

MSPO CERTIFICATION SUMMARY REPORT

JAWAT JAYA PLANTATIONS SDN BHD

STAGE 2 – CERTIFICATION AUDIT

Date: 16-17/01/2020

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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: Stage 2 - Certification Audit



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Abbreviations

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

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1. INTRODUCTION

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

1.1 Objective

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

1.2 Scope

The certification is based on the documentation developed by the 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 MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

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

1.3 Appointment and qualification of team members

The audit team appointed consists of one team leader and 1 team member. The audit team members contributed to the review of documents, the assessment of the project activity and to the preparation of this report.

Qualification of the Lead Auditor: Sheron Pui Ling Wui

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

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Requirement	Qualifications
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Lead Auditor with 3 years working experience in QA, QMS and internal audit, 8 month in medical field and 1.8 years in MSPO audit experience.
Successfully completed MS 2530 series of standards training	Successfully complete MSPO MS2530 series of standards training.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as lead auditor for MSPO scheme.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Able to communicate in English, Mandarin and Bahasa Malaysia.
Field working experience in the palm oil sector, or demonstrable equivalent	Qualified MSPO auditor. Have been conducting audit for both MSPO and RSPO schemes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Qualified as auditor for MSPO and RSPO schemes.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 18001 or Occupational, Health & Safety Assurance System	Successfully completed ISO 45001:2018 Lead Auditor course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.

Qualification of Team Member

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);	Chan Shi Lie	Graduate in Technology Media	Yes

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Requirement	Assessor	Qualification	Compliance
iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields			
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
Successfully completed MS 2530 series of standards training	Chan Shi Lie	Successfully complete O MS 2530 series of standards training.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Chan Shi Lie	Qualified as auditor for MSPO scheme.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Chan Shi Lie	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Chan Shi Lie	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course	Yes
Worker welfare issues and social auditing experience, for example	Chan Shi Lie	Successfully completed SA 8000 Basic training	Yes

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Requirement	Assessor	Qualification	Compliance
with SA8000 or related social or ethical accountability codes			
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Chan Shi Lie	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course	Yes

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2 METHODOLOGY

The audit approach consists of the following steps:

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

The certification is conducted in two stages in accordance to the certification procedure.

Stage 1:

Stage 1 is conducted on 14/12/2019 that covers desk review activities:

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

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Stage 2:

Stage 2 conducted on 16/01/2020 to 17/01/2020 covers the following activities but not limited to below:

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

On-site Assessment

The audit of the 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 included physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, review of documentation and data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

Jawat Jaya Plantations Sdn Bhd has 1 estate. Therefore, no selection required.

Table 2-1: List of 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 TB4605-4608, 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 production		Projected FFB Production (mt) February to December 2020	Projected FFB Production (mt) January to December 2021
	Total*	Planted**	January to December 2019	January 2020		
Jawat Jaya Plantations Sdn Bhd	635.88	516.65	7,401.90	372.67	7,130.00	7,200.00
Total	635.88	516.65	7,401.90	372.67	7,130.00	7200.00

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

**Immature + Mature Area

3.2 Planting Program for Each Estate

Year / estate	Jawat Jaya estate
2000	52.00
2001	63.30
2002	72.85
2003	72.50
2004	58.00
2005	53.00
2006	72.00
2007	52.00
Total Mature	516.65
Total Immature	0
Total	516.65

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3.3 Replanting program for each estate

No replanting for the next five year as palm are still in mature stage

3.4 Maps of Company Location and Plantation



Figure 1: Location of Jawat Jaya Plantations Sdn Bhd, 4.442778° N, 117.3967° E.

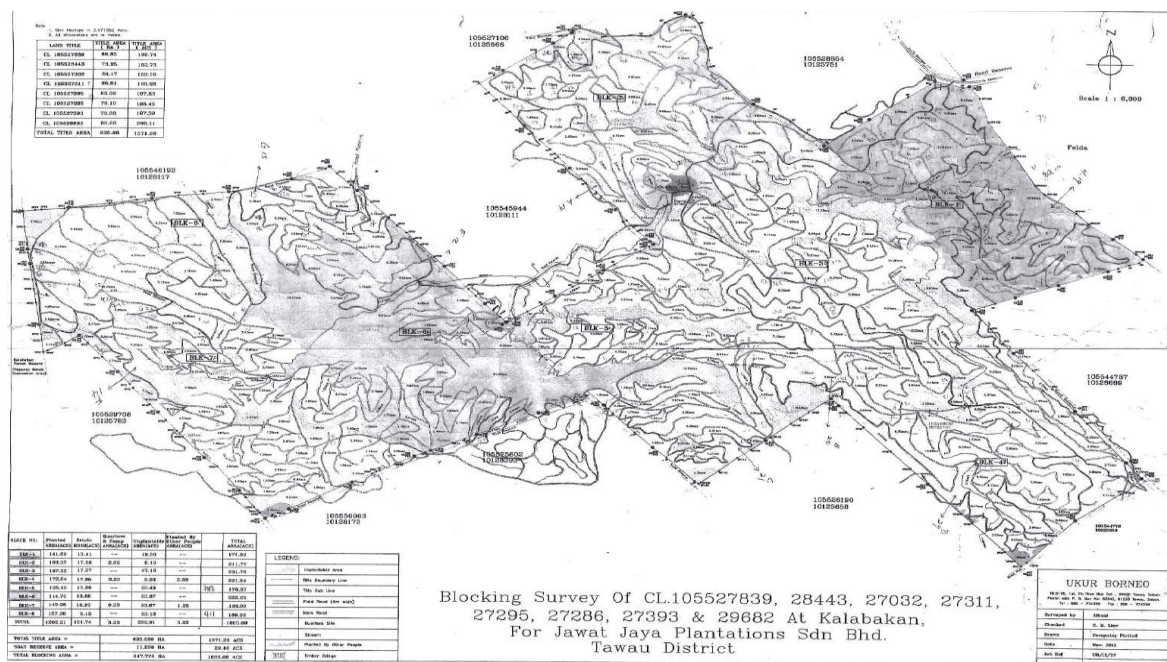


Figure 2: Jawat Jaya estate map

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4 CERTIFICATION ASSESSMENT

4.1 Stage 2 Certification Audit:

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

4.1.1 Stage 1:

The objective of the stage 1 is to assess the readiness of the documentation established and implemented in accordance to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

