

# MSPO CERTIFICATION SUMMARY REPORT

JAWAT JAYA PLANTATIONS SND. BHD.

SURVEILLANCE 01

Remote Audit Date: 25/01/2021 – 26/01/2021

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## MSPO Certification Summary Report

Company Name: Jawat Jaya Plantations Sdn. Bhd.

Certifying Unit: Jawat Jaya Plantations Sdn. Bhd.

Client Number: 92-149

Audit Type: ASA 01

Mode of Audit: Remote



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### Abbreviations

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

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### 1. INTRODUCTION

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

#### 1.1. Objective

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

#### 1.2. Scope

The assessment is based on the documentation established by the Jawat Jaya 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 one team member. 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: Mohamad Norhisham Bin Mohd Salleh

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following <ol style="list-style-type: none"><li>i) Agriculture;</li><li>ii) Science &amp; Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);</li><li>iii) Engineering, Process Technology;</li><li>iv) Energy Management, Quality Management;</li></ol>	Graduate in Applied Science (Major In Agrobiolgy).

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	5 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO 9001:2015 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO 45001:2018 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Qualified and appointed as lead auditor for MSPO scheme.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

### Qualification of Team Member

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Joseph Sim Siaw Seng	Graduate in Occupational Safety and Health Certificate.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Joseph Sim Siaw Seng	4 years of working experience in Health and Safety and 3 years of working experience in plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Joseph Sim Siaw Seng	Successfully completed MS2530 series of standards for Lead Auditors	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Joseph Sim Siaw Seng	Qualified and appointed as auditor for MSPO scheme.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Joseph Sim Siaw Seng	Qualified and appointed as auditor for MSPO scheme.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Joseph Sim Siaw Seng	Qualified and appointed as auditor for MSPO scheme.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Joseph Sim Siaw Seng	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	Joseph Sim Siaw Seng	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	Joseph Sim Siaw Seng	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	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Completed High Conversation Value assessment	Joseph Sim Siaw Seng	Qualified and appointed as auditor for MSPO scheme.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Joseph Sim Siaw Seng	Able to communicate in Bahasa Malaysia, Mandarin 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:

This surveillance audit 01 conducted remotely on 25/01/2021 – 26/01/2021 covering the following activities but not limited to below:

#### Remote

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

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

### Remote Assessment

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

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

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

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

The communication tool applied for remote surveillance audit is WhatsApp and Telephone.

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

**Table 2-1: Estate Selected**

Name of Estate	Coordinates
Jawat Jaya Plantations Sdn. Bhd.	4.442778°N, 117.3967°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

Jawat Jaya Plantations Sdn. Bhd. is an oil palm plantation company located at TB 4605-4608, Ground Floor, Ba Zhong Commercial Centre, Jalan Tawau Lama, 91000, Tawau, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Jawat Jaya Plantations Sdn. Bhd.	Batu 9, Jalan Sapulut, Kalabakan Tawau , Sabah.	4.442778°N, 117.3967°E.

#### 3.1. Production volume

Name of Estate	Area (Ha)		Actual FFB Production (mt) (Jan 2020 to Dec 2020)	Projected FFB Production (mt) (Jan 2021 to Dec 2021)
	Total*	Production**		
Jawat Jaya Plantations Sdn. Bhd.	635.88	516.65	5,217.59	5,500.00
<b>Total</b>	<b>635.88</b>	<b>516.65</b>	<b>5,217.59</b>	<b>5,500.00</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Estate

Year	Jawat Jaya Plantation Sdn. Bhd.
2001	52.00
2001	63.30
2002	72.85
2003	72.50
2004	58.00
2005	53.00
2005	72.00
2007	73.00
<b>Total Mature</b>	<b>516.65</b>
<b>Total Immature</b>	<b>0</b>
<b>Total</b>	<b>516.65</b>

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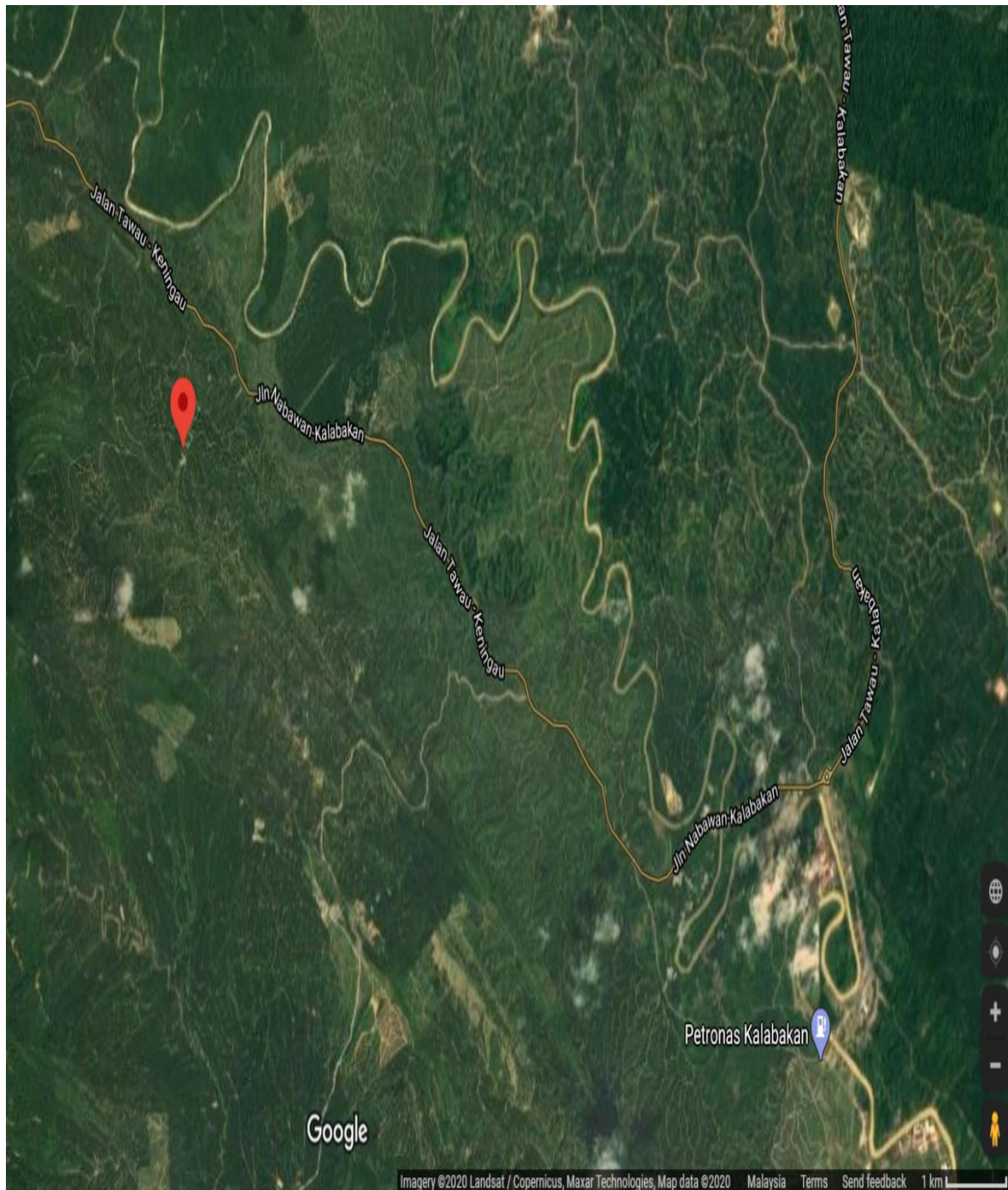
Mode of Audit: Remote



### 3.3. Replanting program for estate

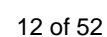
There is no replanting for Jawat Jaya Plantations Sdn. Bhd. until 2026.

### 3.4. Maps of Estate Location



**Figure 1:** Jawat Jaya Plantations Sdn Bhd location, coordinate: 4.442778°N, 117.3967°E.

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 01

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

##### 4.1.1. Surveillance:

The Remote Surveillance audit is conducted on 25/01/2021 to 26/01/2021 covering one estate. During the Stage 2 audit, there are 7 Majors, 1 Minor and 10 Opportunities for Improvement (OFI) are raised.

During this audit, the major and minor non-compliance raised in the last audit, the audit team has review by means of inspection of estate by photos verification, conduct interviews by phone calls, 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-conformity raise during the remote surveillance audit is closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

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

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

#### 4.2. Stakeholders' Consultation

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

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 24/12/2020 to announce the audit of the certified unit.

