



MSPO CERTIFICATION SUMMARY REPORT

JUJUT PLANTATIONS SDN BHD

SURVEILLANCE 03

Onsite Audit Date: 13/06/2022 – 15/06/2022

TUV NORD (Malaysia) Sdn Bhd

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Company Name: Jujut Plantations Sdn Bhd

Certifying Unit: Jujut Plantations Sdn Bhd

Client Number: 92-093

Audit Type: ASA 03

Mode of Audit: Onsite



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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	Malaysian 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	Malaysian Palm Oil Certification Council
SDS	Safety Data Sheet

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1. INTRODUCTION

Jujut Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a surveillance audit for its oil palm estates according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance audit is to assess the estates 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 Jujut 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 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

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

1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and 1 team 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: Muhammad Khairul Anuar bin Azizul Hasan

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

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	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	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers' course.

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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	Ariff bin Lokman	Graduate in Plantation Industry and Management.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Ariff bin Lokman	7 years working experience in oil palm plantation.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Ariff bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
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.	Ariff bin Lokman	Qualified as Lead Auditor for MSPO scheme.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Ariff bin Lokman	7 years working experience in oil palm plantation.	Yes

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

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2. METHODOLOGY

The audit approach consists of the following steps:

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

Surveillance Audit:

The surveillance three (03) audit conducted onsite from 13/06/2022 to 15/06/2022 covering the following activities but not limited to below:

Onsite:

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

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- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit;
- Assessment reporting.

On-site Assessment

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

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

For the onsite, surveillance audit, the selected estates based on the formula $S = 1\sqrt{n}$ where S = sample size and n = number of estates with a risk factor of 1 for regular risk which is in accordance to MSPO certification procedure.

Based on the formula, the sample size for the estates $S = 1\sqrt{2} = 1.41$, therefore round up to the next integral of 2 estates. Thus, a total of 2 estates selected for the onsite assessment and inspection as listed in Table 2-1 below:

Table 2-1: Estate(s) Selected

Name of Estates	Coordinates
Jujut Plantations Sdn Bhd	N 4.494706, E 118.441264
Saham Plantations Sdn Bhd	N 4.483811, E 118.451186

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

Jujut Plantations Sdn Bhd is an oil palm plantation company located at TB10770, Taman Megah Jaya, WDT 170, 91009 Tawau Sabah. There are 2 estates Jujut Plantation and Saham Plantation in this group certification.

The details of the estates as below:

Name of Estate or Division	Location	Coordinates
Jujut Plantations (Sing Sing Div)	Km 10, Jln Semporna/Kunak, Off Km 90, Jln Tawau/Semporna, Semporna Sabah.	N 04° 29' 40.94" E 118° 26' 28.55"
Jujut Plantations (Balung Div)	Km 20, Jln Bt Tajam, Off Km 35, Jln Apas Balung, (Jln Tawau/Lahad Datu), Tawau.	N 04° 27' 13.30" E 118° 3' 48.96"
Jujut Plantations (Tagasan Div)	Kg Kubang Baru, Km 5, Jln Tagasan, Off Km 95, Jln Tawau/Semporna, Semporna.	N 04° 24' 8.24" E 118° 32' 16.60"
Saham Plantations	Km 8, Jln Semporna/Kunak, Off Km 90, Jln Tawau/Semporna, Semporna Sabah.	N 04° 29' 1.72" E 118° 27' 4.27"

3.1. Production volume

Name of Estate or Divisions	Area (Ha)		Projected FFB Production (mt) (June 2022 to Dec 2022)
	Total*	Production**	
Jujut Plantations (Sing Sing Div)	232.70	211.71	2,100
Jujut Plantations (Balong Div)	354.68	327.63	1,960
Jujut Plantations (Tagasan Div)	159.73	142.16	840
Saham Plantation	83.04	72.18	840
Total	830.15	753.68	5,740

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

**Immature + Mature Area

3.2. Planting Program for Each Estate or Division

Year / Estate or Division	Jujut Plantations			Saham Plantation
	Sing Division	Sing	Tagasan Division	
1996		9.04	0.00	0.00

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1997	0.00	0.00	0.00	19.24
1998	0.00	85.12	0.00	0.00
1999	127.62	40.47	0.00	0.00
2000	0.00	24.28	0.00	0.00
2002	0.00	69.26	0.00	0.00
2003	75.05	53.08	0.00	0.00
2004	0.00	0.00	0.00	52.94
2005	0.00	55.42	0.00	0.00
2006	0.00	0.00	142.16	0.00
Total Mature	211.71	327.63	142.16	72.18
Total Immature	0.00	0.00	0.00	0.00
Total	211.71	327.63	142.16	72.18

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each estate or division			Total area to be replanted (ha)
	Sing Sing Division	Balung Division	Saham Plantation	
2022	0	98.74	0	98.74
2023	32.43	47.58	19.24	99.25
2024	20.23	79.58	0	99.81
2025	37.30	60.57	0	97.87
2026	58.42	41.16	0	99.58
TOTAL	148.38	327.63	19.24	495.25

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3.4. Map of Estates or Divisions Location