These organization shall undergo both Stage I and II audit

Jawat Jaya Plantations Sdn Bhd do not has any certification, therefore, has to undergo Stage I audit.

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

The Stage I audit is conducted on 14/12/2019 at Jawat Jaya Plantations Sdn Bhd covering the following activities:

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

4.1.2 Stage 2:

The Stage 2 audit conducted on 16/01/2020 to 17/01/2020 covering Jawat Jaya estate.

During the Stage 2 audit, there are 7 Majors, 1 Minor and 10 Opportunities for Improvement (OFI) are raised. The Major non-conformances raise during the audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken. Action plan is submitted for Minor non-conformance with implementation review during the next audit.

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

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

4.2 Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 16/12/2019 as to accommodate stakeholder's consultation meeting for Jawat Jaya Plantations Sdn Bhd to provide comments. As at audit date on 16/01/2020 there are no comments received.

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Invitation letters are sent on 16/12/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 16/12/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

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

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

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

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

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

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders confirmed they are informed of the MSPO audit through invitation letters and public announcement made by the company.	Positive comment

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
2	Social issues	No local communities and neighbouring estates attended. Therefore, no input.	No further action required.
3	Type of land title – Country Leased, Provisional Leased, Native title	Participants are no local communities, therefore no input to confirm.	No further action required.
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Participants commented with MSPO certification will improve livelihood of workers.	Positive comment
5	Does MSPO largely benefits the local community?	Stakeholders are not local communities, therefore, no comments on this topic.	No further action required.
6	Environmental understanding	Stakeholders are not local communities, therefore, no comments on this topic	No further action required.
7	Awareness towards species, habitats, and high conservation values	Stakeholders are not local communities, therefore, no comments on this topic	No further action required.
8	Are there any plantation management practices that affect you?	Stakeholders are not local communities, therefore, no comments on this topic.	No further action required.
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders commented there should be no conflict by the management in implementing MSPO.	Positive comment
10	Do you have any suggestions for management?	No suggestion from stakeholders attended.	No further action required.