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### 4.3. Summary of Assessment

#### Principle and Criteria Assessment Summary

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Jawat Jaya Plantations Sdn. Bhd. (JJPSB) established MSPO policy dated 02/02/2020 sign by Manager.</p> <p>The policy states:</p> <ol style="list-style-type: none"><li>1. Transparency of our operation and compliance to relevant regulatory and statutory requirements;</li><li>2. Traceability of FFB productions and sales;</li><li>3. Ensure health and safety of workers;</li><li>4. Implementation of industrial best practices and identify continual improvement.</li></ol> <p>Based on the photo evidences, the policy is displayed on estate notice board.</p> <p>Policy training is conducted on 01/12/2020.</p>	Yes
4.1.1.2	<p>JJPSB established MSPO policy, dated 02/02/2020 sign by Manager.</p> <p>The policy states, we also committed ensuring continuous improvement to our management and other members.</p>	Yes
4.1.2.1	<p>JJPSB established Internal Audit procedure, document number: JJP-MGT-01 dated 03/12/2019.</p> <p>The procedure described frequency of internal audit is once a year or based on any changes established by MSPO system.</p> <p>JJPSB conducted internal audit dated 09/01/2021. There are 8 findings raised in the audit.</p>	Yes
4.1.2.2	<p>JJPSB conducted internal audit dated 09/01/2021. There are 8 findings raised.</p> <p>JJPSB established Internal Audit findings report which includes findings, root cause, action plan and person in charge for implementation purposes.</p>	Yes
4.1.2.3	<p>JJPSB conducted Management Review dated 16/01/2021 which includes presentation of internal audit findings.</p>	Yes
4.1.3.1	<p>JJPSB conducted Management review dated 16/01/2021.</p> <p>Management review conducted once a year after internal audit</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The management review agenda includes:</p> <ol style="list-style-type: none"> <li>1. Internal audit result</li> <li>2. Feedback from relevant stakeholders</li> <li>3. Changes on regulatory requirement</li> <li>4. Social Impact Assessment.</li> </ol> <p>Result of internal audit are 3 non-conformities and 5 OFIs.</p> <p>JJPSB established internal audit reports and action plan for closure of non-conformities raised.</p>	
4.1.4.1	<p>JJPSB established Continual Improvement Plan dated 02/01/2021.</p> <p>The CIP includes:</p> <ol style="list-style-type: none"> <li>1. Environmental protection.</li> <li>2. Waste management.</li> <li>3. Safety and health.</li> <li>4. Pollution and emission reduction.</li> <li>5. Social matters.</li> <li>6. Safety and health matters.</li> </ol> <p>Example:</p> <p>Environmental matter</p> <p>Aspects: HBV protection</p> <p>Objective: To provide awareness to workers and stakeholders on wildlife protection.</p> <p>Action plan: o To display no hunting signboard</p> <p>Timeframe: Ongoing</p> <p>Person in charge: Manager and supervisor.</p> <p>Photo evidences confirmed estate has display the no hunting signboard.</p>	Yes
4.1.4.2	<p>JJPSB established New Information and Techniques procedure dated 30/12/2019.</p> <p>The procedure stated on assessing new information and techniques that are available and suitable for adoption by estate.</p> <p>Interview with estate representatives and photos verification confirmed there is no new techniques or new technology implemented currently.</p>	Yes
4.1.4.3	<p>JJPSB established the New Information and Techniques procedure dated 30/12/2019.</p> <p>The SOP describes the process for implementation of new technology.</p>	Yes

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### Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
	The flowchart in the SOP includes training will be conducted before implementation of any new technology.	

### Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
4.2.1.1	JJPSB established list of stakeholders updated 08/12/2020 which includes government agencies, neighboring estates, NGOs, suppliers, local villages, internal stakeholders.  Document reviewed on minutes meeting conducted confirmed stakeholders' consultation meeting conducted for external stakeholders dated 13/01/2021 and for internal stakeholders dated 01/12/2020.  The meeting minutes include topics on prevention of COVID-19, company policy and company procedures.	Yes
4.2.1.2	JJPSB established list of publicly available documents dated 02/12/2019.  Example of documents publicly available:  1. Company Policies  2. Continuous Improvement Plan  Example of confidential documents are:  1. Bank Statement  2. Financial Report	Yes
4.2.2.1	JJPSB established communication and consultation procedure dated 30/12/2019.  The procedure includes the flowcharts of stakeholders consultation process.  Remote verification on the minutes of the stakeholders' consultation meeting confirmed communication and consultation procedure communicated to internal stakeholders on 01/12/2020 and external stakeholders on 13/01/2021.	Yes
4.2.2.2	Document reviewed on appointment letter confirmed estate manager appointed as person in-charge for consultation and communication for JJPSB dated 02/01/2020.	Yes
4.2.2.3	JJPSB established list of stakeholders updated 08/12/2020 which includes government agencies, neighboring estates, NGOs, suppliers and local communities  Document reviewed on minutes meeting conducted confirmed stakeholders' consultation meeting conducted for external dated 13/01/2021 and for internal 01/12/2020. There are no requests from stakeholders.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.1	<p>JJPSB established traceability procedure dated 19/12/2019.</p> <p>The procedure describes on:</p> <ol style="list-style-type: none"><li>1. Traceability records involved such as estate weighbridge tickets and mill weighbridge tickets.</li><li>2. Process flow of traceability of FFB from harvesting field until mill weighbridge.</li></ol> <p>JJPSB use estate weighbridge ticket as documents from estate for transporting FFBs to mills. JJPSB received mill weighbridge ticket as a proof of FFB delivery.</p>	Yes
4.2.3.2	<p>JJPSB established traceability procedure dated 19/12/2019.</p> <p>Internal audit conducted as a mechanism to inspect the traceability system.</p> <p>Reviewed on internal audit results, there are no findings raised on traceability.</p> <p>Phone call interview with estate manager confirmed FFB delivery records are monitored daily and monthly basis by estate manager.</p>	Yes
4.2.3.3	<p>Document reviewed on appointment letter dated 01/01/2021 the mandore appointed as person in-charge for traceability for JJPSB.</p>	Yes
4.2.3.4	<p>JJPSB established records of FFB delivery and kept at estate office.</p> <p>Sale and delivery records of FFB for JJPSB are reviewed. Estate weighbridge tickets and mill weighbridge tickets of December 2020 are reviewed.</p> <p>Document reviewed on the records such as estate weighbridge tickets to mill weighbridge tickets confirmed records are well maintained.</p> <p>Example:</p> <p>JJPSB estate weighbridge ticket:</p> <p>EWT No.: 031759</p> <p>Date: 24/12/2020</p> <p>Kalabakan Palm Oil Mill weighbridge ticket:</p> <p>MWT No.: 02230481</p> <p>Date: 24/12/2020</p> <p>EWT No.: 031759</p> <p>All the stated information can be trace to JJPSB estate weighbridge tickets.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	JJPSB established list of licenses and permits dated 08/12/2020. Example of list of permit and licenses: 1. MPOB license validity period 01/07/2020 – 30/06/2021. 2. Trading license validity period 18/11/2020 – 31/12/2021. 3. Diesel storage license validity period 29/04/2019 – 28/04/2021.	Yes
4.3.1.2	JJPSB established legal register dated 19/01/2021. Example of legal register: 1. Minimum Wage Order 2020 2. Prevention and control of Infectious Disease Act 1988 Regulation & Order 2020	Yes
4.3.1.3	JJPSB established legal register and updated on 14/11/2020. The legal register states: 1. To check the legal updated from government website. 2. To be review at least once per year. 3. The list will be updated when is necessary. Document reviewed on legal register and phone call interview with estate manager confirmed legal register is updated annually and when necessary.	Yes
4.3.1.4	Document reviewed on the appointment letter confirmed JJPSB estate manager appointed as person in-charge to monitor compliance and update changes in regulatory requirements.	Yes
4.3.2.1	JJPSB land titles are country lease issued by Sabah Land Authority with a tenure of 99 years. Therefore, no diminish land use rights of other users.	Yes
4.3.2.2	JJPSB land titles are country leased issued by Sabah Land Authority with a tenure of 99 years. The actual usage of land is cultivation of agricultural crops of economic value as stated in the land titles.	Yes
4.3.2.3	Remote document reviewed on JJPSB land titles confirmed map included with information of total area, location and boundary stone numbering. Virtual photo verification confirmed boundary marker is marked with a boundary stone and wooden stick.	Yes
4.3.2.4	No dispute from previous owners since JJPSB land titles are country lease issued by Sabah Land Authority.	Yes
4.3.3.1	JJPSB land titles are country lease issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.3.2	There is no customary right land leased or owned by JJPSB. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by JJPSB. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>JJPSB established Social Impact Assessment, dated November 2019.</p> <p>The SIA conducted involved internal and external stakeholders.</p> <p>The assessment includes identification of negative impact and positive impacts and action plan.</p> <p>Positive impacts: Housing maintenance</p> <p>Action plan: Ongoing maintenance and improving.</p> <p>Person in charge: Estate manager.</p> <p>Status: Ongoing</p> <p>Review on housing inspection record and interview with workers by phone calls confirmed no issue on housing maintenance.</p> <p>Negative impacts: Generator room need to restructure.</p> <p>Action plan: Included in yearly budget</p> <p>Person in charge: Estate Manager</p> <p>Status: Ongoing</p> <p><b>Major non-conformity 01</b></p> <p>Jawat Jaya Plantations Sdn. Bhd did not conduct SIA as per stated in the action plan dated 16/02/2020 to closed minor non-conformity.</p> <p>Based on the evidence provided, the non-conformity is elevated to major non-conformity.</p>	No
4.4.2.1	<p>JJPSB established SOP for Complaint and Grievances, dated 20/12/2019.</p> <p>Stated in the procedure:</p> <ol style="list-style-type: none"> <li>1. Estate manager as person in charge for handling complaints and grievances.</li> <li>2. Timeline for addressing complaint and grievances are 5 working days.</li> </ol> <p>Photo evidences verified complaint and grievance SOP is displayed at estate notice board.</p>	Yes
4.4.2.2	JJPSB established SOP for Complaint and Grievances, dated 20/12/2019.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The procedure stated the timeline for addressing complaint and grievances are within 5 working days.</p> <p>Interviewed workers by phone calls and review on grievance log book confirmed no complain and grievance lodge.</p>	
4.4.2.3	<p>JJPSB complaint and grievances procedure and forms are displayed at JJPSB Estate office notice board.</p> <p>Photo evidences verify the complaint forms are available at estate office.</p> <p>Interviewed workers via phone calls confirmed they are aware on complaint and grievance procedure.</p>	Yes
4.4.2.4	<p>JJPSB Complaint and grievances procedure awareness to stakeholders are conducted via email and WhatsApp's dated 13/01/2021.</p> <p>Complaint and grievance training conducted on 01/12/2020 for workers.</p>	Yes
4.4.2.5	<p>JJPSB complaint log book from previous year of 2020 is reviewed and maintained.</p> <p>The complaint log book is available and kept in estate office</p>	Yes
4.4.3.1	<p>JJPSB hired local as their staffs.</p> <p>Interviewed staffs by phone calls confirms JJPSB hired local.</p>	Yes
4.4.4.1	<p>JJPSB established Occupational Safety and Health Policy dated 01/10/2019 signed by Manager.</p> <p>Virtual photo verification confirmed the policy is publicly displayed at the estate notice board.</p> <p>Phone call interview with estate workers informed they understand and aware of company Health and Safety Policy.</p> <p>Remote document reviewed on stakeholders' minute meeting confirmed safety and health policy briefing conducted on 01/12/2020 for estate workers and on 13/01/2021 for external stakeholders.</p>	Yes
4.4.4.2	<p>a</p> <p>JJPSB established Occupational Safety and Health Policy dated 01/10/2019 signed by Manager.</p> <p>Virtual photo verification confirmed safety policy is displayed at the notice board in dual languages, Bahasa Malaysia and English.</p> <p>Phone call interview with estate workers informed they understand and aware of company Health and Safety Policy.</p>	Yes
	<p>b</p> <p>HIRARC is established by JJPSB for respective operation activities based on the risk assessment table, last updated 01/10/2020.</p> <p>The table with headings: Activity, Hazard, Risk and Effects, Risk Control (Existing Control), Risk Assessment after Control (Consequences, Likelihood, Risk rating, Description) Recommended Control and PIC.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example: Covid-19 Pandemic</p> <p>Activity: Visitors in and out from estate</p> <p>Risk: Infected Covid-19 Virus</p> <p>Effect: Cough, Fever, Cold and death if serious</p> <p>Existing control: Using face mask, check body temperature, washing hand or using hand sanitizer.</p> <p>Risk rating: Severity-3, Likelihood-4, Risk = 12 (Medium)</p> <p>Additional control: Stop anyone from entry the estate if body temperature detected is more than 37.5'C.</p> <p>PIC: Mandore</p> <p>Phone call interview with mandore and workers informed visitor are not allowed to enter estate without permission from estate manager and body temperature will be taken before entry.</p>	
c i	<p>JJPSB established Training Schedule 2020 updated on 01/12/2020.</p> <p>Document reviewed on training records confirmed training on chemical handling SOP, PPE usage and safety policy conducted to chemical handler's team dated 01/12/2020.</p> <p>Virtual photo verification confirmed JJPSB established posters for safe and effective use of pesticides displayed at estate notice board as awareness tools for workers.</p> <p>Phone call interview chemical sprayers informed they understand the safe work practices for chemical handling.</p>	Yes
c ii	<p>Virtual photo verification confirmed SDSs displayed at the JJPSB chemical and fertilizer stores respectively.</p> <p>Example of SDS available at point of use:</p> <ul style="list-style-type: none"> <li>Chemical Decis Options® Insecticide</li> </ul> <p>Virtual photo verification confirmed the chemicals and fertilizer are properly stored with powder above liquid at store.</p>	Yes
d	<p>JJPSB HIRARC assessment table, type of PPE for chemical handling is identified in accordance to CHRA report dated 09/06/2020.</p> <p>Example:</p> <p>Hand glove, face mask, apron, goggle and boots</p> <p>Remote document reviewed on PPE records book confirmed the PPE issuance record is well maintained.</p> <p>Phone call interview with chemical sprayers informed they are aware of the PPE usage for spraying activity.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
e	<p>JJPSB established SOP Chemical Handling dated 30/12/2019.</p> <p>Remote document reviewed on training records confirmed Chemical Storage and Handling SOP briefed to workers on 01/12/2020.</p> <p>Phone call interview with estate workers informed they are aware and understand the procedure.</p> <p>Virtual photo verification on chemical store confirmed all chemical products are kept in original label and packaging.</p>	Yes