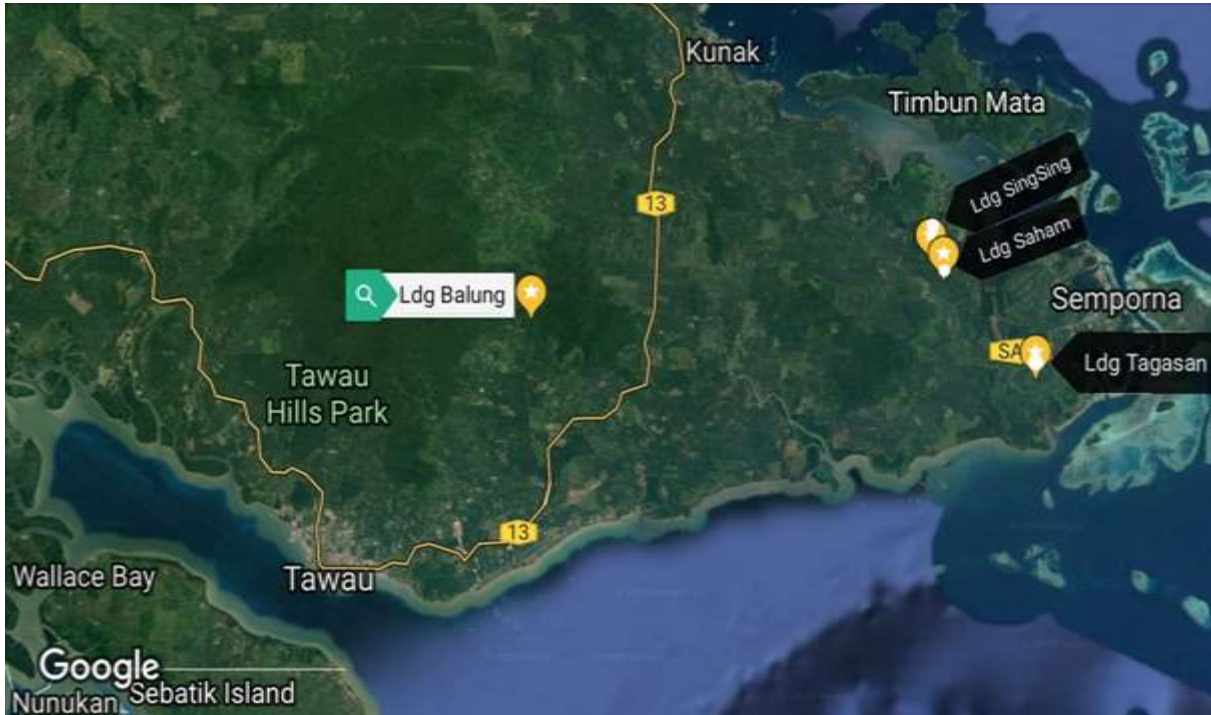


Figure 1: Jujut Plantations Sdn. Bhd. location.

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4. CERTIFICATION ASSESSMENT

4.1. ASA 03

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

4.1.1. Surveillance 03:

The Surveillance three (03) audit is conducted from 13/06/2022 to 15/06/2022 covering 2 selected estates – Jujut Plantations Sdn Bhd and Saham Plantations.

During the last surveillance audit, there are 1 Major and 5 Opportunities for Improvement (OFI) are raised.

During this surveillance 03 audit, the major non-compliance raised in the last audit, the audit team has review by means of physical inspection of estates, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

The major non-conformances raise during the last surveillance 02 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.

