JKPSB establish topography map include information of infield, boundary and road side drains, earth road, gravel road and terraces map.	Yes
4.7.5.1	<p>JKPSB establish topography map include the steep terrain for the new planting area.</p> <p>Photo verification and altitude reading are verified, planting on slope area is approx. 170m above the sea level and below MPOB requirements.</p>	Yes
4.7.5.2	<p>JKPSB adopted the Field Book Oil Palm planting volume 1, 2 & 3 as SOP for best management practices include management of planting on fragile and marginal soil.</p> <p>Remotely review the JKPSB newly planting area soil map, no fragile or marginal soil identified.</p>	Yes
4.7.5.3	JKPSB newly planting area is not on peat land and marginal soil. Remotely review the JKPSB new planting area soil map, no marginal soil and peat land.	Yes
4.7.6.1	<p>JKPSB 2019 newly planting area is native land owned by the company.</p> <p>Therefore, no FPIC required and no communities affected.</p>	Yes
4.7.6.2	JKPSB new planting area is native land owned by the company. Phone call interview with estate management and workers there is no sacred sites in the new planting area.	Yes
4.7.6.3	JKPSB 2019 newly planting area land title is native land owned by the company and not customary land.	Yes
4.7.6.4	JKPSB 2019 newly planting area is native land owned by the company and not customary land. Thus, no compensation or agreement required to establish.	Yes

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4.7.6.5	JKPSB 2019 newly planting area is native land owned by the company and not customary land. Therefore, no identification and assessment of legal and recognised customary rights required.	Yes
4.7.6.6	JKPSB 2019 newly planting is owned by the company. Therefore, no communities affected and no compensation is required.	Yes
4.7.6.7	JKPSB 2019 newly planting area is native land and not customary land. Therefore, no compensation claim required.	Yes
4.7.6.8	JKPSB 2019 newly planting is on native title owned the company. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
x	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	No non-conformity raised in previous audit.
<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>	
<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>	

4.5. Detail of Audit Findings in Last Audit

AUDIT OUTCOME		
During last Audit	4	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number 01	
Indicator # and Description	4.4.4.2 The occupational safety and health plan shall cover the following: e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.
Location:	Office
Description of Finding / Objective Evidence:	
JKPSB has not conduct medical surveillance for chemical handler. This is against the CHRA report dated 04/03/2019 describes employee exposed or likely to be exposed to chemicals shall include medical surveillance conducted at intervals of not more than twelve months.	

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Non Conformity Number 01			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui		Date Raise: 21/01/2020
Deadline for implementation			20/03/2020
Root Cause Analysis (by company):			
The worker turnover rate was high last year and the sprayers had left the Company before the medical surveillance was carried out.			
Correction (by company):			
The Company has sent the relevant workers for CHRA with the result attached herewith.			
Corrective / Preventive Action (by company)			
The management will make sure in the future, chemical handlers to be sent for medical surveillance every 12 months.			
Review of Correction & Corrective / Preventive Action			
Review on the summary report of medical surveillance dated 28/02/2020 and certificate of fitness for 3 workers and fit for work.			
JKPSB weeding activity is mainly through manual slashing. Thus, workers are not expose to chemical spraying activities.			
The submitted documents are sufficient to close the non-conformity. The implementation will be verify in next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Lead Auditor In Training: Chan Shi Lie		Date of Closure: 20/03/2020	
Review of Implementation			
Document review on chemical stock cards and phone call interview with estate worker confirmed no chemical application activity from year 2020 until the audit date. Therefore, no workers expose to chemical application activity.			
Document review on medical surveillance report and phone call interview with storekeeper confirmed 2 workshop technicians and storekeeper have undergone medical surveillance dated 28/02/2020 and found fit for work.			
Document review on Continuous Improvement Plan dated 05/01/2021 confirmed the medical surveillance of workshop technician and storekeeper for year 2021 is change to March 2021 due to the travel restriction order on February 2021.			
Based on reviewed of submitted documents, implementation is appropriate.			
Name of Auditor: Joseph Sim Siaw Seng		Date of Review: 12/03/2021	