f	<p>Document reviewed on appointment letter confirmed estate manager appointed by JJPSB as person in-charge for safety and health dated 02/01/2021.</p>	Yes
g	<p>JJPSB has total of 13 workers. It is below the minimum requirements (40 or more persons employed at the place of work) to establish an OSH committee in accordance to Occupational Safety &amp; Health Act 1994 Section 30. Therefore, quarterly meeting is not applicable.</p> <p>Remote document reviewed on safety meeting minute confirmed safety meeting conducted on 18/01/2021 and attended by workers and management representatives.</p> <p>Safety meeting agenda discussed on PPE usage, Covid-19 Pandemic, accident and injury and other safety matters.</p>	Yes
h	<p>JJPSB established emergency preparedness and response procedure dated 30/12/2019.</p> <p>Virtual photo verification confirmed emergency precautions are publicly display at estate notice board.</p> <p>Phone call interview with workers informed they aware of the emergency response procedure.</p>	Yes
i	<p>Virtual photo verification confirmed emergency contact lists includes contact number of estate manager and mandora are publicly displayed at JJPSB estate notice board.</p> <p>Phone call interview with workers and photo verification confirmed first aid kit is provided at estate office.</p> <p>Document reviewed on training programme for year 2021 and email from consultant confirmed first aid training will be conducted on March 2021.</p>	Yes
j	<p>Annual accident report of JJPSB for year 2020 submitted to DOSH on 04/01/2021 with zero accident reported.</p> <p>Document reviewed on safety minute meeting on 18/01/2021 confirmed no reported of any major and minor injuries until the audit date.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.1	<p>JJPSB established Human Right Policy dated 01/10/2019, sign by Manager.</p> <p>The policy states company commitment to respect the right of people and their cultural values.</p> <p>Photo evidences confirmed the policy is displayed on estate notice board.</p> <p>Interviewed workers via phone calls informed they aware on the policy.</p>	Yes
4.4.5.2	<p>JJPSB established Equal Opportunity Policy dated 01/10/2019, sign by Manager.</p> <p>The policy states company commitment to treat all employee with fair and equal employment opportunities.</p> <p>Review on complaint log book and interview with workers by phone calls confirmed no discrimination complaint lodge by workers.</p>	Yes
4.4.5.3	<p>JJPSB established employment contracts and signed by estate management and workers.</p> <p>The employment contract stated RM46.15 per day</p> <p>Field workers are paid on daily rate.</p> <p>The employment contract reviewed is written in Bahasa Malaysia and understandable by Indonesian workers.</p> <p>Interview with workers by phone calls informed they agreed with the wage provided by company.</p>	Yes
4.4.5.4	<p>JJPSB do not engage any contractors.</p> <p>Therefore, no contractor's worker payslips were available for review</p>	Yes
4.4.5.5	<p>JJPSB established list of workers dated 01/01/2021. The information includes name, gender, date of birth, date joined, job description and others.</p>	Yes
4.4.5.6	<p>JJPSB established employment contract for every worker recruited. Employment contract is reviewed and confirmed sign by estate manager and workers.</p> <p>Interview workers by phone call confirmed they are informed on the employment contract terms and conditions, wage, job description and copy is provided.</p>	Yes
4.4.5.7	<p>JJPSB established time recording system for working hour by using check roll.</p> <p>Workers attendance is recording on daily basis by mandore.</p> <p>Photo evidence verify, working hours is displayed at muster ground.</p> <p>JJPSB does not practices overtime for all operations.</p> <p>Interview with workers by phone calls confirmed they are briefed by estate manager on working hours during muster call.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.8	JJPSB established working hours and breaks time. Based on photo evidence, working hours is displayed at notice board: Attendance at muster ground: 6:30 am Working hours: 7:00 am – 3:00 pm Rest: 11:00 am -12:00 pm. Interview with workers by phone calls and cross check payslip confirmed no overtime offered to workers. They understand the working hours, rest time and overtime time rate.	Yes
4.4.5.9	JJPSB established payslip as a record to document the wages of workers. Review on payslip for the month of December 2020, workers are paid on daily basis. The phone call interview verify and confirmed, workers informed they understood and confirmed they are given payslips for their reference.	Yes
4.4.5.10	Based on documents and photo evidences, JJPSB provide benefits to workers such as medical care and work allowances	Yes
4.4.5.11	JJPSB adopted industry best practice for labour quarters. Photos evidences of housing compound and interview with JJPSB estate management team via phone calls confirmed amenities such as water, electricity is provided.	Yes
4.4.5.12	JJPSB established Sexual Harassment Policy dated 01/10/2019 sign by Manager. The policy states company commitment to prevent sexual harassment and domestic violence as any other form of misconduct. Employees who engage in harassing behaviour will be disciplined appropriately. The complaint log book record is reviewed and interview with workers via phone call, there is no complaint r lodged as of audit date.	Yes
4.4.5.13	JJPSB established Freedom of Association Policy dated 01/10/2019 sign by Manager. The policy states company commitment to respect the legal rights of its employees to join worker organizations, including labor organizations or trade unions. Interviewed estate representative and workers by phone calls confirmed there is no trade union established.	Yes
4.4.5.14	JJPSB established Minimum Age Policy dated 01/10/2019 sign by Manager. The policy states the minimum working age is 18 years and above for JJPSB.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Latest JJPSB worker's list is reviewed and confirmed no child or young workers.	
4.4.6.1	<p>JJPSB established training program for 2021 dated 01/12/2020.</p> <p>Example of training conducted:</p> <ol style="list-style-type: none"> <li>1. Policies awareness dated 01/12/2020.</li> <li>2. SOP awareness dated 01/12/2020.</li> <li>3. Safety and PPE awareness dated 01/12/2020.</li> </ol> <p>Interviewed workers by phone calls confirmed they involved and understand on the training conducted.</p>	Yes
4.4.6.2	<p>JJPSB established training need analysis for workers according to the job description dated 31/12/2020.</p> <p>Example of type of job and training required:</p> <p>Type of job: Harvester</p> <p>Trainings:</p> <ol style="list-style-type: none"> <li>1. Company policies.</li> <li>2. Safety and health.</li> <li>3. Harvesting.</li> <li>4. Fire drill.</li> </ol> <p>Interviewed harvesters by phone calls confirmed they attended the training and understand on harvesting SOP.</p>	Yes
4.4.6.3	<p>JJPSB established training plan 2021 dated 01/12/2021.</p> <p>Example list of training scheduled to be conducted:</p> <ol style="list-style-type: none"> <li>1. Wastes management briefing on January 2021.</li> <li>2. SOP briefing on March 2021.</li> <li>3. PPE briefing on June 2021.</li> <li>4. Policy awareness on December 2021.</li> </ol>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>JJPSB established Environmental Policy dated 01/10/2019 signed by Manager.</p> <p>The policy states:</p> <ol style="list-style-type: none"> <li>1. Comply with all applicable environmental laws and regulations.</li> </ol>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>2. Educating and supervising employees to minimize adverse environmental impacts in all related agricultural operations.</p> <p>Document reviewed on briefing records confirmed environmental policy briefing conducted on 01/12/2020.</p> <p>Phone call interview with workers informed they are aware of environmental issue and policy.</p> <p>Virtual photos provided, verified the environmental policy is publicly displayed at estate notice board.</p>	
4.5.1.2	<p>a JJPSB established Environmental Policy dated 01/10/2019 signed by the Manager.</p> <p>The policy states that the management believes in maintaining a sustainable on green balance between environmental conservation and our plantations business. We are committed, responsible and will strive for continual improvement, in safeguarding the environment to achieve the goal sustainable development.</p> <p>Document reviewed on briefing record confirmed environment policy briefing conducted to estate workers on 01/12/2020.</p> <p>Based on phone call interview, the workers are aware of environmental policy and objective.</p>	Yes
	<p>b JJPSB established EAIA dated 02/01/2021.</p> <p>The assessment identifies the aspects and impacts for estate operations such as chemical spraying, harvesting, manuring and FFB transportation.</p> <p>Example: Use of Vehicle in the estate</p> <p>Environmental Aspect: Usage of company vehicles for transportation and for operation in field.</p> <p>Environmental Impact: Emission of carbon monoxide to air from diesel combustion activities.</p> <p>Monitoring Plan: Monitoring and ensure the schedule of servicing is followed.</p> <p>Phone call interview with farm tractor drivers informed the farm tractors are regularly serviced and maintained.</p> <p>Document reviewed on estate vehicle service records of November 2020 confirmed the farm tractors are regularly serviced and maintained.</p>	
4.5.1.3	<p>JJPSB established EAIA on 02/01/2021 which includes aspects and impacts for estate operations such as chemical spraying, harvesting, manuring and FFB transportation.</p> <p>Example of positive impacts:</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	<p>Aspects: Chemical containers were recycled for various uses in the fields and also used by workers for various purposes with the excess being stored in wherever convenient</p> <p>Impacts: Apart from causing proliferation of plastic containers in the estate environment, the recycling usage by workers is especially unhealthy.</p> <p>Monitoring plan: Collect and return back all the empty chemical containers and keep in the designated store, reuse for premix purposes.</p> <p>Photo verification confirmed used empty containers are labelled and kept in chemical store.</p> <p>Phone call interview with chemical sprayers informed they reuse the empty container for chemical premix purposes.</p>	
4.5.1.4	<p>JJPSB established Continuous Improvement Plan (CIP) dated 02/01/2021 including environmental management plan.</p> <p>The CIP includes the table to promote the positive impacts as below:</p> <p>Positive impacts: Awareness environmental briefing to stakeholders</p> <p>Target &amp; Objective: Continuously educating the employees, contractors, and smallholders on the need to reduce and stop open burning and ensure domestic rubbish is segregated and correctly placed in landfill sites.</p> <p>Action plan: Conduct briefing to stakeholders.</p> <p>Time frame: Yearly</p> <p>PIC: Manager and supervisor</p> <p>Review status: Done and continue monitoring</p> <p>Document reviewed on briefing records confirmed environmental briefing conducted on 01/12/2020 to internal stakeholders.</p> <p>Phone call interview with workers informed they have been briefed on environmental awareness.</p>	Yes
4.5.1.5	<p>JJPSB established training schedule for year 2021. The training programme has included environmental policy briefing.</p> <p>Document reviewed on training records confirmed environment policy training conducted on 01/12/2020.</p> <p>Based on phone call interview, the workers are aware of environmental aspect, safety and health and impact on environments.</p>	Yes
4.5.1.6	<p>JJPSB conducted environment meeting on 18/01/2021 include management and worker representative.</p> <p>The meeting agenda includes MSPO, company policy and environmental issue.</p> <p>Phone call interview with workers inform they will discuss on matter related to environment during meeting with management.</p>	Yes