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

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

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

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Jujut Plantations Sdn Bhd (JPSB) established Sustainability Agriculture Policy updated 26/11/2020 signed by Director.</p> <p>The policy is in both English and Bahasa Malaysia and displayed at estate notice boards.</p> <p>Policy briefing conducted to workers and staff dated 28/02/2022.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they have been briefed on MSPO policy.</p>	Yes
4.1.1.2	<p>JPSB Sustainability Agriculture Policy updated 26/11/2020 signed by Director.</p> <p>The policy states:</p> <p>JPSB is also committed to continual improvement practice by harnessing its resources of people, processes and technology in order to ensure the continuous production of oil palm product in a sustainable manner.</p>	Yes
4.1.2.1	<p>JPSB had established the Flowchart for Internal Audit system where the internal audit had been programmed for a yearly basis.</p> <p>The latest internal audit has been conducted on 14/05/2022.</p> <p>Document review, the internal audit form includes strong and weak points.</p>	Yes
4.1.2.2	<p>JPSB established SOP of internal audit dated 09/02/2019.</p> <p>Internal audit conducted on 14/05/2022 identified three (3) major and one (1) minor non-conformities.</p> <p>All findings have determined the root cause, corrections and corrective actions.</p> <p>Example:</p> <p>Finding: Fertilizer store – Unsuitable location;</p> <p>Root cause: Too close with estate office and housing area;</p> <p>Correction: Plan to construct new fertilizer store at suitable area;</p> <p>Corrective action plan: Relocation under planning. Management to notify BOD for future plan;</p> <p>Status: Waiting approval from BOD.</p>	Yes
4.1.2.3	<p>JPSB internal audit results were presented in the management review meeting conducted on 31/05/2022.</p> <p>The outcome of the internal audit and status of the action plan included in the management review.</p>	Yes
4.1.3.1	<p>JPSB conducted management review meeting dated 31/05/2022.</p> <p>The management review is conducted once per year.</p> <p>Management review agenda as follow:</p> <p>- Review on internal audit report;</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	- Others business.	
4.1.4.1	<p>JPSB established Continual Improvement Plan (CIP) dated 05/04/2022.</p> <p>Topics in the CIP include environmental, social, safety and health and general.</p> <p>Table of CIP include improvement action, expected outcome, timeframe and monitoring, status and date review.</p> <p>Example:</p> <p>Issue: Provide housing and other basic necessity for the employee;</p> <p>Expected outcome: Maintain and increase the living quality of the employee;</p> <p>Timeframe and monitoring: Schedule inspection of the housing provided to ensure sustainability;</p> <p>PIC: Estate Manager;</p> <p>Status: On going.</p>	Yes
4.1.4.2	<p>JPSB established SOP New Information, Techniques, Equipment dated 24/06/2019.</p> <p>The SOP describes the process for implementation of new technology:</p> <ul style="list-style-type: none"> • Identification; • Implementation and control. 	Yes
4.1.4.3	<p>JPSB established SOP New Information, Techniques, Equipment dated 24/06/2019.</p> <p>The SOP describes the process for implementation of new technology.</p> <p>The flowchart in the SOP includes training will be conducted before implementation of any new technology.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>JPSB stakeholders list updated on 06/06/2022.</p> <p>Stakeholders list include:</p> <ol style="list-style-type: none"> 1. Government; 2. Suppliers; 3. Non-Government Organization (NGOs); 4. Villages; 5. Neighbour estates. <p>JPSB conducted internal and external stakeholders meeting on 09/04/2022.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Reviewed meeting minutes include topics on MSPO policy, legal requirement, social, safety and health and Covid-19.	
4.2.1.2	<p>JPSB established master list of publicly available document and confidential updated 31/05/2022.</p> <p>Document review of the list of publicly available documents, example:</p> <ol style="list-style-type: none"> 1. Company policies; 2. MPOB License; 3. Organization chart; 4. MSPO Certificate. <p>List of the confidential documents, example:</p> <ol style="list-style-type: none"> 1. Financial report; 2. Company budget; 3. Production report. 	Yes
4.2.2.1	<p>JPSB established SOP for consultation and communication updated on 02/06/2021. The procedure describe on method of communication with internal and external stakeholders.</p> <p>Example;</p> <ol style="list-style-type: none"> 1. Communication to employee and stakeholders; 2. Enquiry / issue from employee and other stakeholder. <p>Document review of the procedure describes on maintaining the method of communication with all internal and external stakeholders.</p> <p>Document review of the flow chart, JPSB appointed assistant manager as person in charge for communication with stakeholders.</p>	Yes
4.2.2.2	JPSB appointed assistant manager as the person in charge for communication with stakeholders.	Yes
4.2.2.3	<p>JPSB established SOP for consultation and communication updated 02/06/2021.</p> <p>Flow chart describe:</p> <ol style="list-style-type: none"> 1. Communication to employee and stakeholders; 2. Enquiry/issue from employee and other stakeholder. <p>Document review of JPSB list of stakeholders dated 06/06/2022 includes Government Agencies, NGOs, School, Neighbour Estates, Suppliers, Village Representatives, and Internal Stakeholders.</p> <p>Document review of training record, consultation and communication briefing to workers conducted on 27/02/2022.</p>	Yes
4.2.3.1	JPSB established SOP for FFB traceability updated on 05/05/2020.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The procedure describes the control guideline for all stages of FFB production as below:</p> <ol style="list-style-type: none"> 1. Start harvesting; 2. Loading; 3. Delivery Note to mill; 4. Weighbridge ticket from mill; 5. Recording. <p>Document review of delivery note document the information clearly state vehicle no, date of delivery, block no and net weight of FFB.</p>	
4.2.3.2	<p>JPSB conduct monthly checks of the traceability documents by the estate admin staff and verify by assistant manager.</p> <p>Document review of Senarai Operasi Tandan book, the traceability system recorded on monthly basis and verify by assistant manager.</p> <p>JPSB conducted Internal audit on 24/05/2021 that include traceability system. Document review of the internal audit report, no findings for traceability.</p>	Yes
4.2.3.3	<p>JPSB established SOP for FFB traceability updated on 05/05/2020.</p> <p>JPSB appointed weighbridge clerks as person in charge of traceability system.</p>	Yes
4.2.3.4	<p>JPBS established SOP for FFB traceability updated on 05/05/2020.</p> <p>The SOP describes the traceability documents as follows:</p> <ol style="list-style-type: none"> 1. Harvesting book 2022– Balong Div, JPSB; 2. FFB records 2022 – 06/05/2022; 3. Bunch checker; 4. FFB Delivery Note no.: 10026, dated 06/05/2022; 5. Mill weighbridge ticket no: 000908, date 06/05/2022. <p>Traceability documents such as field / harvesting block docket to mill weighbridge for all divisions are available and crosscheck for the unique identification number is the delivery note stated in the mill weighbridge ticket.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>JPSB established list of license updated on 30/05/2022 with the validity of each license.</p> <p>Document review on updated licenses:</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> MPOB license for Jujut Plantation (Balung Division) valid from 01/10/2021 – 30/09/2022; MPOB license for Saham estate valid from 09/01/2021 – 31/08/2022; Trading license for all estates valid until 31/12/2022. 	
4.3.1.2	<p>JPSB established legal register updated on 31/05/2022.</p> <p>Document review on legal register, the applicable requirement to estate as follow:</p> <ol style="list-style-type: none"> Malaysia Palsm Oil Board Act 1998 (Act 582); Sabah Labour Ordinance Cap 67; Environment Quality Act 1974; Prevention and Control of Infectious Disease Act 1988. 	Yes
4.3.1.3	<p>JPSB established legal register 2022 with updated on 31/05/2022.</p> <p>Example:</p> <ol style="list-style-type: none"> Prevention and Control Infectious Disease Act 1988 amendment 2020; Minimum Wages Order Amendment 2022. 	Yes
4.3.1.4	<p>JPSB assigned Officer Manager as person for updating legal documents, regulations and licenses.</p>	Yes
4.3.2.1	<p>JPSB established land titles summary include the land titles number, areas, type of title and usage.</p> <p>The land titles are country lease issued by Sabah Land Authority with usage for agriculture crop of economic value, tenure 99 years and fully owned by JPSB.</p>	Yes
4.3.2.2	<p>JPSB land titles are country lease issued by Sabah Land Authority with a tenure of 99 years and for agriculture crop of economic value.</p>	Yes
4.3.2.3	<p>Each land title has a map with the title number and size in acre.</p> <p>The boundary stone numbers are stated in the land titles.</p> <p>Field inspection at boundary area at Balung division and Sham Plantation sighted the boundary stone and boundary marker are available and maintained.</p>	Yes
4.3.2.4	<p>No dispute from previous owners since the land titles are country lease issued by Sabah Land Authority.</p>	Yes
4.3.3.1	<p>JPSB land titles are country lease issued by Sabah Land Authority.</p> <p>No customary land titles listed in the summary of land titles.</p>	Yes
4.3.3.2	<p>JPSB land titles are country lease issued by Sabah Land Authority.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	No customary land title listed in the summary of land titles. Therefore, no maps established.	
4.3.3.3	JPSB land titles are country lease issued by Sabah Land Authority. No customary land title listed in the summary of land titles. 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	JPSB established SIA dated 15/05/2022. The SIA which includes information from the survey and meeting feedback from the internal stakeholders dated 09/04/2022. The SIA includes a summary of positive and negative impacts. The estate in charge is responsible for the actions and implementations. Example: Positive impact: Safety and health related briefing and training are provided to employees; Monitoring / action plan: Continuously provide safety and health related briefing and training when necessary; PIC: Estate manager; Status: Continuous. Field interviews with sampled chemical sprayers informed they have been trained on PPE handling on 28/02/2022. Negative impact: Expensive price of certain good at shops nearby for workers; Action plan: Help workers to buy goods without extra charges; Action plan: Estate in charge; Timeline: Monthly. Field interviews with sampled harvesters and chemical sprayers informed, estate in charge will help them to purchase goods without extra charges.	Yes
4.4.2.1	JPSB established SOP Complaint and Grievance dated 05/05/2020. The procedure describe timelines to solve the complaint within 30 days after complaint received. If the complaint not able to be resolve by estate in charge it will be referred to arbitration panel. Person in charge to resolve the complaint is estate in charge.	Yes
4.4.2.2	JPSB established complaint and grievance form for external and internal stakeholders.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
	<p>The complaint should be resolved within a timeline of 30 days after submitting the complaint.</p> <p>Document review of complaint forms, no complaint record as at audit date.</p>		
4.4.2.3	<p>The complaint and grievance form is available at the office that can be access by all workers and stakeholders.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed that the awareness of complaints and grievances briefing carried out on 28/02/2022.</p>	Yes	
4.4.2.4	<p>JPSB conducted complaint and grievance briefing to workers on 28/02/2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they are able to demonstrate their understanding on the procedure and complaint could be lodged at any time.</p>	Yes	
4.4.2.5	<p>Review of complaint records the complaint record book was maintained from June 2019 till the audit date are kept in the estate office.</p> <p>No complaint lodged from June 2019 till the audit date.</p>	Yes	
4.4.3.1	<p>JPSB provides job opportunity to local communities for estate operation, office clerk and general worker.</p>	Yes	
4.4.4.1	<p>JPSB established Safety and Health policy dated 26/11/2020 signed by Director.</p> <p>Document review of training records, JPSB conducted OSH policy training to all workers dated 28/02/2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed, the awareness regarding safety and health policy and plan were established.</p>	Yes	