4.3 Summary of Assessment

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

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	Jawat Jaya Plantations Sdn Bhd (JJPSB) established MSPO Policy dated 02/01/2020 signed by Manager. The policy is available in English and Bahasa Malaysia and displayed at notice board. Interview during the site visit, workers understand the MSPO policy.	Yes
4.1.1.2	The MSPO policy dated 02/01/2020 signed by Manager states company committed to implement MSPO requirement and ensuring continuous improvement in sustainable palm development.	Yes
4.1.2.1	JJPSB established Internal Audit procedure dated 30/12/2019. The purpose of the procedure is to define requirement for internal audit in order to verify JJPSB operations continuing compliance with requirement of the MSPO standard. The procedure describes the internal audit will be conducted at least once every 12 months. Internal audit conducted on 02/10/2020. Major NC1: Internal audit held on 02/10/2020 only for documentation inspection and did not include operations.	No
4.1.2.2	JJPSB established Internal Audit procedure dated 30/12/2019. Stated in the SOP the frequency for internal audit is once every 12 months. Internal audit conducted on 02/01/2020. Example: Finding: Management review meeting document not available. Root cause: No meeting conducted Timeframe: March 2020.	Yes
4.1.2.3	JJPSB has not conduct management review meeting. Therefore, internal audit results are not presented. Refer finding in indicator 4.1.3.1	Yes
4.1.3.1	JJPSB management inform management review meeting will be conducted once a year. Major No.2: Management review meeting is not conducted to discuss effectiveness of implementation of MSPO requirements.	No
4.1.4.1	JJPSB established Continual Improvement Plan dated 30/12/2019. Topics in the CIP include environmental, social and safety and health. Example: Environment: Action: Recycling of empty pesticide containers.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Expected outcome: Reduction of wastes. Timeframe: On- going. Social: Action: To prepare vehicle for workers children to school Expected outcome: Ensure all children arrive school safely Timeline: December 2020 PIC: Estate manager	
4.1.4.2	JJPSB established New Information and Techniques procedure dated 30/12/2019. The purpose of the procedure is to improve the plantation practice in line with new information and techniques that are available and feasible for adoption. No new techniques or new technology implemented currently.	Yes
4.1.4.3	JJPSB established the New Information and Techniques procedure dated 30/12/2019. The SOP describes the process for implementation of new technology. The flowchart in the SOP includes training will be conducted before implementation of any new technology	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	JJPSB established Communication and Consultation procedure dated 30/12/2019. The purpose is to define for internal and external communication includes effective arrangements for communicating with stakeholders in relation to social, health, and safety and environmental and MSPO related issues. JJPSB established SOP information / document request procedure dated 30/12/2019. The purpose of procedure is for handling information and document request from stakeholders. JJPSB established list of stakeholders dated 01/10/2019 include government authorities, suppliers, mills or collecting center, NGOs, and surrounding neighbours. No records of information request received from the stakeholders as of audit date. Interview with workers are aware of the procedure.	Yes
4.2.1.2	JJPSB established list of publicly available document dated 20/11/2019. Example of publicly available document: Company policies	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Land titles Example of confidential document: Financial report.	
4.2.2.1	JJPSB established transparency and public document procedure dated 01/01/2019. The procedure describes the communication through notice board, stakeholders meeting and etc. JJPSB established Complaint and grievance procedure dated 01/01/2019. Stakeholders are briefed on the procedure at meeting conducted on 21/10/2019 Site interviews with workers are aware of the procedure.	Yes
4.2.2.2	JJPSB appoints Manager as person in charge to handle consultation and communication with stakeholders.	Yes
4.2.2.3	JJPSB established list of stakeholders dated 01/10/2019. The list include government authorities, suppliers, mills or collecting center, NGOs, and surrounding neighbors. Stakeholder meeting conducted on 21/10/2019. There is no request from stakeholders.	Yes
4.2.3.1	JJPSB established Traceability procedure dated 02/10/2019 with a flowchart listing the type of documents. <ul style="list-style-type: none"> • Weighbridge ticket (estate) • FFB loading chit • Weighbridge ticket (mill) • Monthly statement or monthly FFB record. 	Yes
4.2.3.2	JJPSB conducted daily inspection of FFB delivery by the estate manager. Internal audit dated 02/01/2020 include traceability with no findings found.	Yes
4.2.3.3	JJPSB appoints Manager as person in charge for traceability dated 03/01/2020.	Yes
4.2.3.4	JJPSB established Traceability SOP dated 01/02/2019 describe records are kept for period of 3 years. Example: <ul style="list-style-type: none"> • FFB weighbridge ticket (estate). • FFB weighbridge ticket (mill). Records of delivery note and mill weighbridge tickets are maintained. Unique identification number is the delivery note stated in the weighbridge ticket.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	JJPSB established legal register dated 30/12/2019. Example of legal documents: Minimum Wage Order 2018 Environmental Quality Act 1974 JJPSB established list of license and permit.s Example: MPOB license validity period 01/07/2019 – 30/06/2020 Trading license validity period 29/10/2019 – 31/12/2020	Yes
4.3.1.2	JJPSB established legal register dated 30/12/2019. Example: Malaysia Palm Oil Board Act 1998 (Act 582) Occupational Safety and Health Act 1994	Yes
4.3.1.3	The legal register will be review once per year and updated as and when necessary.	Yes
4.3.1.4	JJPSB appointed the Manager as person in charge for updating legal document, list and licenses.	Yes
4.3.2.1	JJPSB land titles are country lease issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users. Land use for cultivation of palm oil	Yes
4.3.2.2	JJPSB land titles are country lease issued by Sabah land Authority with a tenure of 99 years and for cultivation of oil palm.	Yes
4.3.2.3	Land title includes map stating the total area, location with boundary stone numbering. During site verification, boundary marker is marked with a boundary stone and wooden stick of red colour.	Yes
4.3.2.4	No dispute from previous owners since the 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
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

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
4.4.1.1	<p>JJPSB established SIA dated November 2019. The SIA includes information feedback from external stakeholders meeting conducted on 21/10/2019.</p> <p>The SIA includes a summary of positive and negative impacts and the timeline to monitor for completion.</p> <p>The action and implementation is the responsibility of the PIC in the table</p> <p>The positive impacts are continuously promoted while negative impacts are mitigated within a time frame to carry out the action and included in CIP for monitoring.</p> <p>The SIA will be reviewed once a year with feedback from stakeholders.</p> <p>Minor NC8:</p> <p>Worker interview survey feedback for negative and positive impacts are included in SIA. However, workers interview and survey records are not documented.</p>		No
4.4.2.1	<p>JJPSB established complaint and grievance procedure dated 01/01/2019.</p> <p>The complaint procedure states the timelines to resolve the complaint is 15 working days. PIC to handle complaint is manager.</p> <p>Site interview with field workers, informed they understand the process to make complaint or grievance when required.</p>		Yes
4.4.2.2	<p>JJPSB complaint procedure dated 30/12/2019 describe complaints to be address within 15 working days after received by estate manager.</p> <p>Complaint record is review with no complaint lodged since January 2019 until audit date.</p>		Yes
4.4.2.3	<p>The complaint and grievance form is available at the estate notice board that can be access by workers and stakeholders.</p>		Yes
4.4.2.4	<p>JJPSB conducted external stakeholders meeting on 21/10/2019 includes complaint and grievance procedures.</p> <p>During interview with workers they are able to demonstrate awareness where complaint could be lodged at any time.</p>		Yes
4.4.2.5	<p>Review of complaint records there are no complaints lodged since January 2019 until audit date.</p>		Yes
4.4.3.1	<p>JJPSB provides job opportunity to local communities for estate operations and office admin work.</p>		Yes
4.4.4.1	<p>JJPSB established Occupational Safety and Health Policy dated 01/10/2019 signed by Manager.</p> <p>The policy is available at the office notice board.</p> <p>Training on safety and PPE usage conducted on 19/12/2019.</p>		Yes
4.4.4.2	a	The Occupational Safety and Health policy is available at the notice board.	No