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

Indicator	Summary of Assessment	Compliance									
4.5.2.1	<p>JJPSB established the diesel consumption record of year 2019 as baseline value to monitor and compare actual usage of diesel consumption in year 2020.</p> <p>Document reviewed on the diesel consumption record for year 2020 confirmed diesel usage is above the baseline value due to low FFB production and higher road maintenance.</p> <p>JJPSB established EAIA dated 02/01/2021 has include action plan to monitor and reduce usage of diesel. The plan describes as below:</p> <ol style="list-style-type: none"> <li>1. To kept diesel consumption record.</li> <li>2. Regular service and maintain all vehicles/farm tractor in estate.</li> </ol> <p>Document reviewed on the vehicle maintenance record confirmed the vehicles and farm tractors are maintained and serviced monthly.</p>	Yes									
4.5.2.2	<p>JJPSB established annual budget for diesel consumption for year 2020 and monitor monthly consumption against actual.</p> <p>Diesel usage for farm tractor and genset and monitored on monthly basis and compared against the baseline.</p> <p>The diesel consumption for year 2020 is high due to low production and higher road maintenance.</p>	Yes									
4.5.2.3	<p>JJPSB does not practiced renewable energy currently.</p> <p>Photo verification of JJPSB estate and phone call interview with estate manager informed no renewable energy is implemented.</p>	Yes									
4.5.3.1	<p>JJPSB established waste handling procedure dated 19/12/2019.</p> <p>There are 3 types of waste identified in the procedure includes solid, liquid and gaseous.</p> <p>Example type of wastes and sources:</p> <table border="1"> <thead> <tr> <th>Type</th><th>Waste</th><th>Source</th></tr> </thead> <tbody> <tr> <td>Liquid</td><td>Used engine oil</td><td>Workshop</td></tr> <tr> <td>Solid</td><td>Chemical container</td><td>Chemical Spraying</td></tr> </tbody> </table>	Type	Waste	Source	Liquid	Used engine oil	Workshop	Solid	Chemical container	Chemical Spraying	Yes
Type	Waste	Source									
Liquid	Used engine oil	Workshop									
Solid	Chemical container	Chemical Spraying									
4.5.3.2	<p>a JJPSB established waste identification and action plan dated 02/01/2021 has include identifying and monitoring source of waste and pollution.</p> <p>Example:</p> <p>Type of waste: Domestic wastes</p> <p>Source of waste: Worker housing and office</p> <p>Plans: To dispose through landfill.</p> <p>Photo verification of JJPSB estate confirmed domestic wastes are disposed through landfill at Block C.</p>	Yes									

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

Indicator	Summary of Assessment	Compliance								
	<p>b JJPSB established waste identification and action plan dated 02/01/2021 has include identifying the wastes that can be recycle and reused.</p> <p>For example:</p> <table><tr><td>Waste identification</td><td>Source</td><td>Location</td><td>Disposal method</td></tr><tr><td>Empty fertilizer bag</td><td>Fertilizer application</td><td>Store</td><td>To be reused for loose fruit collection</td></tr></table> <p>Photo verification and phone call interview with manuring worker informed they are reuse the empty fertilizer bags for loose fruit collection.</p>	Waste identification	Source	Location	Disposal method	Empty fertilizer bag	Fertilizer application	Store	To be reused for loose fruit collection	Yes
Waste identification	Source	Location	Disposal method							
Empty fertilizer bag	Fertilizer application	Store	To be reused for loose fruit collection							
4.5.3.3	<p>JJPSB established waste handling procedure dated 30/12/2019.</p> <p>SOP describes management of non-scheduled waste and scheduled waste in handling, storage and disposal methods.</p> <p>JJPSB established SOP chemical store dated on 01/01/2019.</p> <p>SOP states that requirement for storage, designing, safe practise and training.</p> <p>Photo verification confirmed SOP chemical store is displayed at chemical store.</p>	Yes								
4.5.3.4	<p>JJPSB established SOP chemical handling dated 01/01/2019.</p> <p>The purpose of procedure for describe handling on empty chemical container, used oil and lubricant, labelling of scheduled waste, documentation and training.</p> <p>JJPSB established SOP triple rinse dated 20/02/2020.</p> <p>The SOP states the chemical containers shall be wash and rinsed 3 times, punctured and stored at designated area.</p> <p>Review on JJPSB empty chemical container inventory record, confirmed all empty chemical containers are properly recorded and stored.</p>	Yes								
4.5.3.5	<p>JJPSB domestics wastes generated from estate is disposed at designated landfill area away from workers housing and water source.</p> <p>Site verification with photos and phone call interview with workers confirmed the landfill is located 500m away from housing and water source at Block C.</p>	Yes								
4.5.4.1	<p>JJPSB established Waste handling procedure dated 30/12/2019 and “Penilaian pencemaran dan pelepasan GHG” dated 01/01/2021 to assess all the polluting activities in the estate operations.</p> <p>The assessment include list of identified GHG such Carbon Monoxide (CO) from diesel and methane from fertilizer.</p>	Yes								

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

Indicator	Summary of Assessment				Compliance																
	<p>Example:</p> <table><tr><td>Category</td><td>Source</td><td>Waste</td><td>Disposal / treatment method</td></tr><tr><td>Solid</td><td>Housing</td><td>Domestic waste</td><td>landfill</td></tr><tr><td>Liquid</td><td>Workshop</td><td>Maintenance oil</td><td>3<sup>rd</sup> party authorized scheduled wastes collector</td></tr><tr><td>Gaseous</td><td>Farm tractor / generator set</td><td>Carbon monoxide (GHG)</td><td>Regular maintenance of farm tractors.</td></tr></table> <p>Document reviewed on vehicle maintenance record confirmed vehicle and farm tractors are regular serviced and maintained.</p>				Category	Source	Waste	Disposal / treatment method	Solid	Housing	Domestic waste	landfill	Liquid	Workshop	Maintenance oil	3 <sup>rd</sup> party authorized scheduled wastes collector	Gaseous	Farm tractor / generator set	Carbon monoxide (GHG)	Regular maintenance of farm tractors.	
Category	Source	Waste	Disposal / treatment method																		
Solid	Housing	Domestic waste	landfill																		
Liquid	Workshop	Maintenance oil	3 <sup>rd</sup> party authorized scheduled wastes collector																		
Gaseous	Farm tractor / generator set	Carbon monoxide (GHG)	Regular maintenance of farm tractors.																		
4.5.4.2	<p>JJPSB established EAIA dated 02/01/2021 includes the action plan to reduce identified significant pollutants and emissions.</p> <p>Example:</p> <p>Aspect: Usage of company Vehicles for transportation and for operation in field.</p> <p>Impact: Emission CO to air from diesel engine vehicle.</p> <p>Mitigation measure: Regular servicing of the generator set for smooth running of engines and prevent excessive emission of greenhouse gas.</p> <p>Remarks: Continuous monitoring schedule of servicing.</p> <p>Document reviewed on vehicles and genset service records confirmed the vehicles and genset are serviced and maintained to reduce air pollution.</p>				Yes																
4.5.5.1	a	<p>JJPSB established water management plan dated 02/01/2021.</p> <p>Water Management plan describes that water source for domestic used and estate operation as below:</p> <table><tr><td>Operation</td><td>Source</td><td>Usage</td></tr><tr><td>Estate</td><td>Water catchment and small stream</td><td>Weed spraying, washing PPE, triple rinsing, vehicle washing</td></tr><tr><td>Housing</td><td>Rain water and water catchment</td><td>Domestic Use</td></tr></table>		Operation	Source	Usage	Estate	Water catchment and small stream	Weed spraying, washing PPE, triple rinsing, vehicle washing	Housing	Rain water and water catchment	Domestic Use	Yes								
Operation	Source	Usage																			
Estate	Water catchment and small stream	Weed spraying, washing PPE, triple rinsing, vehicle washing																			
Housing	Rain water and water catchment	Domestic Use																			
	b	<p>JJPSB monitor water from water catchment, upstream and downstream by conducting water quality test by 3<sup>rd</sup> party consultant annually.</p> <p>Water analysis report dated 10/02/2020 is reviewed and the analysis result is within the limits of Class IIB and Class III under National Water Quality Standard for Malaysia (NWQSM).</p>		Yes																	