4.4.4.2	a	<p>JPSB established Safety and Health Policy dated 26/11/2020 signed by Director.</p> <p>The policy is in English and Bahasa Malaysia language and displayed at offices notice boards.</p> <p>Document review of training records, OSH policy training for all workers dated 28/02/2022.</p>	Yes
	b	<p>JPSB established HIRARC updated 31/05/2022 includes all relevant field activities.</p> <p>The HIRARC includes: Activity, Hazard, Risk and Effects, Existing control, Risk control (admin/engineering), PIC and Risk rating after control.</p> <p>Example:</p> <p>Activity: Harvesting in tall palm area;</p> <p>Hazards: Fallen palm debris & FFB fallen from high palm;</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Risk and Effects: Eye Injury , fracture or sprain and possible fatality; Existing Control: Continuous safety awareness in harvesting operation, report any damage harvesting poles to supervisor, close monitoring of cutters cutting position in the field; PIC: Assistant manager. Field interviews with sampled harvesters informed they understand the risk of specific task.</p>	
c i	<p>JPSB established training program for year 2022 updated on January 2022. SOP training for estate operation conducted on 08/03/2022 include MSPO policy, handling of PPE, training compliant and grievances, safe work for harvesting operation. Field interviews with sampled harvesters and chemical sprayers informed, they understand the safe work practices of their individual task.</p>	Yes
c ii	<p>Review of SDSs for chemicals, fertilizers and lubricants are available at store has been verified. SDS is available in both English and Bahasa Malaysia. Site inspection at chemical and fertilizer stores. The store is in good condition and locked. The arrangement of liquid chemical placed in tray below and powder chemical placed on top. All chemicals have original labelling.</p>	Yes
d	<p>JPSB established records of PPEs issuance for the workers based on their work requirement is maintained and updated. Type of PPE for activity in accordance to HIRARC and CHRA assessment is identified. Example: Chemical sprayer worker; PPE: Goggles, Face Mask, Apron, Rubber Boots and Rubber Gloves. Field interviews with sampled harvesters informed they were provided with PPE according to individual task.</p>	Yes
e	<p>JPSB established SOP chemical handling updated on 24/06/2020. SDS for handling of chemicals and storage are available. Chemical store is in good condition and locked. All chemical products are stored in original label and packaging.</p>	Yes
f	<p>JPSB estate assistant is appointed as person in charge for safety and health matters.</p>	Yes
g	<p>JPSB conducts OSH committee meeting on quarterly basis attended by estate management and workers.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Document review of latest OSH minutes of meeting conducted on 23/03/2022. The agenda in meeting consist of safety matters, health matters, accident reporting, workplace inspection, SOP implementation and others matter are available.	
h	JPSB established Emergency Respond Plan, revision date 10/01/2020. Document review of training record, ERP training conducted to workers dated 28/02/2022. Document review, emergency procedure and contact number is established and display at estate notice board. Document review on incident reporting form, no incident or accident occurs as of audit date.	Yes
i	JPSB established emergency contact details dated 05/05/2019. First aid training conducted to workers and staffs on 07/02/2022. Field inspection of first aid kit box are available at the field operation and well maintained. Site interview with estate manager informed, first aid kit available at office and operations site.	Yes
j	JPSB established record of accident and injuries. JKKP report for year 2021 dated 29/01/2022 is reviewed and no accident cases or injuries occurred in estate. Document review on record of accident and injuries no accident and injuries happened from June 2020 till the audit date. No accidents reported.	Yes
4.4.5.1	JPSB established Human Right Policy dated 26/11/2020 signed by Director. The policy describe: Respect and Support the Universal Declaration of Human Rights by the nations for all workers, contractors, indigenous people, local communities and anyone affected by our operations. The policy is displayed at estate notice board in English and Bahasa Malaysia language. Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on the policy.	Yes
4.4.5.2	JPSB established Equal Opportunity Policy updated 26/11/2020 signed by Director. The policy states company ensure equal opportunities in work place. Hiring, remuneration, access to training, promotion, termination or	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	retirement will be implemented based on job requirements and individual qualification regardless of race, religion or gender. Field interviews with sampled chemical sprayers and harvesters informed, they are aware on company policy and equal opportunity is provided from company.	
4.4.5.3	Major Non-Conformity 01 JPSB established contract agreement for workers in accordance to Sabah Labour Ordinance. JPSB established employment contract daily rate is RM46.15 per day in accordance to the Minimum Wage Order 2020. The working contracts are signed by workers and management. Review on workers' payslip for the month of April 2022 and interviews with general workers informed, the payments made are not in accordance to minimum wage order.	No
4.4.5.4	JPSB do not engage contractor for field operations. Therefore, no employees of contractor wages to be monitor.	Yes
4.4.5.5	JPSB established list of workers that contain name, gender, date of birth, date joined, job description and nationality. Document review on list of workers are maintained and updated.	Yes
4.4.5.6	JPSB established employment contract signed by both estate management and workers. The contract agreement is in Bahasa Malaysia which can be understood by workers. Field interviews with sampled chemical sprayers informed they are aware on employment contract signed and its contents. They are provided a copy for their safekeeping.	Yes
4.4.5.7	JPSB used the check roll records system to monitor the workers reporting work and record workers working hours on daily basis. The working hours displayed at offices notice boards verified. Field interviews with sampled chemical sprayers informed they are aware on the working hours and overtime.	Yes
4.4.5.8	JPSB established working hours and displayed at offices notice boards. Working hours is included in the worker contract agreement. The working hours is from 6.00 am to 2.00 pm. The break time is between 10.00 am to 11.30 am. Field interviews with sampled chemical sprayers and harvesters informed they understand the working hours and overtime time.	Yes
4.4.5.9	JPSB established pay slip records to document workers' wages.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Sampled pay slip for April 2022, workers are paid on piece rated basis for harvesting and chemical spraying.</p> <p>Review on pay slip April 2022, daily rate paid at RM 46.15 to workers for holiday and sick leave as describe in the contract agreement in accordance to Minimum Wage Order 2020.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed, the wages document is in Bahasa Malaysia language which can be understand by workers.</p>	
4.4.5.10	JPSB provides benefits to workers such as housing, water and electricity, SOCSO, medical care, food for Hari Raya celebration.	Yes
4.4.5.11	<p>JPSB workers housing follow the industry best practices.</p> <p>Site inspection at workers quarters, JPSB has provided water tank and electricity at housing area.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed, they are provided with basic amenities such as water and electricity.</p>	Yes
4.4.5.12	<p>JPSB established Sexual Harassment policy dated 26/11/2020 signed by Director.</p> <p>The policy state: To prevent sexual harassment and any other forms of violence against women, works and community.</p> <p>The policy is available in both English and Bahasa Malaysia language and displayed at the estate notice board.</p> <p>The policy training conducted to workers on 28/02/2022.</p> <p>Document review on complaints records, no complaint lodged for sexual harassment.</p>	Yes
4.4.5.13	<p>JPSB established Human Right policy dated 26/11/2020 signed by Director.</p> <p>The policy states company respect the right of employees to join trade union of their choice subject to provisions of relevant national legislation.</p> <p>There is no trade union however estate meeting conducted to discuss with workers on their issues. The estate meeting conducted on 23/03/2022 with staff and workers includes agenda of working hours, social, housing and etc.</p> <p>Field interviews with sampled chemical sprayers informed there is no sexual harassment occur in the estate.</p>	Yes
4.4.5.14	<p>JPSB established Child Labour Policy updated 26/11/2020 signed by Director.</p> <p>The policy states company shall not employ or promote the use of child labour.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Document review on the JPSB employee list, the workers are above minimum age.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed there is no child labour or young person employed by estate management. All workers are above 18 years prior joining the estate.</p>	
4.4.6.1	<p>JPSB established training programme for workers and employees as following:</p> <p>Training programme year 2022 updated January 2022 includes all the SOP training and company policies.</p> <p>OSH program year 2022 updated January 2022 include all topics related to safety and health.</p> <p>Example of briefing conducted:</p> <p>Company policies and SOP complaint grievance briefing dated 28/02/2022.</p> <p>HCV, RTE and environment briefing dated 26/03/2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they attended and understand on the training conducted by management.</p>	Yes
4.4.6.2	<p>JPSB established training programme according to the job task.</p> <p>Training matrix for each of the workers is develop to identify training needs for each of the worker based on their job description.</p>	Yes
4.4.6.3	<p>JPSB established the annual training program for year 2022 updated January 2022 includes company policies, safety & health and environment.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Training on harvesting operation; 2. Training on chemical spraying operation. 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>JPSB established Environmental Policy updated 26/11/2020 signed by Director.</p> <p>JPSB established Environmental Management Plan updated 30/05/2022, document review of the plan includes the relevant laws and regulations.</p> <p>Environmental Policy is publicly displayed at estates notice board.</p> <p>JPSB has been carried out policy training dated 16/04/2022 to the staff and workers.</p> <p>Field interviews with sampled harvesters and general workers informed they has been briefed on environmental policy.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
4.5.1.2	a	JPSB established Environmental Policy updated on 26/11/2020 with objective to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. JPSB to strive on promote environments whenever practical that will ensure a sustainable future.	Yes
	b	JPSB established Environmental Management Plan updated 30/05/2022 and include all operations e.g. fertilizer application, weeds control and workshop operations. Example: Activities: Empty chemical containers;; Environment Aspect: Empty chemical container disposal; Environment Negative impact: Contamination of ground water; Improvement plan: All chemical empty containers need to rinsed 3 time and disposed through third party; Monitoring plan: Waste records; Responsibility: Assistant Manager. Document review sighted waste records, the amount of empty chemical containers reused for chemical spraying activities updated 06/06/2021. Field inspection sighted the empty chemical containers are properly arranged in the empty container store.	Yes
4.5.1.3	JPSB established Environmental Management Plan updated on 30/05/2022 include mitigation for negative impact and promote positive. Document review, the EMP table includes the activity, environmental aspects environmental impacts, ratings, mitigation / improvement plan, monitoring plan and responsible person. Example: Empty pesticide containers Negative impact: Ground and surface water contamination if not following the correct treatments. Harm to human and animals if reused as storing water / food. Become a mosquito breeding site if not punctured. Required space for storing. Positive impact: Empty chemical containers can be recycled and reused for chemical spraying activities. Field inspection at the empty container store, the empty containers maintained and marked with blue label.	Yes	
4.5.1.4	JPSB established Environmental Management Plan updated 30/05/2022 include action to promote positive impacts. Example:	Yes	

