



MSPO CERTIFICATION SUMMARY REPORT

JK PLANTATION SDN. BHD.

STAGE 2 – CERTIFICATION AUDIT

Date: 20-21/01/2020

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MSPO Certification Summary Report

Company Name: JK Plantation Sdn. Bhd.

Certifying Unit: JK Plantation Sdn. Bhd.

Client Number: 92-131

Audit Type: Stage 2 – Certification Audit



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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
JKPSB	JK Plantation Sdn. Bhd.
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 Plantation Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a certification 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 certification audit is to assess the JK Plantation Sdn. Bhd. estate by an independent certification body with the aim for compliance of the standards.

1.2. Scope

The certification is based on the documentation developed by the estate.

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

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

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

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

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

1.3. Appointment and qualification of team members

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

Qualification of the Lead Auditor in Training: Chan Shi Lie

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 vii) Other relevant related fields	Graduate in Bachelor of Media Technology (Major in Broadcasting)

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Requirement	Qualifications
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	6 years working experience in oil palm plantations.
Successfully completed MS 2530 series of standards training	Successfully completed MS 2530:2013series of standards training.
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 auditor based on audit log.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Able to communicate in Bahasa Malaysia, Mandarin and English.
Field working experience in the palm oil sector, or demonstrable equivalent	6 years working experience in oil palm plantations.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	6 years working experience in oil palm plantations.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 18001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.

Qualification of Team Members

Requirement	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,);	Sheron Pui Ling Wui	Bachelor in Medical Science	Yes

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Requirement	Assessor	Qualification	Compliance
iii) Engineering, Process Technology; iv) Energy Management, Quality Management; 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)	Sheron Pui Ling Wui	3 years' experience in QA, QMS, Internal audit. 1.5 year experience in MSPO audit.	Yes
Successfully completed MS 2530 series of standards training	Sheron Pui Ling Wui	Successfully completed MS 2530:2013 series of standards training.	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.	Sheron Pui Ling Wui	Qualified as auditor for MSPO scheme	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, Mandarin and English	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Sheron Pui Ling Wui	Qualified as MSPO auditor.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Sheron Pui Ling Wui	Qualified as auditor for MSPO scheme.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Sheron Pui Ling Wui	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Sheron Pui Ling Wui	Successfully completed Basic SA 8000 training. Qualified as auditor for MSPO scheme.	Yes
Environmental and ecological auditing, for example experience	Sheron Pui Ling Wui	Successfully completed ISO 14001:2015 Lead	Yes

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Requirement	Assessor	Qualification	Compliance
with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)		auditor course and auditor for MSPO scheme.	

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2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members and technical reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- On-Site assessment, inspections, interviews with operational personnel, stakeholders and its contractors; review of documentation;
- On-site reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Peer review
- Address Peer Review Comments (if any)
- Final approval and issuance of certificate.

The certification audit is conducted in 2 stages in accordance to the certification procedure.

Stage 1:

Stage 1 conducted on 28/08/2019 at JK Plantation Sdn. Bhd. office that covers desk review activities:

- Background investigation
- Review of documentation established but not limited to below
 - Group Operating Policies
 - Estate maps
 - Land titles
 - Standard Operating Procedures including Agricultural Manual
 - Work Flow Charts
 - Operating licenses and approvals
 - Operating records
 - Training records
 - Applicable Legislation Documents
- Interviews of relevant operation personnel

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- Assessment reporting

Stage II:

Certification audit conducted on 20/01/2020 to 21/01/2020 covers the following activities but not limited to below:

- Onsite visit, observations and inspections of estate facilities and field activities;
- Interview operation personnel and field workers for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Stakeholders consultation meeting;
- Review and closed out of non-conformance raised during stage 1 audit;
- Assessment reporting;

On-site Assessment

The audit of the estates is conducted according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, 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 certification audit, JK Plantation Sdn. Bhd. has 1 estate. Therefore, no selection required.

Table 2-1: List of Estate Selected

Name of Estate	Coordinates
JK Plantation 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 Plantation Sdn. Bhd. is an oil palm plantation with the estate located at PPM 73 Elopura, 90000 Sandakan, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
JK Plantation 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 2020 to Dec 2020)
	Total*	Production**	
JKPSB	999.98	879.04	6,050.00
Total	999.98	879.04	6.050.00

*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

Estate: JKPSB	Year	
	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 estate

Replanting program established dated 05/08/2019 stated there is no replanting plan for next 5 years from 2020 until 2025.

3.4. Maps of Company Location and Plantation



Figure 1: JK Plantation Sdn. Bhd.

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4. CERTIFICATION ASSESSMENT

4.1. Certification Audit

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. Certification Audit:

The objective of the certification audit is to assess the readiness of the documentation established and implemented in accordance to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

According to the Certification Scheme, an initial due-diligence audit for operators which are entering into the MSPO system, and which

- do not have any certification or
- those having management system certification e.g. ISO, COP.

These organization shall undergo both Stage I and II audit

JK Plantation Sdn. Bhd. do not has any certification, therefore, has to undergo Stage I audit.