## MSPO Certification Summary Report

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>c JJPSB practiced rain harvesting at housing and facilities area for domestic use.</p> <p>Photo verification and phone call interview informed water source from water catchment used for domestic usage.</p> <p>Phone call interview with worker informed they wash and triple rinse the empty chemical container before reuse for premix usage.</p>	Yes
	<p>d Photo verification of JJPSB field photo confirmed buffer zones near the small stream is maintained with palms trees marked with red color.</p> <p>Review on photo at small stream confirmed buffer zones signage is maintained and no sign of chemical application.</p> <p>Phone call interview with estate workers informed they are aware and understood that chemical spraying and fertilizing activities are prohibited at buffer zones area.</p>	Yes
	<p>e Photo verification of JJPSB field confirmed buffer zones at water catchment and small stream is well maintained and no vegetation removed.</p> <p>Phone call interview with estate manager and workers informed they are aware of maintaining the vegetation and no removal of vegetation allowed at buffer zones.</p>	Yes
	<p>f Photo verification at JJPSB housing area and phone call interview with estate manager and workers informed there is no bore wells constructed to extract water from underground.</p>	yes
4.5.5.2	Remotely reviewed the JJPSB estate maps and interview with estate management confirmed no waterways or river passing through the estate. Therefore, no bunds, weirs and dams constructed.	Yes
4.5.5.3	<p>Water management plan for JJPSB describes that rain harvesting is practices by estate.</p> <p>Photo verification of JJPSB worker housing and phone call interview with estate workers confirmed rain water is collected for domestic uses.</p>	Yes
4.5.6.1	<p>a JJPSB established High Biodiversity Value Report dated 12/01/2021.</p> <p>Biodiversity report has identified wildlife within the estate.</p> <p>Example:</p> <p>Wild Boar, Elephant, Monkey, Squirrel &amp; Monitor Lizard.</p> <p>Document reviewed on training records confirmed estate workers have been briefed on no hunting activity allowed during stakeholders meeting on 01/12/2020.</p> <p>Phone call interview with workers informed they are aware of protected wildlife.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b JJPSB established form to monitor and record any wildlife sighted in estate.</p> <p>Document reviewed on wildlife monitoring form confirmed the wildlife found in the estate is monkey at block F6 dated 29/08/2020.</p> <p>Photo verification list of protected wildlife is displayed at estate notice board and no hunting signage displayed at Block A.</p> <p>Interview with workers via phone call feedback they are aware on type of protected wildlife such as wild boar and no illegal hunting within the plantation areas.</p>	Yes
4.5.6.2	<p>a JJPSB established High Biodiversity Value Report dated 12/01/2021.</p> <p>The report states:</p> <p>“Dilarang memburu hidupan liar di bawah enakmen pemeliharaan hidupan liar 1997. Sesiapa melanggar peraturan-peraturan ini boleh dikenakan denda RM50,000 atau penjara 5 (Lima) tahun atau kedua-duanya.”</p> <p>Review on photos observed that signboard on prohibition of illegal hunting and type of RTE species is installed and displayed at estate notice board.</p> <p>Interview by phone call with mandore confirmed no illegal hunting in the estate by workers.</p>	Yes
	<p>b JJPSB established Environmental policy dated 01/10/2019 and signed by Manager.</p> <p>Policy describes:</p> <p>Prohibit any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts JJPSB established environment policy dated 01/04/2019.</p> <p>Phone call interview with workers informed they are aware hunting is prohibited in the estate.</p> <p>Photo verification confirmed common wildlife such as wild boar and monkey is documented.</p> <p>Briefing on RTE species and protection of wildlife conducted on 01/12/2020.</p>	Yes
4.5.6.3	<p>JJPSB established monitoring programme of wildlife.</p> <p>Document review on wildlife monitoring records confirmed wild boar is sighted by estate workers on 19/12/2020.</p> <p>For example:</p> <p>Date &amp; time: 19/12/2020, 8:30 am</p> <p>Venue: Block C8</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	Type of wildlife sighted: Wild boar	
4.5.7.1	JJPSB established Environmental policy dated 01/10/2019 and signed by Manager.  Policy describes:  Shall strictly implement a Zero burning policy in relation to all new planting, replanting or other development and ensure that effective fire prevention and fire-fighting management are in place.  Review on photos evidence for field, housing area and landfill area observed no sign of burning practised.	Yes
4.5.7.2	Phone call interview with JJPSB estate in-charge and review on photos, confirmed no disease observed at field operations that required burning method to be treated. Therefore, no special approval for open burning from relevant authorities.	Yes
4.5.7.3	Phone call interview with JJPSB estate in-charge and review on photos confirmed no disease observed at field operations that required burning method to be treated. There are no application documents required for approval of controlled burning.	Yes
4.5.7.4	Based on JJPSB replanting programme and field photos verification, there are no replanting activities for year 2020 and 2021.  Review on planting statement and estate map unable to access whether the palm are felt and chip. This will be verified in next audit for any replanting.	Yes

### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	JJPSB established SOPs for best practices:  Examples:  1. Chemical handling procedure dated 30/12/2019. 2. FFB Loading procedure dated 01/10/2019. 3. FFB Ramp procedure dated 01/10/2019. 4. Manuring procedure dated 01/10/2019. 5. SOP Spray Weed procedure dated 01/10/2019.  Example of training conducted:  Harvesting and safety conducted on 01/12/2020.  Interviewed workers by phone calls informed they understand and able to explain their work procedure.	Yes
4.6.1.2	JJPSB established SOP for Oil Palm Replanting dated 01/01/2019.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	JJPSB planting statement stated no replanting conducted since oil palm are in their productive age.  Photo evidences of field block indicates oil palms are planted at flat and undulating area and no planting on slope	
4.6.1.3	JJPSB established block markers on each block for all divisions. .  Reviewed and verified photo evidence of block marker include block number, block area and year planted.	Yes
4.6.2.1	JJPSB established documented financial plan for 3 years from 2021 to 2023.  The content of financial plan includes: 1. Financial Projection and management plan 2. Oil Palm Mature – Budget & Projection operational cost 3. Replanting programme.	Yes
4.6.2.2	JJPSB established long term replanting program for 7 years from 2026 to 2032 dated 20/04/2019.  No replanting will be carried out for the next four years.	Yes
4.6.2.3	JJPSB established business management plan for year 2021 until year 2023.  The business management plan includes: 1. Cost per ton of FFB 2. Expected FFB output 3. Yield per ha 4. Price forecast 5. Other expenses	Yes
4.6.2.4	JJPSB established monitoring report for its budget. Documents reviewed on the monthly FFB production financial year 2020 verify the tonnage is monitored on monthly basis.  The previous month and year actual performance used to monitor the following month and year performance.	Yes
4.6.3.1	JJPSB managed and control purchase of products by receiving quotation from seller.  Document review and verified quotation for purchasing of fertilizer and other works that states the proposed price with purchasing order issued based on the agreed price.	Yes
4.6.3.2	JJPSB purchases of tools, chemicals and fertilizers using a quotation and purchase order system.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The payment is made based on terms and conditions stated in the quotation provided by the supplier and issuance of purchase order to acknowledge and confirmation of the price.	
4.6.4.1	JJPSB does not engaged contractors for transportation, field operations and others services. Therefore, no records of briefing established.	Yes
4.6.4.2	JJPSB does not engage any contractors. Therefore, no contract agreement established	Yes
4.6.4.3	JJPSB does not engage any contractors. Therefore, no contract agreement established	Yes
4.6.4.4	JJPSB does not engage any contractors. Therefore, no contract agreement established.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	JJPSB land titles and planting statement documents are review and there is no new land acquire. The last planting is year 2007.  Review on photo evidences and interview with JJPSB management team informed no high biodiversity area within estate.	Yes
4.7.1.2	JJPSB planting statement is review and field photos confirmed there is no replanting programme for year 2020. Thus there is no PMM conducted.	Yes
4.7.2.1	JJPSB estate map, planting statement and field photos are review and confirmed there is no peat land.	Yes
4.7.3.1	JJPSB estate map, planting statement and field photos are review and confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	JJPSB estate map, planting statement and field photos are review and confirmed there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	There are no new planting established within JJPSB area, therefore no management plan nor SOP established.	Yes
4.7.3.4	There are no smallholders' scheme in JJPSB certification. Therefore, not applicable.	Yes
4.7.4.1	JJPSB planting statement is reviewed and site verification confirmed there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	JJPSB planting statement is reviewed and site verification confirmed there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	JJPSB planting statement and field photos provided are review and confirmed there is no new planting. Therefore, no topography map for new planting established.	Yes
4.7.5.2	JJPSB planting statement and field photos provided are review and confirmed there is no new planting. Therefore, no new planting monitoring plan established.	Yes
4.7.5.3	JJPSB planting statement is reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	JJPSB planting statement is review and interview with estate management via phone calls confirmed there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	JJPSB planting statement is review and field photos evidences provided confirmed there is no new planting. There are no sacred sites, therefore the management plan established.	Yes
4.7.6.3	JJPSB planting statements are review and field photo provided confirmed there is no new planting. Therefore, no compensation or agreement established.	Yes
4.7.6.4	JJPSB planting statements are review and field photos provided confirmed there is no new planting. Therefore, no compensation and agreement established.	Yes

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4.7.6.5	JJPSB planting statement is review and there is no new planting. Therefore, no assessment to identify customary right established.	Yes
4.7.6.6	JJPSB planting statement is review and field photos provided confirmed there is no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	JJPSB planting statement is review and site verification confirmed there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	JJPSB planting statement is review and there is no new planting. Therefore, no communities affected.	Yes

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

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
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	7	MAJOR Non-Conformities
	1	MINOR Non-Conformities

Non Conformity Number 1			
Indicator # and Description:	4.1.2.1 Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement		
Location:	Jawat Jaya Plantations Sdn Bhd		
Description of Finding / Objective Evidence:			
Internal audit held on 02/10/2020 only for documentation inspection and did not include operations.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui	Date Raise:	17/01/2020
Deadline for implementation		16/03/2020	
Root Cause Analysis (by company):			

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Non Conformity Number 1	
Lack of documentation on internal audit to include for operations to support on weak and strong points for improvement.	
<b>Correction (by company):</b>	
Jawat Jaya Plantation Sdn Bhd conduct the internal audit 15 March 2020 the checklist is established to include both documentation and operation.	
<b>Corrective / Preventive Action (by company)</b>	
To ensure internal audit assessment cover documentation and site by using the internal audit checklist.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
The internal audit conducted on 15/03/2020 has cover operations. The evidence provide is sufficient to close the finding.	
The implementation will be review in next surveillance audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor:</b> Sheron Pui Ling Wui	<b>Date of Closure:</b> 23/03/2020
<b>Review of Implementation</b>	
JJPSB conducted internal audit, dated 09/01/2021. The internal audit checklist established which includes site inspection by internal auditors.	
Thus, based on the evidence provided, the implementation is consider appropriate.	
<b>Name of Lead Auditor:</b> Mohamad Norhisham Bin Mohd Salleh	<b>Date of Review:</b> 25/01/2021

Non Conformity Number 2	
<b>Indicator # and Description:</b>	4.1.3.1 The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification
<b>Location:</b>	Jawat Jaya Plantations Sdn Bhd
<b>Description of Finding / Objective Evidence:</b>	
Management review meeting is not conducted to discuss effectiveness implementation of MSPO requirements.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Sheron Pui Ling Wui
<b>Date Raise:</b>	17/01/2020
<b>Deadline for implementation</b>	16/03/2020
<b>Root Cause Analysis (by company):</b>	
Internal audit conducted do not include in the management review due to site internal audit has not conducted yet.	