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Empty pesticide containers</p> <p>Positive impact: Empty chemical containers can be recycled and reused for chemical spraying activities.</p> <p>Plans & Monitoring Programs: All empty chemical containers need to triple rinsed and disposed through third party.</p> <p>Continuous improvement Program: Triple rinsing training & monitor recycling program.</p>	
4.5.1.5	<p>JPSB established the training program include environmental training for year 2022 such as HCV and RTE, manuring, chemical spraying and chemical mixing.</p> <p>Example:</p> <p>Awareness on environmental of HCV and RTE training has been carried out on 22/03/2022.</p> <p>Field interviews with sampled chemical sprayers informed they has been briefed on HCV and RTE during morning muster.</p>	Yes
4.5.1.6	<p>JPSB conducted latest environmental meeting on 26/05/2021 included workers to discuss related environmental issue and wildlife.</p> <p>Document review of JPSB environmental meeting minutes confirmed no feedback from workers regarding environmental issues.</p> <p>The frequency of the meeting is to be conducted once a year.</p> <p>The environmental issues has been briefed during morning muster call to all workers and staffs.</p> <p>Field interviews with sampled chemical sprayers and general workers informed, they has been briefed on environmental issues during morning muster call.</p>	Yes
4.5.2.1	<p>JPSB establish baseline for diesel used for 3 years from 2019 to 2021 as a guideline to monitor and compare actual diesel usage in year 2022.</p> <p>Document review of diesel consumption for year 2022 lower than baseline due to the high FFB production and strict monitoring of fuel for transportations.</p> <p>Document review of diesel usage record monitor monthly diesel consumption as litre / ton FFB as at May 2022.</p>	Yes
4.5.2.2	<p>JPSB established year 2022 annual budget for diesel consumption.</p> <p>Document review, diesel budget for 2022 is compared against actual usage 2021. The actual diesel usage as at May 2022 is lower compared to budget.</p> <p>Document review of diesel used record established including budget and actual usage for farm tractor, lorry / truck, supervision car, contractor fuel consumption.</p>	Yes