The audit team has apply the Malaysian Sustainable Palm Oil Part 3: General principles for oil palm plantations and organised smallholders audit guidance to assess the established documents against the Principles and Criteria of the standard

The Stage I audit is conducted on 28/08/2019 at JK Plantation Sdn. Bhd office covering the following activities:

- Onsite interviews and inspections;
- Review of documentation for compliance to relevant P & C requirements for plantation and mill;
- Reporting of findings found during Stage I audit;

4.1.2. Certification Audit:

The certification audit is conducted on 20/01/2020 to 21/01/2020 covering 1 estate.

During the certification audit, there are 4 Majors, 0 Minor, 3 Opportunities for Improvements (OFIs) are raised. The Major non-conformances raise during the audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken. Action plan is submitted for Minor non-conformance with implementation review during the next audit.

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

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 03/12/2019 as to accommodate stakeholder's consultation meeting for JK Plantation Sdn. Bhd to provide comments. As at audit date on 20/01/2020 there are no comments received.

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Invitation letters are sent on 03/12/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 20/01/2020 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

1. Introduction of MSPO certification.
2. Development of oil palm plantations
3. Community service and support provided
4. Wildlife management and wildlife corridor
5. Type of wildlife sighted at the plantations and wildlife corridor.
6. Local communities' development.

The following relevant Principles & Criteria of the applied standard are discussed during the stakeholders' consultation:

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:
The stakeholders could confirm they have attended meetings with the company on MSPO certification.
2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint
The stakeholders' advice they are informed a logbook and form is available at the office to lodge any complaints or suggestions.
3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.
The local communities could confirm the company has provide assistance and support to communities.
4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information
The contractors who provides maintenance and service could confirm they are briefing on MSPO requirements.

There are no issues raised during the stakeholder's consultation in terms of tenure and/or use rights, social or environmental aspects of management and operations that need to be addressed by the certified unit. It can be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

The list of stakeholders who attended the meeting refer to Table 7-1

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders confirmed of MSPO audit via invitation letter received.	Positive comment
2	Social issues	Interview stakeholders are not local communities. Therefore, no action input of this topic.	No action required.

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
3	Type of land title – Country Leased, Provisional Leased, Native title, Customary Land	Interview stakeholders are not local communities. Therefore, no action input of this topic.	No action required.
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Interview stakeholders are not local communities. Therefore, no action input of this topic.	No action required.
5	Does MSPO largely benefits the local community?	Interview stakeholders are not local communities. Therefore, no action input of this topic.	No action required.
6	Environmental understanding	Interview stakeholders are not local communities. Therefore, no action input of this topic.	No action required.
7	Awareness towards species, habitats, and high conservation values	Interview stakeholders are not local communities. Therefore, no action input of this topic.	No action required.
8	Are there any plantation management practices that affect you?	Interview stakeholders are not local communities. Therefore, no action input of this topic.	No action required.
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders confirmed estate has taken effort to meet the MSPO requirements.	Positive comment.
10	Do you have any suggestions for management?	No suggestions or comments from stakeholders.	No action required.