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Non Conformity Number 2	
<b>Correction (by company):</b>	
Management review meeting conducted and include the internal audit result to discuss effectiveness implementation of MSPO on 19/03/2020G.	
<b>Corrective / Preventive Action (by company)</b>	
To make sure management review meeting will be conducted and keep all the evidence in the file.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
The management review meeting minutes conducted on 19/03/2020 has include internal audit results.	
The implementation will be review in next surveillance audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor:</b> Sheron Pui Ling Wui	<b>Date of Closure:</b> 23/03/2020
<b>Review of Implementation</b>	
JJPSB conducted management review dated 16/01/2021 and attended by estate management team. The management review agenda includes review on result of internal audit conducted on 09/01/2021. Thus, based on the evidence provided, the implementation is consider appropriate.	
<b>Name of Lead Auditor:</b> Mohamad Norhisham Bin Mohd Salleh	<b>Date of Review:</b> 25/01/2021

Non Conformity Number 3	
<b>Indicator # and Description:</b>	<p>4.4.4.2 The occupational safety and health plan shall cover the following:</p> <p>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.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals</p>
<b>Location:</b>	Office
<b>Description of Finding / Objective Evidence:</b>	

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### Non Conformity Number 3

JJPSB document review found:

e. JJPPSB has not conduct CHRA and medical check-up for chemical handlers.

g. Safety and health meeting shall be held quarterly in accordance to DOSH requirement since the estate has 48 employees.

i. First aid training not conduct for employees.

j. JKKP registration is not available.

<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
<b>Raise by:</b>	Sheron Pui Ling Wui	<b>Date Raise:</b> 17/01/2020
<b>Deadline for implementation</b>	16/03/2020	

#### Root Cause Analysis (by company):

e. CHRA is not conduct as still under progress find the CHRA assessor that can do at Tawau.

g. Safety and health meeting not conducted quarterly.

i. First Aid training not conduct to employees because first aid training will be conducted on March 2020.

j. JKKP registration is not done as don't know the process of application.

#### Correction (by company):

e. Engage the CHRA assessor from The Best Solution Management Sdn Bhd. Received the letter from company on 17/03/2020.

g. Conducted quarterly meeting for safety and health. Latest meeting conducted on 01/03/2020.

i. First Aid training was conducted.

j. JKKP was done registration. No Pendaftaran: SB/20/04/151830.

#### Corrective / Preventive Action (by company)

To ensure that CHRA report is completed and available during the next coming internal and external audit.

All the meeting and training needs to be included, so that workers are focus on work safety and health concern.

To make sure all the documentation need to be improve or updates each year.

#### Review of Correction & Corrective / Preventive Action

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### Non Conformity Number 3

JJPSB has provide following evidences:

e. Letter from CHRA assessor dated 17/03/2020 Ref: SB/20/014-CHRA (QUO) indicating assessment is schedule on 24/03/2020. However, due to the COVID-19 pandemic outbreak the CHRA assessment is postpone to April 2020 provided situation permits.

g. Safety and health meeting conducted on 01/03/2020. The meeting minutes state meeting will be held on quarterly basis.

i. First aid training is conducted by first aider during meeting on 01/03/2020. First aider certificate dated 23/06/2019 issue by Bulan Sabit Merah Malaysia Cabang Sandakan is provided.

j. JKPP registration dated 21/02/2020 register no: SB/20/04/151830 submitted.

The evidences provided are sufficient to close the findings. The implementation of action will be review in next surveillance audit.

**Closed:** ☒ Yes ☐ No

**Site verification :** ☐ Yes ☒ No

**Name of Lead Auditor:**

Sheron Pui Ling Wui

**Date of Closure:**

23/03/2020

### Review of Implementation

e. Reviewed and verified CHRA report and Medical Surveillance report confirmed CHRA conducted on 09/06/2020 and Medical surveillance conducted on 02/03/2020 for chemical sprayer.

g. Reviewed and verified of safety and health meeting minute confirmed meeting is conducted on 01/03/2020 in year 2020.

The management decided to conduct only once a year for the safety and health meeting, because the total employees are less than 40. The latest safety and health meeting was conducted on 18/01/2021.

i. Reviewed and verified of the email from the service provider confirmed first aid training date is change from 14-15 January 2021 to March 2021 due to COVID 19 outbreak.

j. Reviewed and verified of the documents confirmed JJPSB registered with DOSH on 21/02/2020 and JKPP 8 report is submitted on 04/01/2021.

Based on reviewed of submitted documents, implementation is considered appropriate.

**Name of Auditor:**

Joseph Sim Siaw Seng

**Date of Review:**

25/01/2021

### Non Conformity Number 4

**Indicator # and Description:**

4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.

**Location:**

Jawat Jaya Plantations Sdn Bhd

**Description of Finding / Objective Evidence:**

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Non Conformity Number 4			
Training on environment, social, ERP, OSH, etc., not conducted except for PPE and safety work practices.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
<b>Raise by:</b>	Sheron Pui Ling Wui		<b>Date Raise:</b> 17/01/2020
<b>Deadline for implementation</b>		16/03/2020	
<b>Root Cause Analysis (by company):</b>			
Training was not fully conducted.			
<b>Correction (by company):</b>			
Training was conducted on 1 March 2020 in MSPO meeting, all the meeting and training report need to be filing and update each year.			
<b>Corrective / Preventive Action (by company)</b>			
Make sure all the training was conducted, and keep all the information updated in the file. Training program 2020 and 2021 is established to include all training.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
MSPO meeting minutes dated 01/03/2020 is reviewed.			
The meeting include briefing on MSPO, safety and health, environment, social and etc.			
The established training program for year 2020 and 2021 dated 20/03/2020 includes relevant training or briefing. .			
The implementation will be review in next surveillance audit.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Lead Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 23/03/2020	
<b>Review of Implementation</b>			
JJSBP established training schedule for 2020 until 2022. The trainings conducted:			
1. Complaint and grievances dated 01/12/2020.			
2. Open burning dated 01/12/2020.			
3. Company policies dated 01/12/2020.			
4. Safety and health dated 01/12/2020.			
Thus, based on the evidence provided, the implementation is consider appropriate.			
<b>Name of Lead Auditor:</b> Mohamad Norhisham Bin Mohd Salleh		<b>Date of Review:</b> 25/01/2021	

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Non Conformity Number 5			
<b>Indicator # and Description</b>	4.5.3.3 The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.		
<b>Location:</b>	Jawat Jaya Plantations Sdn Bhd		
<b>Description of Finding / Objective Evidence:</b>			
Site visit at workshop and genset area observed improper handling of lubricant oil spillage and oil leakage.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
<b>Raise by:</b>	Chan Shi Lie	<b>Date Raise:</b>	17/01/2020
<b>Deadline for implementation</b>	16/03/2020		
<b>Root Cause Analysis (by company):</b>			
Improper handling on the generator and used oil.			
<b>Correction (by company):</b>			
1. Generator genset make sure it is sandy to prevent spills. Photo to prove. 2. Workshop area make sure it is sandy to prevent spills. Photo to prove.			
<b>Corrective / Preventive Action (by company)</b>			
Training is conduct to workers on 01/03/2020.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
JJPSB submitted spill response procedure describe handling spillage of oil process. Evidences at genset area and workshop indicate spillage kit is implemented. The implementation of action will be review in next surveillance audit.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Auditor:</b> Chan Shi Lie		<b>Date of Closure:</b> 24/03/2020	
<b>Review of Implementation</b>			
Photo and video verification at the genset area and workshop confirmed no signs of oil leakage and spillage kit is provided. Phone call interview with workshop personnel informed they aware of the procedure of handling spillage of oil. Based on reviewed of submitted documents, implementation is considered appropriate.			
<b>Name of Auditor:</b> Joseph Sim Siaw Seng		<b>Date of Review:</b> 25/01/2021	

## MSPO Certification Summary Report

Company Name: Jawat Jaya Plantations Sdn. Bhd.