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Indicator	Summary of Assessment	Compliance
4.5.2.3	JPSB install solar panel as renewable energy to generate electricity for office, weighbridge, worker quarters and security guard house to reduce diesel usage.	Yes
4.5.3.1	<p>JPSB established Waste Management Plan updated 30/05/2022.</p> <p>Sources of waste been identified as following:</p> <ol style="list-style-type: none"> 1. Gaseous waste; 2. Solid waste; 3. Liquid waste. <p>Example:</p> <p>Solid waste</p> <p>Activities: Weeds control;</p> <p>Source: Empty chemical container;</p> <p>Monitoring plan: Waste records;</p> <p>Responsibility: Assistant Manager.</p> <p>Reviewed records of empty chemical containers reused for chemical spraying dated 17/05/2022.</p>	Yes
4.5.3.2	<p>a JPSB established Waste Management Plan date of review 30/05/2022 include waste identification and disposal method.</p> <p>WMP describes waste identification and disposal method listing the table type of waste source, location, disposal method, document related and responsibility.</p> <p>Remote document review:</p> <p>Example of source identified and monitored:</p> <p>Solid waste</p> <p>Activities: Weeds control;</p> <p>Source: Empty chemical container;</p> <p>Waste Type: Scheduled waste;</p> <p>Improvement plan: All chemical empty containers need triple rinsed and disposed through third party;</p> <p>Monitoring plan: Waste records;</p> <p>Responsibility: Assistant Manager.</p> <p>Reviewed records of empty chemical containers reused for chemical spraying record dated 17/05/2022.</p>	Yes
	<p>b JPSB established Waste Management Plan updated on 30/05/2022.</p> <p>Source of waste and pollution identify the wastes to be recycled or reuse.</p>	