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 criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	JKPSB established MSPO policy dated 05/03/2019 sign by Director.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The policy statement:</p> <p>Pihak pengurusan akan berusaha mengamalkan standard MSPO untuk pengeluaran produk kelapa sawit berkualiti dan lestari di Malaysia.</p> <p>The MSPO policy is publicly available at estate notice board in Bahasa Malaysia and English.</p> <p>Interviewed workers informed they are aware of MPSO policy.</p> <p>External stakeholders briefed on the MSPO policy during stakeholders meeting dated 11/01/2020.</p>	
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>Pihak pengurusan juga berkomited untuk amalan penambahbaikan berterusan dengan memanfaatkan sumber manusia, proses dan teknologi untuk memastikan pengeluaran berterusan yang lestari bagi produk kelapa sawit.</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 12/08/2019. JKPSB used internal audit checklist for the internal audit assessment.</p> <p>Internal audit result presented and discuss in MRM include weakness and action plan.</p>	Yes
4.1.2.2	<p>JKPSB established SOP for Internal audit dated 05/03/2019.</p> <p>Internal audit result include the root causes of nonconformities and corrective action plan incorporated in management review minutes of meeting.</p> <p>Example:</p> <p>Internal audit result dated 12/08/2019</p> <p>Root cause: 4.6.1.3 Pending water test analysis</p> <p>Management review minutes of meeting dated 19/08/2019 include the corrective action plan.</p> <p>Example:</p> <p>Management review minutes of meeting dated 19/08/2019.</p> <p>Action plan 4.6.1.3: Conduct water test analysis before MSPO stage 2 audit.</p> <p>Time frame: 5 months</p>	Yes
4.1.2.3	<p>Review on the minutes of management review meeting dated 19/08/2019 include discussion of internal audit result.</p>	Yes
4.1.3.1	<p>JKPSB conduct management review meeting dated 19/08/2019.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Agenda of management review meeting include review and discussion on internal audit result.</p> <p>Interview with JKPSB management informed that management review meeting to be conduct once a year.</p>	
4.1.4.1	<p>JKPSB established Continuous Improvement Plan (CIP) dated 07/01/2020.</p> <p>CIP include topics for environmental, safety & health and social.</p> <p>Environmental: Waste management, water management, energy management, reduction of pollution and emission</p> <p>Social: To improve on workers housing condition.</p>	Yes
4.1.4.2	<p>JKPSB established SOP for continuous improvement include new technology, information and technique 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>No new techniques or new technology was used currently.</p>	Yes
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>	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>Stakeholders meeting conducted on 11/01/2020 includes discussion on MSPO topics, company policies, briefing on SOP complaints and grievances, SOP consultation and communication, social topics and AOB.</p> <p>The stakeholders meeting attended by government agencies, neighbouring estates, millers, suppliers and NGOs.</p>	Yes
4.2.1.2	<p>JKPSB established list of publicly available document and confidential.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Public documents: e.g. Company policies and SOP Confidential documents: e.g. CHRA report and worker payslip	
4.2.2.1	JKPSB established SOP for consultation and communication dated 05/08/2019. Stakeholders briefed on SOP consultation and communication during stakeholders meeting dated 11/01/2020.	Yes
4.2.2.2	JKPSB appoint Estate in-charge as person responsible for communication and consultation dated 05/03/2019.	Yes
4.2.2.3	JKPSB established the List of Stakeholders dated 02/01/2020 include surrounding committee, government agencies, suppliers and millers, and NGO. Review of stakeholders minutes of meeting dated 11/01/2020 no requests or comments raised.	Yes
4.2.3.1	JKPSB established SOP and flow chart for traceability dated 02/04/2019 to describe the traceability of FFB from field until the mill. The flow chart describes types of document related to traceability as follows: <ul style="list-style-type: none"> • FFB Transport Chit • FFB delivery chit • Collection Centre weighbridge ticket / mill weighbridge ticket 	Yes
4.2.3.2	JKPSB conducted internal audit on 12/08/2019 covering inspection of traceability. Internal audit result shows traceability is in compliance with no findings raised.	
4.2.3.3	JKPSB appoint Estate Manager as a person in charge for traceability systems dated 05/03/2019. Duties and responsibilities. <ul style="list-style-type: none"> • Maintain and update whenever there is any changes of document. • To ensure the procedures are identified and traceable during various stages of production where appropriate. 	Yes
4.2.3.4	JKPSB established SOP for traceability dated 02/04/2019 include period for records keeping is 7 year.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	JKPSB established list of laws, regulations and guidelines dated 07/08/2019. Example:: Malaysian Palm Oil Board Act 1998 (act 582) Wildlife Conservation Enactment 1997	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	JKPSB established list of permits and licenses. Example: MPOB license validity period 01/04/2019 – 31/03/2020. Trading license validity period 20/01/2020 – 31/12/2020.	
4.3.1.2	JKPSB established list of laws, regulations and guidelines dated 07/08/2019. Example: Sabah Labour Ordinance Cap 67 Occupational Safety and Health Act 1994 Malaysia Palm Oil Board Act 1998 (Act 582)	Yes
4.3.1.3	JKPSB established list of laws, regulations and guidelines dated 07/08/2019. The frequency for updating is once a year or when necessary.	Yes
4.3.1.4	JKPSB appoint Admin Accounts Executive as person responsible for updating legal documents, regulations and licenses dated 07/08/2019.	Yes
4.3.2.1	JKPSB lands 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 lands are native titles issued by Sabah Land Authority. The usage is for agriculture crop of economic value.	Yes
4.3.2.3	Land titles includes map, total area with boundary stone numbering. JKPSB established procedure 'Mengaja Tanda Sempadan' dated 23/08/2019. The procedure describes mengenal pasti tanda sempadan dan semak tanda sempadan di ladang paikai kayu/ tayar berdasarkan pada bacaan koorinat GPS di map. During site 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 lands are native titles issued by Sabah Land Authority.	Yes
4.3.3.1	JKPSB lands are native titles issued by Sabah Land Authority. Therefore, will not reduce or threatened the rights of others.	Yes
4.3.3.2	JKPSB land titles are issued by Sabah Land Authority. Each land title has a map with the location, total area and boundary stone numbering.	Yes
4.3.3.3	JKPSB land titles are re Native titles issued by Sabah Land Authority. Therefore, no FPIC or negotiated documents established.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>JKPSB established SIA dated 14/01/2020. The SIA includes information from survey and meeting feedback from internal and external stakeholders conducted on 13/01/2020 and 11/01/2020.</p> <p>The SIA has a summary of positive and negative impacts and timeline to monitor.</p> <p>The summary include the action, implementation and PIC in the table.</p> <p>The positive impacts are continuously promoted while negative impacts are mitigated.</p> <p>The SIA will be reviewed once a year with feedback from stakeholders.</p>	No
4.4.2.1	<p>JKPSB established procedure Complaint and Grievance dated 02/04/2019.</p> <p>The procedure describe complaint will resolved within 10 days after received by supervisor. If supervisor not able to resolve will pass to manager to resolve within 10 days. If not able to resolve by Manager will be transfer to Director to resolve within 30 days.</p> <p>The procedure is displayed in estate notice board</p> <p>Site interview with field workers, they understand the process to make complaint or grievance when required.</p>	Yes
4.4.2.2	<p>JKPSB established complaint and grievance form.</p> <p>Complaint record is review with no complaint lodged as of audit date.</p>	Yes