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Non Conformity Number 02			
Indicator # and Description	4.5.1.5 An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.		
Location:	Estate		
Description of Finding / Objective Evidence:			
Environmental awareness and training not conducted.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Chan Shi Lie	Date Raise:	21/01/2020
Deadline for implementation		20/03/2020	
Root Cause Analysis (by company):			
The management was too busy preparing for the MSPO audits and failed to conduct the environmental training on time.			
Correction (by company):			
The management has already conducted environmental awareness and training programme with the records and evidence attached herewith.			
Corrective / Preventive Action (by company)			
Environmental Awareness and Training Programme will be conducted according to the Company's annual training programme schedule.			
Review of Correction & Corrective / Preventive Action			
JKPSB had conducted environmental awareness and training as follows: <ul style="list-style-type: none">• Energy management dated 25/02/2020• Environmental policy dated 24/02/2020• RTE protection and HBV management dated 29/02/2020• Scheduled waste management dated 27/02/2020• Waste management dated 26/02/2020• Water management dated 28/02/2020			
The submitted documents are sufficient to close the non-conformity. The implementation will be verify in next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Lead Auditor In Training: Chan Shi Lie		Date of Closure: 20/03/2020	
Review of Implementation			

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Non Conformity Number 02

Remotely reviewed JKPSB training programme 2020 confirmed the environmental awareness and training had been conducted as follows:

- Environmental Management Plan dated October 2020
- Reduce, Reuse and Recycle (3R) awareness dated October 2020
- Scheduled waste management dated May 2020

Phone call interview with workers informed they were briefed on environmental management plan, 3R and scheduled waste management.

The evidence provided and implementation could be considered as appropriate.

Name of Lead Auditor:

Khairul Anwar Bin Ismail

Name of Lead Auditor:

Khairul Anwar Bin Ismail

Non Conformity Number 03

Indicator # and Description	4.5.1.6 Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.
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Location:	Office
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Description of Finding / Objective Evidence:

No evidence of regular meetings conducted with employees to discuss on environmental quality or related issues.

Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
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Raise by:	Chan Shi Lie
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Date Raise:	21/01/2020
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Deadline for implementation	20/03/2020
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Root Cause Analysis (by company):

Environmental issues were not included in the previous meetings.

Correction (by company):

A meeting with the workers on environmental issues will be called by February 2020.

Corrective / Preventive Action (by company)

Environmental issues will be included in the agenda of the quarterly meetings in the future.

Review of Correction & Corrective / Preventive Action

JKPSB conducted environmental meeting dated 29/02/2020. Review on minutes of meeting include agenda as follows:

- Wildlife protection
- Scheduled waste management
- Reserved forest
- Buffer zone protection

The evidence documents sufficient to close the non-conformity. The implementation will be verified in next surveillance audit.

Closed: ☒ Yes ☐ No

Site verification : ☐ Yes ☒ No

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Non Conformity Number 03	
Name of Lead Auditor In Training: Chan Shi Lie	Date of Closure: 20/03/2020
Review of Implementation	
Remotely reviewed the JKPSB environmental meeting minutes dated 24/06/2020, 29/09/2020 and 24/12/2020 include agendas as follows: <ul style="list-style-type: none"> i. Wildlife protection ii. Silt trap monitoring iii. Scheduled waste management iv. Reserved forest v. Buffer zone protection The evidence provided and implementation could be consider as appropriate.	
Name of Lead Auditor: Khairul Anwar Bin Ismail	Name of Lead Auditor: Khairul Anwar Bin Ismail

Non Conformity Number 4	
Indicator # and Description	4.5.5.1 (b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities
Location:	Estate
Description of Finding / Objective Evidence:	
JKPSB shall established mechanism to monitor incoming and outgoing water quality of Sungai Bangau-Bangau flowing the estate	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Chan Shi Lie
Date Raise:	21/01/2020
Deadline for implementation	20/03/2020
Root Cause Analysis (by company):	
The Company's cash flow was tight and hence delayed the water test.	
Correction (by company):	
The Company has already performed the water test with the result attached herewith. The river water collection spot will be shifted to the incoming point which is the cleanest and safest for consumption according to the water test result. The quality of the tank water and upstream river water is very high and according to the lab, boiling is the only treatment required if such water is used for drinking purpose.	
Corrective / Preventive Action (by company)	
The water test should be performed every 2 to 3 years to monitor the quality of the incoming and outgoing water.	
Review of Correction & Corrective / Preventive Action	

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Non Conformity Number 4

JKPSB has conducted water test analysis for river water for upstream, downstream and rain water.