Certifying Unit: Jawat Jaya Plantations Sdn. Bhd.

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Non Conformity Number 6			
<b>Indicator # and Description</b>	4.5.3.4 Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.		
<b>Location:</b>	Jawat Jaya Plantations Sdn Bhd		
<b>Description of Finding / Objective Evidence:</b>			
Site visit at labour quarters observed empty chemical containers used by workers for water and food storage. This practise is against estate scheduled waste management procedure dated 01/01/2019 that state			
3.1.1. Empty pesticide containers should not be reused and disposal shall be in a manner that avoids exposure to humans and contamination of the environment.			
3.1.4. Empty containers should be labelled as such and placed in a designated storage area prior to being collected and disposed by supplier.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
<b>Raise by:</b>	Chan Shi Lie	<b>Date Raise:</b>	17/01/2020
<b>Deadline for implementation</b>		16/03/2020	
<b>Root Cause Analysis (by company):</b>			
Worker don't know cannot used empty chemical container to storage food stuff.			
<b>Correction (by company):</b>			
Training is provided on handling empty chemical container, established the empty chemical container stock list to monitor the amount of container in store.			
<b>Corrective / Preventive Action (by company)</b>			
SOP on the triple rinse was established. Training program 2020 and 2021 include the training for this SOP.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
Workers are briefed on do not used empty chemical containers to store food and water during MSPO meeting on 01/03/2020			
SOP for triple rinsing and empty chemical containers stock list to monitor the quantity of empty chemical containers established.			
The evidence provide is sufficient to close the finding. The implementation will be review in next surveillance audit.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Auditor:</b> Chan Shi Lie		<b>Date of Closure:</b> 24/03/2020	
<b>Review of Implementation</b>			

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### Non Conformity Number 6

Photo and video verification confirmed no empty chemical containers found at worker housing. All the empty chemical containers are label and stored in the scheduled waste store.

Review and verified on the briefing record and phone call interview with workers informed they are aware of the usage and storage of empty chemical containers.

Based on reviewed of submitted documents, implementation is considered appropriate.

<b>Name of Auditor:</b>	<b>Date of Review:</b>
Joseph Sim Siaw Seng	25/01/20201

### Non Conformity Number 7

<b>Indicator # and Description</b>	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
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<b>Location:</b>	Jawat Jaya Plantations Sdn Bhd
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#### Description of Finding / Objective Evidence:

JJPSB has not conduct water quality test of river water flowing within and outgoing from the estate.

<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
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<b>Raise by:</b>	Chan Shi Lie	<b>Date Raise:</b>	17/01/2020
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<b>Deadline for implementation</b>	16/03/2020
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#### Root Cause Analysis (by company):

No water test was done due to not able to find the water test company at Tawau.

#### Correction (by company):

Engage the water test company Borneo Samudera Sdn Bhd for river water test and sample was deliver on 03/02/2020.

Water test result is release on 04/02/2020.

#### Corrective / Preventive Action (by company)

To keep the testing report and engage Borneo Samudera Sdn Bhd yearly basis.

#### Review of Correction & Corrective / Preventive Action

Water test report submitted indicate the water test results for incoming and outgoing water from the river flowing though the estate. The results are within DOE water quality requirements.

The implementation will be review in next surveillance audit.

<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<b>Name of Auditor:</b>	<b>Date of Closure:</b>
Chan Shi Lie	24/03/2020

#### Review of Implementation

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### Non Conformity Number 7

Reviewed and verified of water test result confirmed it is conducted on 10/02/2020 and the results are within DOE water quality requirements.

Reviewed and verified the Continuous Improvement Plan confirmed water test will be conducted annually to monitor the river pollution.

Based on reviewed of submitted documents, implementation is considered appropriate.

**Name of Auditor:**

Joseph Sim Siaw Seng

**Date of Review:**

25/01/2021

### Non Conformity Number 8

**Indicator # and Description**

4.4.1.1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.

**Location:**

Jawat Jaya Plantations Sdn Bhd

#### Description of Finding / Objective Evidence:

Workers interview and survey feedback on negative and positive impacts are included in SIA. However, the interview and survey records are not documented.

**Classification**

☐ Major

☒

Minor

**Raise by:**

Sheron Pui Ling Wui

**Date Raise:**

17/01/2020

**Deadline for implementation**

Action plan to be submit on 16/02/2020, implementation will be review on next surveillance audit

#### Root Cause Analysis (by company):

Internal stakeholder meeting was not conducted, but there are no information collected towards worker's interview and positive and negative impacts.

#### Correction (by company):

Action plan is established and will be done on May 2020.

#### Corrective / Preventive Action (by company)

To ensure the stakeholders meeting minutes capture all the feedback and include in the SIA.

#### Review of Correction & Corrective / Preventive Action

The action plan submitted describe the feedback of the stakeholders will be include in the next SIA to be carry out in May 2020.

The action plan submitted is sufficient to close the finding.

The implementation will be review in next surveillance audit.

**Closed:** ☒ Yes ☐ No

**Site verification :** ☐ Yes ☒ No

**Name of Lead Auditor:**

Sheron Pui Ling Wui

**Date of Closure:**

23/02/2020

#### Review of Implementation

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### Non Conformity Number 8

Review on SIA document is conducted on November 2019. Jawat Jaya Plantations Sdn. Bhd. did not implement the action plan required to close the minor non-conformity.

Thus, based on evidence provided, the minor non-conformity is elevated to major non-conformity.

**Name of Lead Auditor:**

Mohamad Norhisham Bin Mohd Salleh

**Date of Review:**

25/01/2021

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

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

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

### Non Conformity Number < 01 >

**Indicator # and Description**

4.4.1.1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.  
(MINOR)

**Location:**

Jawat Jaya Plantations Sdn. Bhd.

#### Description of Finding / Objective Evidence:

Jawat Jaya Plantations Sdn. Bhd did not conduct SIA as per stated in the action plan dated 16/02/2020 to closed minor non-conformity.

Based on the evidence provided, the non-conformity is elevated to major non-conformity.

**Classification**

☒ Major

☐

Minor

**Raise by:**

Mohamad Norhisham Bin Mohd Salleh

**Date Raise:**

26/01/2021

**Deadline for implementation**

27/03/2021

#### Root Cause Analysis (by company):

Lack of awareness on identification of Social Impact as per MSPO principle requirement

#### Correction (by company):

The Management has carried out the Social Impact Assessment on 22<sup>nd</sup> March 2021

#### Corrective / Preventive Action (by company)

The Management will monitor and act accordingly to the mitigation on the negative impact identified.

#### Review of Correction & Corrective / Preventive Action

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### Non Conformity Number < 01 >

Jawat Jaya Plantations Sdn. Bhd. conduct Social Impact Assessment dated 22/03/2021.

SIA conducted includes:

1. Interview with internal and external stakeholders.
2. Gathering information on estate social conditions.
3. Result of interview and action plan for promoting positive impacts and mitigating negative impacts.

Based on documents review, the major non-conformity is consider closed.

Further verification on implementation will be verified on next surveillance audit.

**Closed:** ☒ Yes ☐ No

**Site verification :** ☐ Yes ☒ No

**Name of Lead Auditor:**

Mohamad Norhisham Bin Mohd Salleh

**Date of Closure:**

24/03/2021

### Review of Implementation

**Name of Lead Auditor / Auditor:**

**Date of Review:**

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company (MAJOR)	Office	JJPSB may improve CIP assessment on monitoring compliance to legal requirement.
2.	4.5.1.2 b)	The environmental management plan shall cover the following:  The aspects and impacts analysis of all operations.	Office	JJPSB may consider improve the types of activities and status in the EAIA assessment table.
3.	4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	Office	JJPSB may consider improve assessment of positive and negative impact in EAIA assessment table.
4.	4.5.3.1	All waste products and sources of pollution shall be identified and documented.	Office	JJPSB may consider include gaseous wastes in waste products.

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### 5. CONCLUSION

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

There is a Major NC raised 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 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

Total certified number of estate:	1
Total certified production area:	516.65 Ha
Certified FFBs January to December 2020:	5,217.59 Mt
Project FFBs January to December 2021:	5,500.00 Mt

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### 6. RECOMMENDATION

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

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

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

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

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

Puchong, 27/03/2021

Mohamad Norhisham Bin Mohd Salleh  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 27/03/2021

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

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### 7. LIST OF STAKEHOLDERS

**Table 7-1: List of Interviewed Stakeholders**

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

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

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