4.4.2.3	<p>The complaint and grievance form is available at the estates notice board that can be access by workers and stakeholders.</p>	Yes
4.4.2.4	<p>JKPSB conducted training to workers on 21/06/2019 that include complaint and grievance procedure.</p> <p>The external stakeholders conducted on 11/01/2020 include the complaint and grievance procedure.</p> <p>During interview with workers they are able to demonstrate their awareness on the procedure and complaint could be lodged at any time.</p>	Yes
4.4.2.5	<p>Review of complaint records there are no complaints lodged as at audit date</p>	Yes
4.4.3.1	<p>JKPSB provides job opportunity to local communities for estate operation, admin and general worker.</p>	Yes
4.4.4.1	<p>JKPSB established Safety and Health Policy dated 05/03/2019 signed by Director.</p> <p>The policy is available at the estate notice board.</p> <p>The Safety and Health policy briefing conducted on 17/01/2020 to all workers.</p> <p>Stakeholders briefed on company policies include Safety and Health Policy during stakeholders meeting on 11/01/2020.</p>	Yes
4.4.4.2	<p>a The safety and health policy is available at the notice board.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Workers briefed on the safety and health policy on 17/01/2020.	
b	JKPSB established HIRARC dated 20/03/2019. The HIRARC assessment includes all relevant field activities. The HIRARC table include activity, hazards, risk and effects, risk rating, existing control, PIC, additional control and date review.	Yes
c i	Record training on safety work practice and PPE conducted to workers on 07/05/2019.	Yes
c ii	SDS is available at the chemical store. Example: Glyphosate 41% dated 01/05/2016. Cergas 20WG dated 01/05/2016 Store is in good condition and locked. Sighted arrangement of liquid chemical placed in tray below and powder chemical placed on top. All chemicals have original labelling.	Yes
d	Records of PPEs issuance are maintained. Example: <ul style="list-style-type: none"> • Helmet • Goggle • Hand glove • Sickle cover • Apron During site visit all workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA. CHRA conducted on date 08/03/2019.	Yes
e	JKPSB established following procedures: <ul style="list-style-type: none"> • Chemical Store procedure dated 20/03/2019 for proper handling of chemical in the store. • Chemical Spraying procedure dated 20/03/2019 for chemical handling for spraying activity. Major non-conformity 1 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.	No
f	JKPSB appoints Senior Supervisor as person in-charge of safety and health	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>g JKPSB not required to conduct quarterly safety meeting since the total number workers are below 40.</p> <p>Latest safety and health meeting conducted on 27/12/2019.</p> <p>The meeting agenda includes briefing of OSH to workers.</p>	Yes
	<p>h JKPSB established SOP emergency dated 28/03/2019.</p> <p>Emergency contact numbers and fire plan available at notice board.</p>	Yes
	<p>i First aid training conducted by Bulan Sabit Merah Malaysia dated 23/06/2019 attended by safety and health PIC.</p> <p>Contact details for emergency available at estate notice board.</p> <p>During site observation, first aid kit available at office and operation site.</p>	Yes
	<p>j JKPSB established record book for accidents and injuries. No reported of any injuries.</p> <p>Sighted JKKP registration document no: JKKP SB/19/04/135796.</p> <p>No accidents reported.</p>	Yes
4.4.5.1	<p>JKPSB established Polisi Social dan Hak Asasi Manusia dated 05/03/2019 signed by Director.</p> <p>The policy statement company is committed to good social practice and respect human rights.</p> <p>The policy is available in Bahasa Malaysia and displayed at housing and office notice boards.</p> <p>Training on policy conducted on 17/01/2020 for all workers.</p> <p>During site interview with workers, they understand on the policy.</p>	Yes
4.4.5.2	<p>JKPSB established Polisi Social dan Hak Asasi Manusia dated 05/03/2019.</p> <p>The policy statement respect and provide equal opportunity regardless of race, gender, nationality, political opinion, colour and age.</p>	Yes
4.4.5.3	<p>JKPSB established contract agreement for workers in accordance to Sabah Labour Ordinance Cap 67.</p> <p>The contract agreement states the pay rate of RM42.31 per day in accordance to the Minimum Wage Order 2018 and crosscheck with the wage in the payslip.</p> <p>The working contracts are signed by workers and management.</p>	Yes
4.4.5.4	<p>JKPSB do not engage contractors for any field operations. Therefore, no contractor worker wage available for review.</p>	Yes
4.4.5.5	<p>JKPSB established list of workers that contain name, gender, date of birth, date joined and nationality.</p> <p>Document review and site interview confirmed all workers are permanent employed.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.6	<p>JKPSB established worker contract for every worker recruited.</p> <p>The management provide fair contract duly signed by both parties.</p> <p>The worker is briefed on the working contract terms and conditions, wage, type of work and copy is provided.</p> <p>During site interview with workers confirmed they are briefed on the contract terms and conditions and received a copy after signed.</p>	Yes
4.4.5.7	<p>JKPSB established 'Masa Berkerja' and displayed at housing and estate office notice board.</p> <p>The working hours for workers starts from 6am to 2 pm with rest time from 10m to 11 am.</p> <p>Workers time recording via morning muster check roll.</p> <p>Working hours and overtime stated in working contract.</p> <p>Overtime rate according to Sabah Labour Ordinance requirements of 1.5 times hourly rate for normal overtime and 2.0 time hourly rate for rest day and public holidays.</p> <p>Interview with workers, they are aware on the working hours and overtime rate.</p>	Yes
4.4.5.8	<p>Working hours publicly available at notice board.</p> <p>The working hours is from 6.00 am to 2.00 pm</p> <p>The break time is between 10.00 am to 11.00 am</p> <p>The overtime is based on mutual basis.</p> <p>Interview with workers, they are aware of overtime rate.</p>	Yes
4.4.5.9	<p>JKPSB established 'Masa Kerja' and displayed at the notice board.</p> <p>Reviewed on the pay slip, contract and check roll of workers for working hours and overtime complied with legal regulations.</p> <p>During field visit workers feedback they understand the working hours and overtime time. Worker confirmed the wage paid is in line with legal requirements.</p>	Yes
4.4.5.10	<p>JKPSB provides benefits to workers such as incentive for harvester, free transportation for school children, medical care, SOCSO, housing, water and electricity.</p>	Yes
4.4.5.11	<p>JKPSB workers housing adopt industry best practices.</p> <p>Site observation on the worker living quarters has basic amenities such as water, electricity and gardening area.</p>	Yes
4.4.5.12	<p>JKPSB established Sexual Harassment dated 05/03/2019 sign by Director.</p> <p>The policy states Pihak Pengurusan ini komitted untuk menyediakan tempat kerja yang selamat dan bebas daripada gangguan seksual untuk setiap pekerja dan individu syarikat</p> <p>The policy is displayed at notice board.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The policy briefing conducted to workers on 17/01/2019. No complaint lodged for related issue.	
4.4.5.13	JKPSB established “Polisi Sosial Dan Hak Asasi Manusia” dated 05/03/2019 signed by Director. The policy statement Menghormati hak-hak pekerja untuk berpersatuan and menyertai kesatuan. The meeting conducted on 21/06/2020 discuss social issue such as housing, transport, clinic, school and etc. During the interview with workers there is no union form in JKPSB.	Yes
4.4.5.14	JKPSB established “Polisi Pengambilan pekerja dated 05/03/2019. The policy statement Pihak pengurusan komited untuk memastikan bahawa pengambilan pekerja adalah mengikut undang-undang dan pertaruhan Malaysia. Ia hendaklah memastikan bahawa tida kanak-kanak atau orang muda yang bekerja di ladang. Review and checked employees list, all workers are above 18 years and checked during field visit.	Yes