The evidence document sufficient to close the non-conformity. The implementation will verify in next surveillance audit.

Closed: ☒ Yes ☐ No

Site verification : ☐ Yes ☒ No

Name of Lead Auditor In Training:

Chan Shi Lie

Date of Closure:

20/03/2020

Review of Implementation

Remotely reviewed the water test analysis for river and rain water dated 03/02/2020.

The evidence provided and implementation could be consider as appropriate.

Name of Lead Auditor:

Khairul Anwar Bin Ismail

Date of Review:

12/03/2021

4.6. Detail of Remote Audit Findings Identified During This Audit

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

REMOTE AUDIT OUTCOME

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

Non Conformity Number < 1 >

Indicator # and Description:	4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.		
Location:	Office		
Description of Finding / Objective Evidence:			
Document review on the JKPSB training programme, training records and phone call interview with estate management and workers training on SOP COVID 19 is not conducted.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Joseph Sim Siaw Seng	Date Raise:	12/03/2021
Deadline for implementation		11/05/2021	
Root Cause Analysis (by company):			
The training progress and the updating of the MSPO documentations were much affected by a series of MCOs and CMCs.			
Correction (by company):			
SOP COVID 19 training conducted on 13/03/2021 for estate workers.			
Corrective / Preventive Action (by company)			

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Non Conformity Number < 1 >	
The annual training programme of the company will be reviewed and monitor closely to ensure all trainings to be conducted as scheduled and to includes new sop or policy in the annual training programme.	
Review of Correction & Corrective / Preventive Action	
Document reviewed on the annual training programme 2021 updated 13/03/2021 includes SOP COVID 19 training.	
Document reviewed on JKPSB training report, attendance list and photos confirmed SOP COVID 19 conducted for workers on 13/03/2021.	
The evidences provided sufficient to close the NC.	
Further verification will be conducted in the next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Joseph Sim Siaw Seng	Date of Closure: 23/03/2021
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

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	Office	JKPSB may consider improve the internal audit report.
2.	4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification	Office	JKPSB may consider improve management meeting agenda.
3.	4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and	Office	JKPSB may consider improve external stakeholders consultation input.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.		
4.	4.4.4.2	The occupational safety and health plan shall cover the following: b) The risks of all operations shall be assessed and documented.	Office	JKPSB may consider improve the risk assessment of COVID-19 Virus Outbreak in the estate operation.
5.	4.4.4.2	The occupational safety and health plan shall cover the following: g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly.	Office	JKPSB may consider improve the safety meeting agenda on accident and injury analysis.
6.	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	JKPSB may consider improve the baseline value establishment.
7.	4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution	Estate	JKPSB may consider improve the oil trap design.

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5. CONCLUSION

JK Plantations Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance audit consisting of one estate according to MSPO 2530-3:2019 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There is 1 Major NC raise and closed out successfully.

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

In conclusion the certified unit has been established, implemented and continued to improve in managing the estate is in line with the Principles & Criteria of the applied standards of MS 2530-Part 3:2019 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:	879.04 Ha
Project FFBs January to December 2021:	8,050.00 Mt

MSPO Certification Summary Report

Company Name: JK Plantations Sdn. Bhd.

Certifying Unit: JK Plantations Sdn. Bhd.

Client Number: 92-131

Audit Type: ASA 01

Mode of Audit: Remote



6. RECOMMENDATION

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

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

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

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

	Recommended for Certification
x	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 13/04/2021

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

Puchong, 13/04/2021

Cheong, Chun Yuen (Robert)
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF STAKEHOLDERS

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

MSPO Certification Summary Report

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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

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