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		The policy statement comply with Occupational Safety & Health Act 1994 regulations. The company sets out to provide the general principles and procedures concerned with protecting the safety, health and welfare of people engaged in work or employment.	
	b	Risk assessment HIRARC established on May 2019 update 01/10/2019 includes all relevant field activities The HIRARC table include activity, hazards, risk and effects, risk assessment, existing control, PIC, risk assessment after control and date review.	
	c i	Records of work safety training and PPE usage conducted on 19/12/2019.	
	c ii	SDS is available in office and store. Example: Decis options insecticide dated 21/08/2017. Store is in good condition and locked. All chemicals have original labelling. Liquid chemicals are placed on tray below powder chemicals.	
	d	JJPSB provides PPE to workers according to HIRARC for each activity. Example: <ul style="list-style-type: none"> • Helmet • Apron • Hand glove During site visit all workers are provided with proper PPEs for the assigned task	
	e	JJPSB established procedure for chemical handling dated 01/01/2019. JJPSB adopts SDS for chemical handling, storage and disposal. Major NC4: JJPSB has not conduct CHRA and medical check-up for chemical handlers.	
	f	JJPSB appointed estate manager as person in charge for safety and health dated 02/01/2020.	
	g	JJPSB has more than 40 workers but no quarterly safety and health meeting conducted. However, safety and PPE for workers briefing conducted on 19/12/2019 Major NC.4:	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Safety and health meeting shall be held quarterly in accordance to DOSH requirement since the estate has more than 40 workers.</p> <p>h JJPSB established Occupational safety and health management procedure dated 01/01/2019.</p> <p>The purpose of the procedure is to ensure that the business unit operated within the describe Company's OSH Policy and its associated objective and targets.</p> <p>JJPSB established Emergency Preparedness and Response Procedure dated 30/12/2020.</p> <p>The scope of the procedure is to handle the emergency situation occur in estate.</p> <p>Map of emergency assembly point and contact details available at estate notice board.</p> <p>External stakeholders briefed on the procedure on stakeholder meeting dated 21/10/2019.</p> <p>i Contact details for emergency display at estate notice boards During site observation, first aid kit available at office, and operations site.</p> <p>Major NC.: First aid training not conduct for employees.</p> <p>j JJPSB established record book for accidents and injuries. No report of any major and minor injuries.</p> <p>Major NC.4: JJPSB registration is not available.</p>	
4.4.5.1	<p>JJPSB established Human Rights policy dated 01/10/2019 signed by Manager.</p> <p>The policy states responsibility to respect and support the human rights as stated in the Universal Declaration of Human Rights and as articulated in the United Nations Guiding Principles on Business and Human Rights.</p> <p>The policy displayed at estate notice board and available in English and Bahasa Malaysia language.</p>	Yes
4.4.5.2	<p>JJPSB established Human Rights policy dated 01/10/2019 signed by Manager.</p> <p>The policy states 'Treat all employees fairly and provide fair and equal employment opportunities for all employees regardless of race, colour, nationality, political opinion, religion and sex. We do not tolerate discrimination or harassment of any person.'</p>	Yes
4.4.5.3	<p>JJPSB established contract agreement for workers in accordance to Sabah Labour Ordinance.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The contract agreement states the pay rate of RM42.31 per day in accordance to the Minimum Wage Order 2018. The working contracts are signed by workers and management.</p> <p>Workers on piece rated with the rates determine based on historical performance for each task and duly agreed by workers.</p> <p>The pay slip is review that the workers pay is in line with Minimum Wage Order 2018.</p>	
4.4.5.4	JJPSB do not engage contractors for any field operations. Therefore, no contractor worker wage available for review.	Yes
4.4.5.5	<p>JJPSB established list of workers that contain name, gender, date of birth, date joined, job description, wage, nationality and period of employment.</p> <p>Document review and site interview confirmed all workers are permanent employed.</p>	Yes
4.4.5.6	<p>JJPSB established worker contract for every worker recruited.</p> <p>The management provide fair contract duly signed by both parties.</p> <p>The worker is briefed on the working contract terms and conditions, wage, type of work and copy is provided.</p> <p>During site interview with workers informed they are briefed on the contract terms and conditions and received a copy after signed.</p>	Yes
4.4.5.7	<p>JJPSB used morning muster check roll for time recording.</p> <p>JJPSB established 'Jadual Masa Kerja' and displayed on notice board.</p> <p>The working hours from 6:30am to 3:00pm with rest hour from 11:00am to 12:00pm.</p> <p>Working hours and overtime stated in working contract.</p> <p>Overtime rate is according to Sabah Labour Ordinance requirements of 1.5 times hourly rate for normal work days and 2.0 time hourly rate for rest day and public holidays.</p> <p>Interview with workers informed aware of the working hours and overtime rate.</p>	Yes
4.4.5.8	<p>JJPSB working hours publicly available at notice board.</p> <p>The working hours is from 6:30 am to 3:00 pm</p> <p>The break time is between 11:00 am to 12:00 pm</p> <p>The overtime is based on mutual basis.</p> <p>Interview with workers informed are aware of working hour and overtime rate.</p>	Yes
4.4.5.9	<p>Pay records are reviewed to crosscheck the wage paid is in line with legal regulations and work contracts.</p> <p>The wage records for October 2019 are according to the Minimum Wage Order 2018 or agreed task rates.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Interview with workers informed they understand the wage and overtime rates.	
4.4.5.10	JJPSB provides benefits to workers such as medical care, housing, water and electricity.	Yes
4.4.5.11	JJPSB workers housing follow the industry best practices. Site observation on the worker living quarters has basic amenities such as water, electricity and gardening area.	Yes
4.4.5.12	JJPSB established Sexual Harassment Policy dated 01/10/2019 signed by Manager. The policy states will treat sexual harassment and domestic violence as any other form of misconduct. The policy is displayed at notice board. No complaint lodged for related issue.	Yes
4.4.5.13	JJPSB established Freedom of Association Policy dated 01/10/2019 signed by Manager. The policy states respect the legal rights of its employees to join worker organizations, including labor organizations or trade unions. JJPSB management conducted meeting with workers and staff on 21/10/2019 includes agenda social and human rights. During the interview with workers informed there is no union form	Yes
4.4.5.14	JJPSB established Minimum Age Policy dated 01/10/2019 signed by Manager. The policy states the minimum working age is 18 years and above. Workers list is review with all workers are above 18 years.	Yes
4.4.6.1	JJPSB established annual training program 2020 dated 30/12/2019. Example of training conducted: Manuring, spraying and harvesting safe working practice and PPE dated 19/12/2019. Major NC4: Training on environment, social, ERP, OSH, etc., is not conducted except for PPE and safety work practices.	Major
4.4.6.2	Training need analysis and training matrix established dated 30/12/2019. The training need analysis is based on job description.	Yes
4.4.6.3	Continuous annual training program is established for training 2020 dated 30/12/2019 for staffs and workers.	Yes