4.4.6.1	JKPSB established training program for year 2020 dated 02/01/2020. Training conducted involved workers, staff and contractor workers. Example of training conducted: MSPO policy dated 07/05/2019 Company policies dated 17/01/2020 Complaint and grievance briefing dated 21/06/2019. Training on safety work practice and PPE dated 07/05/2019.	Yes
4.4.6.2	JKPSB established training need analysis and training matrix for workers and mandore dated 29/07/2019. The training need analysis is based on job description.	Yes
4.4.6.3	JKPSB established annual training programme dated 02/01/2020 for year 2020.	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	JKPSB established “Polisi Alam Sekitar” dated 05/03/2019 signed by Director. Policy is available in Bahasa Malaysia and displayed at estate notice board. The policy statement: Pihak pengurusan percaya bahawa keseimbangan yang mamapan dalam kehijaun di antara pemuliharaan alam sekitar dan perniagaan perladangan kami perlulah di kekalkan. Kami kimited , bertanggungjawab dan akan berusaha untuk kemajuan yang berterusan untuk memelihara alam sekitar	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>demi mencapai matlamat pembangunan lestari melalui langkah – langkah berikut:</p> <ul style="list-style-type: none"> • Mematuhi undang-undang dan peraturan alam sekitar • Mengelakkan daripada menanam di kawasan atau tanah marginal seperti tanah gambut (lembap) atau kawasan yang curam • Mengurangkan sebarang kesan yang buruk teradap alam sekitar semasa • Prosedur penilaian prestasi dan penunjuk alam sekitar yang bersesuaian • Memelihara dan membangunkan zon pemampasan sungai dan kawasan pemuliharaan yang di keteoikan kepada koridor Asli untuk hiduan liar dan biodiversities lain. • Melaksanakan pembakaran sifar pada semua aktiviti perladangan kami. <p>JKPSB established Environmental improvement plan dated 05/08/2019</p> <p>The plan consist of Activity, Environment Aspect, Environment Impact (Negative and positive impacts), mitigation or improvement plan, monitoring, timelines and PIC.</p> <p>Environment policy briefed to workers dated 17/01/2020.</p>	
4.5.1.2	<p>a JKPSB established 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 05/08/2019 and include environmental aspect and impact assessment.</p> <p>Example: Activity: Chemical mixing Aspect: Spillage and uncontrolled release into the environment Potential Environmental Impact : Soil Quality</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: Activity: Disposal of fertilizer bag Negative impact: Soil contamination. Positive impact: Reused empty fertilizer bags for loose fruit collection activity.</p>	Yes
4.5.1.4	<p>JKPSB established Environment Management plan dated 05/08/2019 include action to promote positive impacts.</p> <p>Example: Activity: Chemical spot spraying</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Aspect: Spot spraying 3 to 4 weeks after manual slashing at inter rows</p> <p>Potential Positive Environmental Impact: Reduced chemical usage to reduce soil contamination.</p> <p>Action for promotion: Continuous training and supervision</p>	
4.5.1.5	<p>JKPSB establish training program dated 02/01/2020 include the training for environmental.</p> <p>Major NC 02:</p> <p>Environmental awareness and training not conducted.</p>	No
4.5.1.6	<p>JKPSB has not conduct regular environmental meeting with workers</p> <p>Major NC 03:</p> <p>No evidence of regular meetings conducted with employees to discuss on environmental quality or related issues.</p>	No
4.5.2.1	<p>JKPSB established diesel and electricity usage record for year 2017 to year 2019.</p> <p>The baseline established for usage of diesel is 10,000 litres per year for farm operations and electricity from the grid for workers quarters..</p> <p>JKPSB established energy management plan dated 05/08/2019 include plan to reduce usage of diesel and electricity..</p> <p>Example: 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>Pic: Safety & Health person in-charge</p> <p>Timeline: Continuous</p> <p>Target: Reduced fuel consumption and improved fuel consumption efficiency in the end.</p>	Yes
4.5.2.2	<p>JKPSB established year 2019 annual budget for diesel consumption and electricity consumption from the grid.</p> <p>Monthly diesel consumption compared against actual for 2019 and found to be lower than the baseline..</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>CIP dated 07/01/2020 describe proposed implementation for solar energy at workers quarter.</p>	Yes
4.5.3.1	<p>JKPSB established waste management plan dated 20/03/2019 identifying waste category as solid, liquid, gas and noise.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>: Solid: Pruned fronds Source: Harvesting</p> <p>Action plan: Stacked and decayed in field</p> <p>Improvement: Proper frond stacking</p> <p>Person in-charge: Field supervisor</p>	
4.5.3.2	<p>a JKPSB established Waste management plan dated 20/03/2019.</p> <p>The sources of wastes and pollutions are identified and monitored.</p> <p>Example :</p> <p>Waste Category: : Liquid</p> <p>Type of Waste: Used lubricant oil</p> <p>Source: Workshop</p> <p>Monitoring and action plan: Install proper oil trap and used lubricant oil to be disposed by authorized collector</p> <p>PIC: Supervisor and store keeper</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>Source of waste: Empty chemical container</p> <p>Method: Reused</p> <p>Usage for: Spillage tray</p>	Yes
4.5.3.3	<p>JKPSB established SOP Management of Scheduled Waste dated 20/03/2019.</p> <p>Clause 6.1 Pengendalian, Penyimpanan dan Pelabelan of SOP describes:</p> <ul style="list-style-type: none"> • Amalan pengendalian Bahan Terjadual (BT) yang selamat dan betul haruslah diamalkan oleh semua pekerja yang terlibat di dalam pengendalian BT bagi mengelakkan daripada berlaku kecederaan yang disebabkan oleh pendedahan BT atau tumpahan yang mengakibatkan pencemaran alam sekitar. • Penyimpanan atau penstoran BT perlu disimpan di kawasan yang sesuai iaitu di stor penyimpanan BT. Stor haruslah direka dan diselenggarakan dengan baik untuk mengelakkan berlaku tumpahan atau kebocoran. • Kesemua tempat atau bekas penyimpanan BT haruslah dilabel dengan baik dan jelas berdasarkan Jadual Ketiga Peraturan Bahan Buangan Terjadual 1989. <p>Clause 6.2: Pelupusan Bahan Terjadual of SOP describe:</p> <ul style="list-style-type: none"> • Pelupusan BT hanya boleh dilakukan di premis yang ditetapkan dibawah peruntukan undang-undang sahaja. • Untuk memenuhi peruntukan undang-undang di bawah Peraturan Bahan Buangan Terjadual 1989, pelupusan, penghantaran dan 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	pengangkutan BT hanya boleh dijalankan menggunakan pengangkutan BT yang berdaftar dengan Jabatan Alam Sekitar (JAS) sahaja,	
4.5.3.4	JKPSB established SOP for disposal empty chemical container dated 20/03/2019. SOP describe: <ul style="list-style-type: none"> All empty chemical containers must be triple rinsed, label, punctured and kept at proper storage. All empty chemical container shall be disposed via authorized contractor. 	Yes
4.5.3.5	JKPSB domestic waste disposed at landfill Landfill is located away from housing area and water ways. The area is fenced and opening and closing date signage installed	Yes
4.5.4.1	JKPSB established Waste management plan dated 20/03/2019, which identify category of waste as solid, liquid, and gas. Example: Waste Category: Gas Source: Emission from fertiliser application Type of Gas: CH ₄ , N ₂ O Treatment method: Develop an annual manuring programme to control the amount of fertilizer usage.	Yes
4.5.4.2	JKPSB established Waste Management Plan dated 20/03/2019 include action plan to reduce pollutants. Example : Type of waste: Gas Source - Vehicle and machinery's exhaust Location: Workshop & Road Gas generated: CO ₂ , CH ₄ , NO _x , SO _x Management Action plan: Carry out daily vehicle and machinery inspection & Overhaul vehicle and machinery engine when required Action plan for Improvement: Replace old vehicles and machineries & closed supervision	Yes
4.5.5.1	a JKPSB established water management plan dated 05/08/2019 describes sources and usage. .Source: Rain water Usage: Domestic and field operations	Yes
	b JKPSB estate has a stream flowing through estate. However, monitoring of incoming and outgoing water quality not established. Major NC 04:	No