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Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Empty pesticide containers</p> <p>Positive impact: Empty chemical containers can be recycled and reused for chemical spraying activities;</p> <p>Plans & Monitoring Programs: All empty chemical containers need triple rinsed and reused for block marking signage.</p> <p>Continuous improvement Program: Triple rinsing training & monitor recycling program.</p> <p>Field inspection sighted empty chemical containers are properly arranged in the empty container store.</p> <p>Reviewed empty chemical containers disposal records for March 2022 and field inspection verified the empty chemical container reused as block marking.</p>	
4.5.3.3	<p>JPSB established SOP for chemical management volume 01 updated on 24/06/2022.</p> <p>Field inspection at chemical store and scheduled waste store, spraying tools and empty chemical containers are properly managed and locked.</p> <p>JPSB adopt the SDS for handling of used chemicals and disposal.</p> <p>Site interview with storekeeper informed she is aware of the safe handling of used chemicals and disposal.</p>	Yes
4.5.3.4	<p>JPSB established SOP of chemical management volume 01 dated 24/06/2020 on handling empty chemical containers after used with practicing of rinsing of empty containers and reuse for pre-mix or puncture for reuse as rubbish bins.</p> <p>Site inspection at the empty container store, the empty containers is maintained and marked with blue label.</p> <p>Reviewed records of empty chemical containers reused for chemical spraying record dated 17/05/2022.</p>	Yes
4.5.3.5	<p>JPSB established waste management plan updated on 30/05/2022.</p> <p>During field inspection, observed landfill is located 500m away from housing and waterways.</p> <p>Field inspection at landfill, domestic wastes are dispose in the landfill and no empty chemical containers disposed in the landfill. JPSB properly handle used oil containers and kept in scheduled waste store.</p> <p>Document review of training records, JPSB carried out training on waste handling at landfill dated 30/05/2022.</p>	Yes
4.5.4.1	<p>JPSB established waste management plan updated on 30/05/2022 includes identifying the source of wastes as solids, liquids and gaseous.</p> <p>Example:</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Solid waste</p> <p>Source: Old Battery;</p> <p>Waste Type: Scheduled waste;</p> <p>Continuous improvement Program: Recycling program.</p>	
4.5.4.2	<p>JPSB established waste management plan updated 30/05/2022.</p> <p>The plan includes the action plan for significant pollutants and emissions.</p> <p>Example:</p> <p>Empty pesticide containers</p> <p>Positive impact: Empty chemical containers can be recycled and reused for chemical spraying activities.</p> <p>Plans & Monitoring Programs: All empty chemical containers need to be triple rinsed and disposed through third party.</p> <p>Continuous improvement Program: Triple rinsing training & monitor recycling as block marking signage.</p> <p>Reviewed empty chemical containers disposal records as at March 2022 and field inspection verified the empty chemical container reused as block marking.</p>	Yes
4.5.5.1	<p>a</p> <p>JPSB established Water Management Plan updated 30/05/2022.</p> <p>The sources of water identified are from rain and streams from nearby hills.</p> <p>The usage of water is generally for domestics, chemical mixing and chemical spraying.</p>	Yes
	<p>b</p> <p>JPSB established Water Management Plan updated on 30/05/2022.</p> <p>JPSB conduct water analysis to monitor incoming and outgoing water from stream and river on regular basis by external third party. Latest test result carried out by private lab dated 23/05/2022.</p> <p>Document review sighted result of inflow and outflow of water within National water quality standard.</p> <p>Field inspection at JPSB river, water sampling point is established and maintained.</p>	Yes
	<p>c</p> <p>JPSB established Water Management Plan updated on 30/05/2022.</p> <p>JPSB monitor rainfall data for monitoring of operation and domestic usage as at May 2022.</p> <p>Field interviews with sampled chemical sprayers informed water from rain harvesting is used for domestic consumption.</p> <p>Triple rinse water from empty chemical containers are reuse for pre-mix.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Field interviews with sampled chemical sprayers informed the triple rinsing water from the empty chemical container is reuse for chemical premix.	
d	JPSB established Water Management Plan updated on 30/05/2022. Monthly monitoring of riparian zone established to monitor water quality, signage condition, soil erosion, no activities of chemical and fertilizer. Field inspection sighted appropriate signage is installed at buffer and riparian zones. Field interviews with sampled chemical sprayers informed no chemical spraying and fertilizing allowed at buffer zone area. Document review on training record, JPSB carried out buffer zone briefing to workers dated 22/03/2022. Field inspection observed buffer zone is well maintained.	Yes
e	Field inspection at JPSB (Balung Division), there are no vegetation removed from riparian zones. Riparian zones are well maintained.	Yes
f	Site inspection at JPSB (Balung Division) there are no bore wells constructed to extract ground water.	Yes
4.5.5.2	Field inspection at river across the JPSB, there are no bunds, weirs and dams constructed across main river passing through the estates.	Yes
4.5.5.3	Field inspection and interviews with sampled chemical sprayers informed rain water harvesting has been practice at the labour quarters and chemical mixing areas.	Yes
4.5.6.1	a JPSB established HCV management plan updated on 30/05/2022 to monitor wildlife in and surrounding the estates. Document review on monitoring records of wildlife as follow: Date: 10/04/2022; Type of wildlife: Monkey; Recorded by: Workers; Location: Opposite weighbridge.	Yes
	b JPSB established HCV management plan updated on 30/05/2022 to monitor wildlife in and surrounding the estates. HCV policy and type of protected animal species are publicly displayed at JPSB estates notice board. Field interviews with sampled chemical sprayers informed they are aware on type of protected wildlife such as 'Burung Kenyalang' and no illegal hunting within the plantation area.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.2	a <p>JPSB group established the notification 'Bersama – sama Memerangi Pemburuan Haram'.</p> <p>JPSB established guideline on penalty for hunting or capturing of protected wildlife.</p> <p>Field inspection sighted the guideline is publicly displayed at estate office notice board.</p> <p>Field inspection at estate boundary, signboard of no hunting is installed next to forest area.</p> <p>Field interviews with sampled chemical sprayers informed no illegal hunting in the estate by workers.</p>	Yes
	b <p>JPSB established Environmental Policy updated 16/11/2020 signed by Director state as below:</p> <p>JKPSB shall undertake on educating and enhancing awareness pertaining to protection of the environment and biodiversity of all related stakeholders through regular training and communication.</p> <p>Awareness on environmental of HCV and RTE briefing conducted for workers on 22/03/2022 to brief workers on wildlife protection and prohibition based on Sabah Wildlife Enactment 1997.</p> <p>Field inspection at the jungle boundaries observed appropriate signage installed as information to workers to discourage any illegal or inappropriate hunting, fishing or collecting activities.</p> <p>Field interviews with sampled chemical sprayers informed no hunting, fishing and capturing within and surrounding estate.</p>	Yes
4.5.6.3	<p>JPSB establish monitoring plan to monitor any wildlife and record any sighting.</p> <p>Document review on monitoring records of wildlife:</p> <p>Date: 10/04/2022;</p> <p>Type of wildlife: Monkeys;</p> <p>Recorded by: Workers;</p> <p>Location: Opposite weighbridge.</p> <p>Field interviews with sampled chemical sprayers informed, they were briefed on HCV during morning muster call.</p>	Yes
4.5.7.1	<p>JPSB established Environmental Policy updated on 16/11/2020 signed by Director.</p> <p>Document review on the policy, JPSB shall undertake implementation of zero burning in all oil palm cultivation activities</p> <p>Training on Zero Burning practices conducted on 22/06/2022.</p> <p>Field inspection at sampled sites, there are no sign of open burning sighted.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field inspection at Balung division and Saham plantations sighted no replanting conducted in 2022. Therefore, no assessment to verify any burning activities at replanting area.	
4.5.7.2	JPSB established Environmental policy updated on 16/11/2020 signed by company Director. Field inspection at JPSB (Balung Division), 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	JPSB established Environmental Policy updated on 16/11/2020 signed by Director. Field inspection at JPSB (Balung Division), 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	JPSB adopted field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as a guideline to conduct new planting and replanting practices. The procedure states fell palms will be shredded or chipped method. Document review on replanting program year 2021. There is no replanting conducted in year 2021. Therefore, no assessment to verify status of replanting activities.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	JPSB established relevant SOPs and appropriately documented. Examples: 1. SOP on Harvesting; 2. SOP on manuring; 3. SOP on chemical spraying. The training related to the SOP for best practice had been conducted by the estate management. Document review of training records, example: 1. Harvesting dated 15/04/2022; 2. Manuring dated 15/02/2022; 3. Chemical spraying dated 15/02/2022.	Yes
4.6.1.2	JPSB adopt field handbook for immature oil palm volume 2 series number: ISBN 981-04-1433-1 as SOP guideline for planting within permitted levels on sloping land.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>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; 4. Increase water infiltration; 5. Conserve moisture and increase water infiltration; 6. Provide each palm with equal access to light, nutrients and water. <p>The guidelines includes soil management on step terrains and planting of cover crops.</p> <p>Site interview with assistant manager informed there is no planting on slope at JPSB.</p>	
4.6.1.3	<p>JPSB established the block marking includes block no, year planting, planting material, area and spacing palms.</p> <p>Field inspection on field confirm block marker is installed as below:</p> <p>Block J7, 26.79 Ha, planted year 2000, planting material D x P Guthrie.</p>	Yes
4.6.2.1	<p>JPSB established Long Term Financial Projection 2020 - 2025 for its estates.</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 plan. <p>Site interview with assistant manager informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>JPSB establish replanting plan updated on 31/05/2022.</p> <p>Example:</p> <p>Balung division</p> <ol style="list-style-type: none"> 1. 2022 - 98.74 ha; 2. 2023 - 47.58 ha; 3. 2024 – 79.58 ha. 	Yes
4.6.2.3	<p>JPSB established Long Term Financial Projection 2020 - 2024 for its estates.</p> <p>The document includes:</p> <ol style="list-style-type: none"> 1. Long term plan FFB production and Forecast 2020 -2024; 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>2. Capital Expenditure;</p> <p>3. FFB and CPO price forecast;</p> <p>4. Cost of sales.</p> <p>Site interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	
4.6.2.4	<p>JPSB monitors monthly FFB production, income, expenses and price per ton / FFB.</p> <p>The estate has to submit monthly analysis report, FFB actual vs budget report to the management.</p> <p>An annual review of the budget, actual achieved and compared against previous year.</p> <p>Site interview with assistant managers informed they are monitoring and ensuring the cost within the budget limit.</p>	Yes
4.6.3.1	<p>JPSB purchase fertilizer using quotation and purchase order system.</p> <p>Document review of purchase order date 01/04/2022 issued to supplier and delivery order dated 03/04/2022 received by JPSB.</p> <p>The invoices dated 03/04/2022 from supplier describes the product pricing and payment terms.</p>	Yes
4.6.3.2	<p>JPSB purchased fertilizers from suppliers using purchase order. The documented records of quotation agreed by both parties on the terms and conditions.</p> <p>The invoices dated 02/03/2022 from supplier describes the product pricing and payment terms.</p> <p>Document review on payment voucher issued to supplier is paid in timely manner as agreed by both parties.</p>	Yes
4.6.4.1	<p>Interviewed with JPSB management informed does not engage contractors. Therefore, no documents established.</p>	Yes
4.6.4.2	<p>Interviewed with JPSB management informed does not engage contractors. Therefore, no agreement established.</p>	Yes
4.6.4.3	<p>Interviewed with JPSB management informed does not engage contractors. Therefore, no documents establish for review accept MSPO approved auditors to verify assessments through a physical inspection.</p>	Yes
4.6.4.4	<p>Interviewed with JPSB management informed does not engage contractors. Therefore, no documents establish to review the control points to the tasks performed by the contractor.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	JPSB profile and planting statements, estates maps and land titles are review. The first planting in 1996 and latest planting 2005. Replanting activities will be carried out on 3 rd quarter 2022. Document review on replanting program dated 31/01/2021, replanting will start commencement in 3 rd quarter 2022. Therefore, no new planting and replanting at high biodiversity value area in the estates.	Yes
4.7.1.2	There are no new planting occurs in the estates. The first planting in 1996 and replanting will be in 3 rd quarter 2022. Therefore, no PMM or EIA established.	Yes
4.7.2.1	JPSB soil map reviewed and field, there are no peat land in all estates.	Yes
4.7.3.1	Document review on planting statement and field inspection sighted no new planting in JPSB. Therefore, no SEIA established.	Yes
4.7.3.2	Document review on planting statement and field inspection sighted no new planting in JPSB. Therefore, no SEIA established.	Yes
4.7.3.3	JPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no SEIA established.	Yes
4.7.3.4	There are no scheme smallholders' involved JPSB certification. Therefore not applicable.	Yes
4.7.4.1	JPSB planting statement, estate map and land titles are reviewed. There is no new planting. Therefore, no soil assessment report and soil map establish.	Yes
4.7.4.2	JPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	JPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no topography map and soil assessment report established.	Yes
4.7.5.2	JPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no new planting monitoring plan established.	Yes
4.7.5.3	JPSB planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	JPSB planting statement, estate maps and land titles are reviewed There are no new plantings. Therefore, no FPIC conducted and communities affected.	Yes
4.7.6.2	JPSB planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no management plan established to maintain scared sites.	Yes
4.7.6.3	JPSB planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no management plan established to maintain scared sites.	Yes