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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 as follow:-</p> <ul style="list-style-type: none"> Comply with all applicable environmental laws and regulations. Educating and supervising employees to minimize adverse environmental impacts in all related agricultural operations. <p>The policy is made available at estate notice board in both English and Malay language.</p> <p>JJPSB established EAIA and Environmental Management Plan dated 13/01/2020.</p> <p>Interview with workers informed that they are aware on environment protection.</p> <p>Workers are briefed on environmental policy dated 21/10/2019.</p>	Yes
4.5.1.2	<p>a JJPSB established Environmental Policy dated 01/10/2019 signed by 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>	Yes
	<p>b JJPSB established EAIA and environmental management plan dated 13/01/2020.</p> <p>Activities: Fertilizer application</p> <p>Environmental aspects: Potential of fertilizer spillage</p> <p>Environment impacts: Pollution to water course</p>	Yes
4.5.1.3	<p>JJPSB established EAIA and environmental management plan dated 13/01/2020 include aspects and impacts.</p> <p>Activities: Fertilizer application</p> <p>Environmental aspects: Potential of fertilizer spillage</p> <p>Environment impacts: Pollution to water course</p> <p>Negative impacts: Contamination of water course from run off.</p> <p>Positive impacts: Fertilizer application improve the soil nutrient.</p> <p>Monitoring plan: On-going process and to be monitor on quarterly basis</p>	Yes
4.5.1.4	<p>JJPSB established CIP dated 30/12/2019 including environmental and describes as follow:</p> <p>Zero burning</p> <p>Positive impact: Reduction of air pollution and waste recycling</p> <p>Plan to promote: Provide recycle bin and continuously educate workers</p> <p>Location: Kalabakan Estate</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	PIC: Manager and Supervisor	
4.5.1.5	<p>JJPSB established annual training program for year 2020 dated 30/12/2019.</p> <p>Example training on environmental:</p> <p>Briefing on environmental policy dated 21/10/2019.</p> <p>Site interview with workers informed they are aware on environmental protection, no chemical spraying and fertilizing activities is allowed at buffer zone.</p>	Yes
4.5.1.6	Environmental meeting is not conducted yet. Refer finding captured in internal audit conducted on 02/01/2020.	Yes
4.5.2.1	<p>JJPSB established baseline for diesel consumption for year 2017 to 2019 dated 13/01/2020.</p> <p>. The diesel usage is for farm operation,</p> <p>JJPSB established action plan to reduce consumption of diesel usage.</p> <p>Example:</p> <p>Regular maintenance for estate genset, heavy machineries and vehicles.</p> <p>Genset operations must follow strictly on schedule of running hours</p>	Yes
4.5.2.2	<p>JJPSB established non-renewable energy budget dated 13/01/2020 for year 2017 to 2021 include FFB projection and diesel usage projection.</p> <p>JJPSB established record of actual diesel usage on monthly basis for monitoring and compare actual consumption against baseline value.</p>	Yes
4.5.2.3	JJPSB used solar energy at weighbridge office.	Yes
4.5.3.1	<p>JJPSB established waste management plan dated 30/12/2019 describes type of wastes category as gaseous, solid and liquid.</p> <p>Example:</p> <p>Source: Diesel</p> <p>Type of gaseous waste: Fumes</p> <p>Gases: Carbon Monoxide (CO)</p> <p>Source: Fertilizer application</p> <p>Type of solid waste: Fertilizer beg</p> <p>Source: Household</p> <p>Type of liquid waste: Sewage</p>	Yes
4.5.3.2	<p>a JJPSB established waste identification, environmental impacts, mitigation plans and CIP dated 30/12/2019 has include identifying and monitoring source of waste and pollution.</p> <p>Example:</p> <p>Source of waste: Empty chemical containers</p> <p>Plans: To be disposed by licensed third party.</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 management plan f dated 30/12/2019 Identify of any wastes generated that could be reduced, reused & re-cycled for other usage.</p> <p>Example:</p> <p>Activity: Chemical spraying</p> <p>Waste generated: Empty chemical containers</p> <p>Recycling method: Reused for premix activity</p>	
4.5.3.3	<p>JJPSB established SOPs for:</p> <ul style="list-style-type: none"> Chemical storage dated 01/01/2019 - SOP states that requirement for storage, designing, safe practise and training. Scheduled waste management dated 01/01/2019 - handling on empty chemical container, used oil and lubricant, labelling of scheduled waste, documentation and training. <p>During site visit to workshop and gen set area observed improper handling and storage on lubricant oil spillage and oil leakage.</p> <p>Major NC5:</p> <p>Site visit at workshop and genset area observed improper handling of lubricant oil spillage and oil leakage.</p>	No
4.5.3.4	<p>JJPSB established SOPs for:</p> <ul style="list-style-type: none"> Chemical storage dated 01/01/2019 - SOP states that requirement for storage, designing, safe practise and training. Scheduled waste management dated 01/01/2019 describes: <ul style="list-style-type: none"> Empty pesticide containers should not be reused and their disposal shall be in a manner that avoids exposure to humans and contamination of the environment. Empty chemical container should be rinsed at least 3 times with water returned for premix usage. Empty containers should be labelled as such and placed in a designated storage area prior to being collected and disposed by supplier. <p>During site visit observed empty chemical container kept at workers house without proper labelling and against the SOP.</p> <p>Major NC 6:</p> <p>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</p> <p>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.</p>	No