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	JKPSB shall established mechanism to monitor incoming and outgoing water quality of Sungai Bangau-bangau flowing within JKPSB estate.	
c	JKPSB established water management plan dated 05/08/2019 describe the source and usage of water. JKPSB monitor rainfall for water optimization planning of usage. Rainwater for domestic and operations Chemical containers rinsed water is recycle for pre-mix usage. Pits are dug to store water for field operation du.	Yes
d	JKPSB established "Procedure Perlindungan Sungai" dated 23/08/2019 to monitor the buffer zone along stream water flowing though the estate. Interviewed workers informed no chemical spraying and fertilizing allowed at buffer zone area. Site observed buffer zone well maintain.	Yes
e	Buffer Zones along the stream is well maintained. Site inspection observed no natural vegetation removed.	Yes
f	There are no bore wells constructed to extract ground water.	Yes
4.5.5.2	There are no bunds or weirs constructed across stream. This could be confirm during field observation.	Yes
4.5.5.3	JKPSB practice rain harvesting for domestics and operation 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 Interviewed workers informed no hunting, allowed. Any sighted of wildlife to inform the management. .	Yes
	b JKPSB established High Biodiversity Value Management Plan dated 05/08/2019. include list of sighted wildlife in and around the estate Example of wildlife sighted in the estate: Wild boars, squirrels, Snakes, Deer	No
4.5.6.2	a JKPSB High Biodiversity Value Management Plan report dated 05/08/2019 include management plan to protect wildlife. i. No Hunting iat plantation area ii. Signboard of no hunting displayed at the estate to inform stakeholders Yearly assessment of RTE shall be carried out to check on the status of the wildlife. Interviewed workers informed no hunting at area identified as HBV area.	Yes
	b JKPSB established Rare, threated and endangered species protection policy signed by Director dated 05/08/2019 as follow:	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	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).	
4.5.6.3	JKPSB Biodiversity Value Management Pan include monitoring of protect wildlife	Yes
4.5.7.1	JKPSB Environmental Policy dated 05/03/2019 has a statement for Zero Burning statement Melaksanakan pembakaran sifar pada semua aktiviti perladangan kami. No sign of open burning sighted during site verification at landfill, newly planted area and housing quarters.	Yes
4.5.7.2	JKPSB established Environmental policy dated 05/03/2019 signed by Director include a statement on Zero burning. There are no serious palm diseases sighted during the field visit that require burning.	Yes
4.5.7.3	JKPSB established Environmental policy dated 05/03/2019 signed by Director include a zero burning statement for all estate operations. There are no application documents sighted for controlled burning.	Yes
4.5.7.4	JKPSB has new planting carried out in year 2019. During site visit observed no burning for land clearing activity. There is no previous crop planted on the new planting area.	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. SOP established: Nursery, Mature and Immature activities dated 31/12/2018. Chemical Spraying dated 20/03/2019 During onsite interviewed workers informed understand on best practice for chemical spraying activities such as use PPE, avoid any chemical spraying activities at buffer zone and wash PPE after work. Training on SOP chemical mixing and spraying conducted on 20/03/2019.	Yes
4.6.1.2	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 activates. The Field book oil palm planting describes as follow: <ul style="list-style-type: none"> Volume 2 Tanaman belum berhasil, page 53 pembuatan teres kontur dan tapak kuda Page 57 Tanaman penutup tana 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Planting Legume cover crop (LCC). To avoid soil erosion of water, nutrient. <p>Site visit at buffer zone area sighted signage installed with information of no chemical spraying, no manuring and no fishing.</p>	
4.6.1.3	JKPSB established permanent block markers for each block with information of block number, block size and year of planting.	Yes
4.6.2.1	<p>JKPSB established management plan for 3 years from 2019 to 2021.</p> <p>The content of financial plan includes:</p> <p>Financial projection</p> <p>Oil palm – budget & projection operation cost</p> <p>New planting or replanting program</p>	Yes
4.6.2.2	JKPSB established replanting program dated 05/08/2019 states there is no replanting plan for next 5 years from year 2020 until year 2025.	Yes
4.6.2.3	<p>JKPSB established long-term plan & financial projection for year 2019-2021 includes:</p> <ul style="list-style-type: none"> FFB projection MT. Yield/Ha MT/Ha. FFB Price forecast/MT. Estate operation cost. Planting material. – calix 600 	Yes
4.6.2.4	The monthly progress report and annual report implemented with the goals and objectives are monitored on monthly basis for the profit and loss.	Yes
4.6.3.1	<p>JKPSB purchased fertilizers using quotation system. Quotation include description of the product, pricing and payment term. .</p> <p>JKPSB issue purchased order for fertilizing purchasing. Information in purchase order states fertilizer type, quantity, unit per price and total price.</p>	Yes
4.6.3.2	JKPSB purchased fertilizer from supplier through quotation system. JKPSB made payments on timely according to quotation terms and conditions.	Yes
4.6.4.1	JKPSB does not engage contractors. Therefore, no documents established.	Yes
4.6.4.2	JKPSB does not engage contractors. Thus, no contract agreement available for review.	Yes
4.6.4.3	JKPSB does not engage contractors. Therefore, no agreement established	Yes
4.6.4.4	JKPSB 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 with first planting in Year 1996 and latest planting is in Year 2019.</p> <p>The newly planted area is not located in HBV as describe in the High Biodiversity Management Plan.</p> <p>Field visit at the new planting area observed it is not a HBV area.</p>	Yes
4.7.1.2	<p>JKPSB new planting area is 129.93 ha which is less than 500 hectare thus do not required to conduct EIA.</p> <p>JKPSB has conducted PMM dated 06/01/2020 for the new planting area.</p>	Yes
4.7.2.1	<p>JKPSB planting statement for current and new planted area is review and did not identify any peat soil.</p> <p>Onsite inspection no sighting of peat soil land.</p>	Yes
4.7.3.1	<p>JKPSB established Social, Environmental Impact and Aspect (SEIA) dated 14/01/2020 for new development area.</p> <p>The assessment include inputs from workers, neighbouring estates, government agencies and NGOs.</p>	Yes
4.7.3.2	<p>JKPSB established SEIA dated 14/01/2020 for new planting area.</p> <p>The assessment include inputs from workers, neighbouring estates, government agencies and NGOs.</p> <p>The new planting area land is owned by the company.</p>	Yes
4.7.3.3	<p>JKPSB established SEIA dated 14/01/2020 includes management and monitoring plan for new planting area.</p> <p>Example:</p> <p>Environmental aspect</p> <p>Positive impact: The local communities employed by JKPSB aware on prohibited illegal hunting and they are bound by the company policy of no hunting and this will helps the company to conserve wildlife within company compound.</p> <p>Management plan: Strictly enforcement of company's no hunting policy and improve worker's awareness on wildlife conservation</p> <p>Monitoring plan: Annual review</p> <p>Negative impact: Damaged on wildlife habitats</p> <p>Management plan: No land clearing activities at high HBV area. Land clearing only carried out at area stated in land titles which is designated area for agricultural purpose. A 10 meter buffer zone is established at area bordering with forest reserved.</p> <p>Monitoring plan: Annual review.</p>	Yes
4.7.3.4	<p>JKPSD new development area does not involve any smallholders scheme.</p>	Yes
4.7.4.1	<p>JKPSB establish soil map for new planting area.. The type of is mineral and soil series is Brantian Association.</p>	Yes