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4.7.6.4	JPSB planting statement, estate maps and land title are reviewed. There is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	JPSB planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no FPIC conducted.	Yes
4.7.6.6	JPSB planting statement, estate maps and land title are reviewed. There is no new planting. Therefore, no system established for calculating the compensation for distribution.	Yes
4.7.6.7	JPSB planting statement, estate maps and land title are reviewed. There is no new planting. Therefore, no documentary proof of the transfer of right and payment or provision of agreed compensation established.	Yes
4.7.6.8	JPSB planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

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

4.5. Detail of Audit Findings in last audit

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

Non Conformity Number < 1 >	
Indicator # and Description	4.6.1.1 Standard operating procedures shall be appropriately documented and consistently implemented and monitored. (MAJOR)
Location:	Documentation
Description of Finding / Objective Evidence:	

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Non Conformity Number < 1 >			
Remote document review on SOP for chemical spraying activities, sprayer are required to wear safety goggles, nitrile rubber hand gloves, apron, safety boot and respirator mask.			
Remote photo review on chemical spraying activities, chemical sprayers not using safety goggles and nitrile rubber hand gloves.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Mohd Nur Amin Bin Mohd Halim	Date Raise:	18/06/2021
Deadline for implementation	17/09/2021		
Root Cause Analysis (by company):			
Chemical sprayers are not using correct as per described in the SOP. This is due to lack of monitoring and supervision by the estate management on PPE usage for chemical sprayers.			
Correction (by company):			
Estate management has conducted PPE usage training for chemical sprayers on 08/07/2021.			
Corrective / Preventive Action (by company)			
Estate management will improve supervision and monitoring on PPE usage for chemical sprayers by conducting regular work safety and use of PPE trainings.			
Review of Correction & Corrective / Preventive Action			
JPSB has conducted PPE usage training for chemical sprayers dated 08/07/2021.			
The training brief on type of PPE to be used for all chemical sprayers as per described in the SOP for chemical spraying operation.			
The evidence provided is sufficient to close the nonconformity. The implementation will be verify in the next audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Auditor: Mohd Nur Amin Bin Mohd Halim	Date of Closure: 09/07/2021		
Review of Implementation			
JPSB carried out chemical spraying training for sprayers dated 15/02/2022. The training describes PPE to be used as stated in the SOP.			
Field visits and interviews with chemical sprayers informed, they were briefed on PPE usage for chemical spraying activities.			
The implementation is considered appropriate.			
Name of Auditor: Ariff bin Lokman	Date of Review: 15/06/2022		

4.6. Detail of Onsite Audit Findings Identified during this audit

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

ONSITE AUDIT OUTCOME

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

Non Conformity Number < 1 >			
Indicator # and Description	4.4.5.3 Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. (MAJOR)		
Location:	Field		
Description of Finding / Objective Evidence:			
Review on workers' payslip for the month of April 2022 and interviews with general workers informed, the payments made are not in accordance to minimum wage order.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Ariff bin Lokman	Date Raise:	15/06/2022
Deadline for implementation	14/08/2022		
Root Cause Analysis (by company):			
<ul style="list-style-type: none"> - Early rates proposed by Estate Manager. - Short duration of working hours by general workers. - Lack of reference to Minimum Wages Order. 			
Correction (by company):			
Management had topped up and paid the variances to workers (supporting documents attached)			
Corrective / Preventive Action (by company)			
Board of Director (BOD) approved revised payment and the management adopted the new wages structure proposal in accordance with Minimum Wages Order 2022.			
Management at TWU office will monitor the implementation process, verify and query documents received and conduct random checks in estate operations.			
Estate Management should monitor its activities actively and record working time accurately.			
Review of Correction & Corrective / Preventive Action			
JPSB has approved new minimum wage order as stated in the Memo dated 17/06/2022.			
Review on payment voucher for general workers, arrears amount has been paid accordingly.			
The evidence provided is sufficient to close the non-conformity.			
The implementation will be verified in the next audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Auditor: Ariff bin Lokman	Date of Closure: 15/07/2022		

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Non Conformity Number < 1 >

Review of Implementation

Name of Lead Auditor / Auditor:

Date of Review:

Nr.	Indicator	Description	Location	Opportunity for Improvement
1	4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	Documents	JPSB could improve legal register to include updates on latest regulations.
2.	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	Documents	JPSB could improve HIRARC on the following area; - Power line cable; - Silt pit.
3.	4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	Documents	JPSB could improve environmental meeting frequency.
4.	4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	Housing	JPSB could improve adequacy of electricity supply at workers quarters.
5.	4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and	Documents	JPSB could improve waste management plan to include empty fertilizer bags management.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		implemented. The waste management plan should include measures for: a. Identifying and monitoring sources of waste and pollution		

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5. CONCLUSION

Jujut Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit consisting of 2 estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There is 1 Major NC raise and closed out successfully. The implementation of Major NC will be review and verify during the next audit.

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

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

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

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

Total certified number of estate(s):	2
Total certified production area:	753.68 Ha
Certified FFBs Jan to May 2022:	4,642.71 Mt
Project FFBs June to December 2022:	5,740.00 Mt

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6. RECOMMENDATION

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

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

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

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

	Recommended for Certification
X	Recommended for Continuity of Certification upon closure of non-conformity
	Recommended for Suspension of Certification

Puchong, 04/07/2022

Muhammad Khairul Anuar
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 26/07/2022

Navin Baskram
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.

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

- P&C Audit Report / Checklists
- Audit Plan