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	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.	
4.5.3.5	JJPSB established domestic wastes segregated for recycling and non-recycle waste will be disposed at landfill away from housing and waterways.	Yes
4.5.4.1	JJPSB established waste management plan dated 30/12/2019 include gaseous waste, solid waste, solid and liquid waste for agricultural activities. Source: Spraying Type of solid waste: Empty chemical container Monitoring plan: Reused for premix or spraying activities	Yes
4.5.4.2	JJPSB established waste identification, environmental impacts, mitigate plans and continuous improvement plans, dated 30/12/2019. Solid waste from agricultural activities: Empty chemical container Negative impact: Harmful to human and animals if reused as storing water / food. Positive impacts: Empty chemical container can be recycled by approved and licensed contractor. Action plan: Empty chemical container shall be puncture and kept in store for dispose by authorised third party	Yes
4.5.5.1	a JJPSB established water management plan dated 30/12/2019 describes water source for domestic used and estate operations from rain water.	Yes
	b JJPSB established mechanism to monitor river water quality flowing through the estate. Major NC 7: JJPSB has not conduct water quality test of river water flowing within and outgoing from the estate.	
	c JJPSB established water management plan dated 30/12/2019 include water optimization plan for rain harvesting and wastage of water usage. Empty chemical container washing and rinsing water is reuse for pre-mix.	
	d Buffer zones are maintained along the stream flowing through the estate. Palms are mark with a "RED" cross sign with no manuring and chemical application allowed. Vegetation are well preserved during onsite inspection. Interviewed with workers informed chemical spraying and manuring activities prohibited at buffer zone.	

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
	e	Buffer Zones along the stream well maintained and palms marked with red paint. No manuring and chemical spraying activities are allowed.	
	f	JJPSB does not use bore wells for water supply.	
4.5.5.2	Site visit observed no bunds or weirs constructed across the stream or waterways.		Yes
4.5.5.3	JJPSB practice rain harvesting for housing and estate operation.		Yes
4.5.6.1	a	JJPSB established list of protected wildlife, doc. No: 001 dated 10/10/2019. Example: Orang Utan, Sun bear, Proboscis monkey Site interviewed with workers informed that they aware of wildlife protection and legal penalty.	Yes
	b	JJPSB established form to monitor and record any wildlife sighted in the estate. Example: Wildboar sighted on 10/12/2019	
4.5.6.2	a	JJPSB established list of wildlife with legal requirements dated 01/01/2020 that describe "Dilarang memburu hidupan liar di bawah enakmen pemeliharaan hidupan liar 1997. Sesiapa melanggar peraturan-peraturan ini boleh dikenakan denda RM 50,000 atau penjara 5 (Lima) tahun atau kedua-duanya". Site visit observed Sabah wildlife legal requirement displayed at estate notice board. Site interview with workers informed hunting is prohibited.	Yes
	b	JJPSB established Environmental Policy dated 01/10/2019. Policy statement prohibit any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts. Site interview with workers informed aware hunting is prohibited in the estate. Worker informed common wildlife sighted in the estate wild boar and deer	
4.5.6.3	JJPSB established Management Plan for Wildlife Protection dated 30/12/2019 A form is used to monitor and record any wildlife sighted		Yes
4.5.7.1	JJPSB established Environmental Policy dated 01/10/2019. The policy has a statement "Shall strictly implement a Zero burning policy in relation to new planting, replanting or other development and ensure that effective fire prevention and fire-fighting management are in place".		Yes

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

Indicator	Summary of Assessment	Compliance
	There is no opening burning sighted during onsite inspection at the field, housing and landfill.	
4.5.7.2	There are no serious palm diseases sighted during the field visits that require burning. Therefore, no special approval for open burning from the relevant authorities.	Yes
4.5.7.3	There are no application documents for approval of controlled burning sighted.	Yes
4.5.7.4	No replanting activities observed during site visit, therefore, no sign of palm felled, chipped and mulched	Yes

Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>JJPSB established SOPs for best practices.</p> <p>Example:</p> <ul style="list-style-type: none"> SOP on FFB Loading dated 01/10/2019 SOP on Ramp dated 01/10/2019 SOP manuring dated 01/10/2019 SOP Spray Weed dated 01/10/2019 SOP Harvesting dated 01/10/2019 SOP on Plantation operation and safety manual dated 02/01/2020 for FFB harvesting, loading, transporting, pesticides handling, spraying, fertilizing, PPE guideline, etc. <p>Example of training for chemical spraying dated 19/12/2019.</p>	Yes
4.6.1.2	<p>JJPSB adopted Field handbook oil palm series volume 2 immature dated 1999, doc. no: ISBN: 981-04-1433-1 as guideline for planting at slopes.</p> <p>Legume Cover Crop planted at the slope area to retain soil moisture and reduce soil erosion</p>	Yes
4.6.1.3	JJPSB established permanent block markers for each block with information of division no., block no., and total palms.	Yes
4.6.2.1	<p>JJPSB established management financial budget for 4 years from 2019 to 2022 dated 14/01/2020.</p> <p>Financial budget include:</p> <p>Budget FFB price per ton</p> <p>Budget FFB production</p> <p>Budget Operations expenses Budget for CIP (Social, environment and safety & health)</p>	Yes
4.6.2.2	JJPSB established planting statement for replanting starts from year 2027 to 2032 dated 15/11/2019.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.2.3	JJPSB established long term financial plan for year 2019 to 2022 dated 14/01/201 includes: <ul style="list-style-type: none">• FFB yield• Budget cost per ton• FFB Price forecast• Budget for CIP	Yes
4.6.2.4	JJPSB establish monthly monitoring on costs and FFB production. The previous month actual performance used to monitor the following month performance. Profit and loss statement from 01/10/2019 to 31/10/2019 sighted and reviewed.	Yes
4.6.3.1	JJPSB established pricing for purchase of fertilizer and chemicals using quotation method.	Yes
4.6.3.2	JJPSB purchased products using quotation issued by supplier with terms and conditions duly agreed by both parties. Payment is made timely manner as per agreed terms and conditions in quotation.	Yes
4.6.4.1	JJPSB does not engaged contractor for field operation. FFB transporter, maintenance work & harvesting. Therefore, no documents established.	Yes
4.6.4.2	JJPSB does not engaged contractors. Thus, no contract agreement available for review.	Yes
4.6.4.3	JJPSB does not engaged contractors. Therefore, no agreement established	Yes
4.6.4.4	JJPSB does not engaged contractors. Therefore, no documents established.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	JJPSB planting statement is review and there is no new planting. The 1 st planting in 2000. Therefore, not applicable.	Yes
4.7.1.2	JJPSB planting statement is review and there is no new planting. Therefore, no PMM or EIA established.	Yes
4.7.2.1	JJPSB planting statement and estate map are review and there is no peat land.	Yes
4.7.3.1	JJPSB planting statement is review and there is no new planting.. Therefore, no SEIA conducted.	Yes
4.7.3.2	JJPSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	JJPSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	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 review and there is no new planting. Therefore, no maps established.	Yes
4.7.4.2	JJPSB planting statement is review and there is no new planting. Therefore, no maps established.	Yes
4.7.5.1	JJPSB planting is review and there is no new planting Therefore, no maps establish and no permits available.	Yes
4.7.5.2	JJPSB planting statement is review and there is no new planting. Therefore, no plan established.	Yes
4.7.5.3	JJPSB planting statement is review and there is no new planting. Therefore, no soils map established.	Yes
4.7.6.1	JJPSB planting statement is review and there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	JJPSB planting statement is review and there is no new planting. There are no sacred sites, therefore, no management plan establish.	Yes
4.7.6.3	JJPSB planting statement is review and there is no new planting. Therefore, no SOP establish.	Yes
4.7.6.4	JJPSB planting statement is review and there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	The planting statement is review and there are no new planting area at JJPSB. Therefore, no assessment established.	Yes
4.7.6.6	JJPSB planting statement is review and 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 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

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4.4 Status of Non-Conformities Previously Identified

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

4.5 Detail of Audit Findings in last audit

Stage 1 audit corrections to the documents and actions are reviewed during stage 2 certification audit.

4.6 Detail of Audit Findings Identified During This Audit

AUDIT OUTCOME		
During this 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):						
Lack of documentation on internal audit to include for operations to support on weak and strong points for improvement.						
Correction (by company):						
Jawat Jaya Plantation Sdn Bhd conduct the internal audit 15 March 2020 the checklist is established to include both documentation and operation.						
Corrective / Preventive Action (by company)						
To ensure internal audit assessment cover documentation and site by using the internal audit checklist.						

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Non Conformity Number 1	
Review of Correction & Corrective / Preventive Action	
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.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 23/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 2	
Indicator # and Description:	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
Location:	Jawat Jaya Plantations Sdn Bhd
Description of Finding / Objective Evidence:	
Management review meeting is not conducted to discuss effectiveness implementation of MSPO requirements.	
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):	
Internal audit conducted do not include in the management review due to site internal audit has not conducted yet.	
Correction (by company):	
Management review meeting conducted and include the internal audit result to discuss effectiveness implementation of MSPO on 19/03/2020G.	
Corrective / Preventive Action (by company)	
To make sure management review meeting will be conducted and keep all the evidence in the file.	
Review of Correction & Corrective / Preventive Action	
The management review meeting minutes conducted on 19/03/2020 has include internal audit results. The implementation will be review in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 23/03/2020

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Non Conformity Number 2	
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 3	
Indicator # and Description:	4.4.4.2 The occupational safety and health plan shall cover the following: e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. 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. 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 j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals
Location:	Office
Description of Finding / Objective Evidence:	
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.	
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):	
CHRA is not conduct as still under progress find the CHRA assessor that can do at Tawau. Safety and health meeting not conducted quarterly. JKKP registration is not done as don't know the process of application. First Aid training not conduct to employees because first aid training will be conducted on March 2020.	
Correction (by company):	