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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	JKPSB established topography map did not identify any steep terrain for the new planting area. The type of soil are mineral of Brantian Association listed in the soil map.	Yes
4.7.5.2	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. JKPSB new planting area map and inspected. From field observation the new planted area is not fragile or marginal soil.	Yes
4.7.5.3	JKPSB new planting area is not on peat land and marginal soil. The soil map is review and location is inspected and observed no marginal soil and peat land.	Yes
4.7.6.1	JKPSB new planting are ia native land owned by the company. Therefore, no FPIC required and no communities affected. .s.	Yes
4.7.6.2	JKPSB new planting area is native land owned by the company. The location is inspected and there are no sacred sites.	Yes
4.7.6.3	JKPSB new planting area land title is native land owned by the company and not customary land.	Yes
4.7.6.4	JKPSB new planting area is native land owned by the company and not customary land. Thus, no compensation or agreement required to establish.	Yes
4.7.6.5	JKPSB new planting area is native land owned by the company. Therefore, not a customary land.	Yes
4.7.6.6	JKPSB new planting is owned by the company. Therefore, no communities affected and no compensation is required.	Yes
4.7.6.7	JKPSB new planting area is native land and not customary land. Therefore, no compensation.	Yes
4.7.6.8	JKPSB new planting is on native title owned the company. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