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Non Conformity Number 3	
<p>Engage the CHRA assessor from The Best Solution Management Sdn Bhd. Received the letter from company on 17/03/2020.</p> <p>Conducted quarterly meeting for safety and health. Latest meeting conducted on 01/03/2020.</p> <p>First Aid training was conducted.</p> <p>JKKP was done registration. No Pendaftaran: SB/20/04/151830</p>	
Corrective / Preventive Action (by company)	
<p>To ensure that CHRA report is completed and available during the next coming internal and external audit.</p> <p>All the meeting and training needs to be included, so that workers are focus on work safety and health concern.</p> <p>To make sure all the documentation need to be improve or updates each year.</p>	
Review of Correction & Corrective / Preventive Action	
<p>JJPSB has provide following evidences:</p> <ul style="list-style-type: none">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.Safety and health meeting conducted on 01/03/2020. The meeting minutes state meeting will be held on quarterly basis.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.JKKP registration dated 21/02/2020 register no: SB/20/04/151830 submitted. <p>The evidences provided are sufficient to close the findings. The implementation of action will be review in next surveillance audit.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 23/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

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.			
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):			
Training was not fully conducted.			
Correction (by company):			
Training was conducted on 1 March 2020 in MSPO meeting, all the meeting and training report need to be filing and update each year.			
Corrective / Preventive Action (by company)			
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.			
Review of Correction & Corrective / Preventive Action			
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.			
Closed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor:	Sheron Pui Ling Wui		Date of Closure: 23/03/2020
Review of Implementation			
Name of Lead Auditor / Auditor:		Date of Review:	

Non Conformity Number 5			
Indicator # and Description	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.		
Location:	Jawat Jaya Plantations Sdn Bhd		
Description of Finding / Objective Evidence:			
Site visit at workshop and genset area observed improper handling of lubricant oil spillage and oil leakage.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Chan Shi Lie	Date Raise:	17/01/2020

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Non Conformity Number 5	
Deadline for implementation	16/03/2020
Root Cause Analysis (by company):	
Improper handling on the generator and used oil.	
Correction (by company):	
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.	
Corrective / Preventive Action (by company)	
Training is conduct to workers on 01/03/2020.	
Review of Correction & Corrective / Preventive Action	
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.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Chan Shi Lie	Date of Closure: 24/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 6	
Indicator # and Description	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.
Location:	Jawat Jaya Plantations Sdn Bhd
Description of Finding / Objective Evidence:	
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.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by: Chan Shi Lie	Date Raise: 17/01/2020
Deadline for implementation	16/03/2020

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Non Conformity Number 6	
Root Cause Analysis (by company):	
Worker don't know cannot used empty chemical container to storage food stuff.	
Correction (by company):	
Training is provided on handling empty chemical container, established the empty chemical container stock list to monitor the amount of container in store.	
Corrective / Preventive Action (by company)	
SOP on the triple rinse was established. Training program 2020 and 2021 include the training for this SOP.	
Review of Correction & Corrective / Preventive Action	
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.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Chan Shi Lie	Date of Closure: 24/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 7			
Indicator # and Description	4.5.5.1 (b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities		
Location:	Jawat Jaya Plantations Sdn Bhd		
Description of Finding / Objective Evidence:			
JJPSB has not conduct water quality test of river water flowing within and outgoing from the estate.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Chan Shi Lie	Date Raise:	17/01/2020
Deadline for implementation		16/03/2020	
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.			

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Non Conformity Number 7	
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.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Chan Shi Lie	Date of Closure: 24/03/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

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	<input type="checkbox"/> Major <input checked="" type="checkbox"/> 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 ou in May 2020. The action plan submitted is sufficient to close the finding. The implementation will be review in next surveillance audit.	

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Non Conformity Number 8	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 23/02/2020
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Nr.	Indicator	Location	Opportunity for Improvement
1.	4.1.4.1	Estate	Management could consider to improve the CIP timeframe.
2.	4.2.1.1	Estate	Management could consider improve the response timeframe for information and document request.
3.	4.2.3.4	Estate	Management could consider improve traceability records retention period.
4.	4.3.1.1	Estate	Estate could improve licenses and permits document monitoring.
5.	4.3.2.3	Estate	Estates could consider to improve boundary wooden stick maintenance frequency.
6.	4.4.4.2	Estate	Management could improve the locations in the map for emergency assembly point.
7.	4.4.5.3	Estate	Management could consider improve on piece rate for the workers.
8.	4.4.5.13	Estate	Management could consider improve workers meeting minute records to include all related topics and workers feedback.
9.	4.5.5.1 (e)	Estate	Management may consider improve buffer zone marking.
10.	4.6.1.3	Estate	Management could consider improve on block marking.

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5 CONCLUSION

Jawat Jaya Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct stage 2 audit for its estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There are 7 Major NC raise and closed out successfully. All minor non-conformances action plans are submitted and accepted. The implementation of Minor NC(s) will be review and verify during the next audit.

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

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

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 estates:	1	
Total certified production area:	635.88	Ha
Certified FFBs January to December 2019:	7,401.90	Mt
Certified FFBs January 2020:	372.67	Mt
FFBs projection February to December 2020:	7,130.00	Mt
FFBs projection January to December 2021:	7,200.00	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

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

Puchong, 01/04/2020

Sheron Pui Ling Wui
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 01/04/2020

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

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7 LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1	Lim Yen Hing	Everpace Sdn Bhd
2	Lim Fang Ji	United Equipment Spares Sdn Bhd
3	Alan Lim	Mandurah Agricultural Suppliers Sdn Bhd

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

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

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities 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
- ☐ Additional annexes, number