X	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.
	Not applicable. No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.</i></p> <p><i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i></p>	

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4.5. Detail of Audit Findings in last audit

Stage 1 audit findings corrective action are reviewed during stage 2 certification audit process.

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,	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.			
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

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Non Conformity Number 01	
Name of Lead Auditor In Training: Chan Shi Lie	Date of Closure: 20/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

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

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Non Conformity Number 02	
Name of Lead Auditor In Training: Chan Shi Lie	Date of Closure: 20/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

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.		
Location:	Office		
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	
Raise by:	Chan Shi Lie	Date Raise:	21/01/2020
Deadline for implementation	20/03/2020		
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:			
<ul style="list-style-type: none"> i. Wildlife protection ii. Scheduled waste management iii. Reserved forest iv. Buffer zone protection 			
The evidence documents 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 03	
Name of Lead Auditor / Auditor:	Date of Review:

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	
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: <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	
Name of Lead Auditor / Auditor:	Date of Review:

Nr.	Indicator	Location	Opportunity for Improvement
1	4.4.5.5	Estate	Management could consider improve on the worker list by adding job type.
2	4.4.6.2	Estate	Management could improve the training need analysis for employees.

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Nr.	Indicator	Location	Opportunity for Improvement
3	4.5.6.3	Estate	Management may consider improve on monitoring of sighted wildlife.

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5. CONCLUSION

JK Plantation Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct certification audit for its estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There 4Major NC raise and closed out successfully.

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

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

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:	672.62 Ha
Certified FFBs January to December 2019:	6,353.08 Mt
Projected FFBs January to December 2020	6,050.00 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

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

Puchong, 15/04/2020

Chan Shi Lie
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 15/04/2020

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

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7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1	Muhd. Anugrah	Andamy Estate / Field Supervisor
2	Sanawi Salim	Andamy Estate / Senior Field Supervisor

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

This report is sent to the certification body or bodies, 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
- Additional annexes, number