

MSPO CERTIFICATION SUMMARY REPORT

JUJUT PLANTATIONS SDN BHD

STAGE 2 – CERTIFICATION AUDIT

Date: 13/09/2019

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MSPO Certification Summary Report

Company Name: Jujut Plantations Sdn Bhd

Certifying Unit: JujutPlantations Sdn Bhd

Client Number: 92-093

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

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1. INTRODUCTION

Jujut Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a certification stage 2 audit for its 2 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 stage 2 audit is to assess Jujut Plantations Sdn Bhd estates by an independent certification body with the aim for compliance of the standards.

1.2. Scope

The certification is based on the documentation establish by the group office and estates.

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

Qualification of the Lead Auditor (Trainee): Ariff Bin Lokman

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	Graduated in Plantation Industry Management.

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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)	7 years working experience in plantation management
Successfully completed MS 2530 series of standards training	Successfully completed MSPO Lead auditor training course.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as auditor based on audit log.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in plantation management.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in plantation management.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 18001 or Occupational, Health & Safety Assurance System	Successfully completed IMS 9001, 14001 & 45001
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully complete SA8000 Basic Training.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed IMS 9001, 14001 & 45001.

Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life	Zul Hairi Bin Abu Hassan	Graduated in Plantation Industry Management.	Yes

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Requirement	Assessor	Qualification	Compliance
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			
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)	Zul Hairi Bin Abu Hassan	9 years working experience in palm oil estates.	Yes
Successfully completed MS 2530 series of standards training	Zul Hairi Bin Abu Hassan	Successfully completed MS2530 series 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.	Zul Hairi Bin Abu Hassan	Qualified as lead auditor for MSPO scheme base on audit log.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Zul Hairi Bin Abu Hassan	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Zul Hairi Bin Abu Hassan	9 years working experience in palm oil estates.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Zul Hairi Bin Abu Hassan	9 years working experience in palm oil estates.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Zul Hairi Bin Abu Hassan	Auditor for RSPO and MSPO scheme. Successfully completed ISO 45001:2018 Lead Auditor training	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Zul Hairi Bin Abu Hassan	Successfully completed SA 8000 Basic training and auditor for RSPO and MSPO schemes	Yes

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Requirement	Assessor	Qualification	Compliance
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Zul Hairi Bin Abu Hassan	Successfully completed ISO 14001 LA course and auditor for RSPO and MSPO scheme.	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 audit is conducted in 2 stages in accordance to the certification procedure.

Certification stage 2 audit:

Certification stage 2 certification audit is conducted on 25/06/2019 to 26/06/2019 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;

For list of all reviewed documents refer to chapter 7, Table 7-1.

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On-site Assessment

The audit of the estates is conducted according to the MS 2530-3:2013 Part 3 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.

Jujut Plantation Sdn Bhd consists of 2 estates. Based on the sampling requirements in accordance to MSPO certification procedure and applying the formula, .

$S = 0.8\sqrt{2} = 1.13$), therefore round up to the next integral of 2 estates. Thus, the 2 estates are audited as listed in Table 2-1 below:

Table 2-1: List of Estates Selected

Name of Estate	Coordinates
Jujut Plantations Sdn Bhd	N 04° 29' 40.94" E 118° 26' 28.55"
Saham Plantations Sdn Bhd	N 04° 29' 1.72" E 118° 27' 4.27"

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.

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3. ORGANISATION INFORMATION

Jujut Plantations Sdn Bhd is an oil palm plantation company located at Semporna, Sabah.

There are 2 estates Jujut Plantation and Saham Plantation in this group certification..

The details of the 2 estates as below:

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

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2019 to Dec 2019)
	Total*	Production**	
Jujut Plantation (Sing Sing Div)	232.70	211.71	5,600
Jujut Plantation (Balong Div)	354.68	327.63	7,800
Jujut Plantation (Tagasan Div)	159.73	142.16	2,200
Saham Plantation	83.04	72.18	2,160
Total	830.15	753.68	17,760

*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 /	Jujut Plantations			Saham Plantation
	Sing Sing Division	Balung Division	Tagasan Division	
1996	9.04	-	-	-
1997	-	-	-	19.24
1998	-	85.12	-	-

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1999	127.62	40.47	-	-
2000	-	24.28	-	-
2001	-	-	-	-
2002	-	69.26	-	-
2003	75.05	53.08	-	-
2004	-	-	-	52.94
2005	-	55.42	-	-
2006	-	-	142.16	-
Total Mature	211.	327.63	142.16	72.18
Total Immature	-	-	-	-
Total Oil Palm	28,793	44,558	19,334	9,816

3.3. Replanting program for each estate

No replanting schedule planned for the next 3 years therefore no data reported.

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3.4. Maps of Jujut Plantations Location and Plantations



Figure 1:



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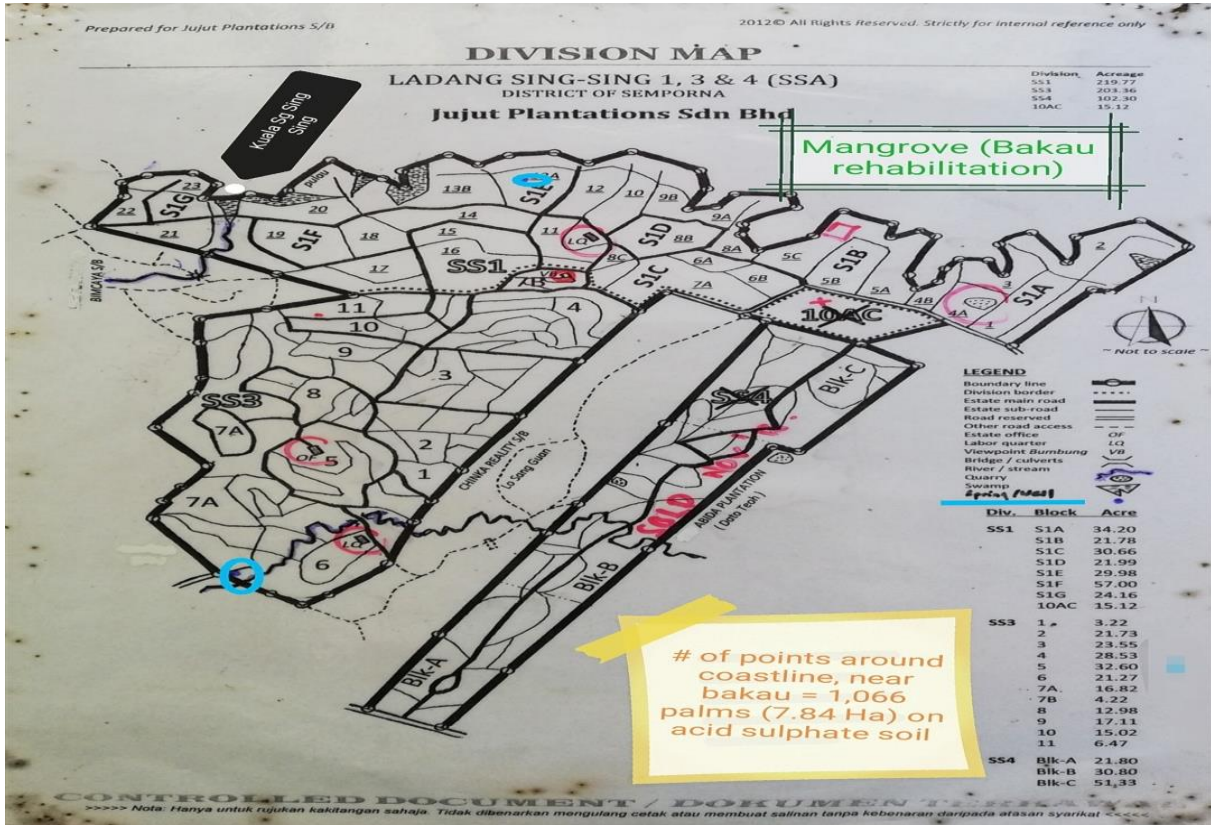


Figure 2:

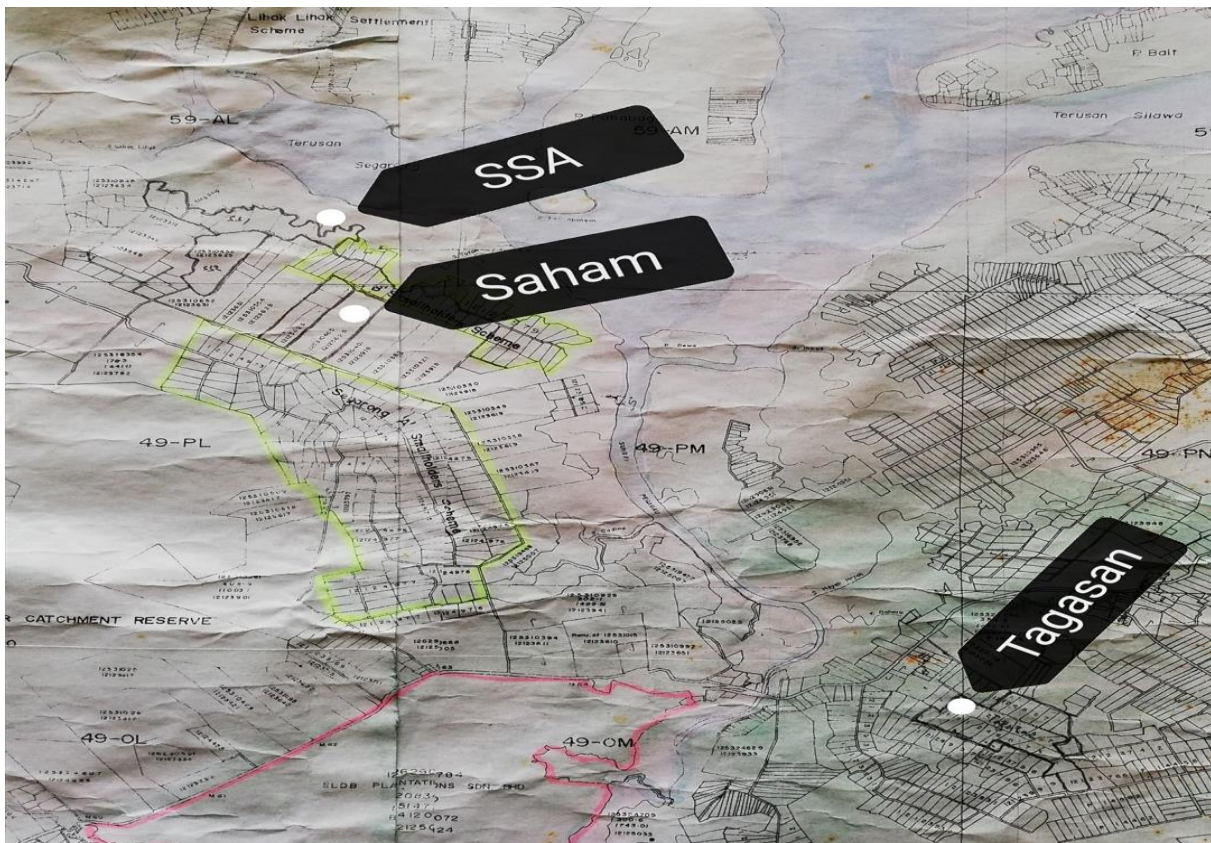
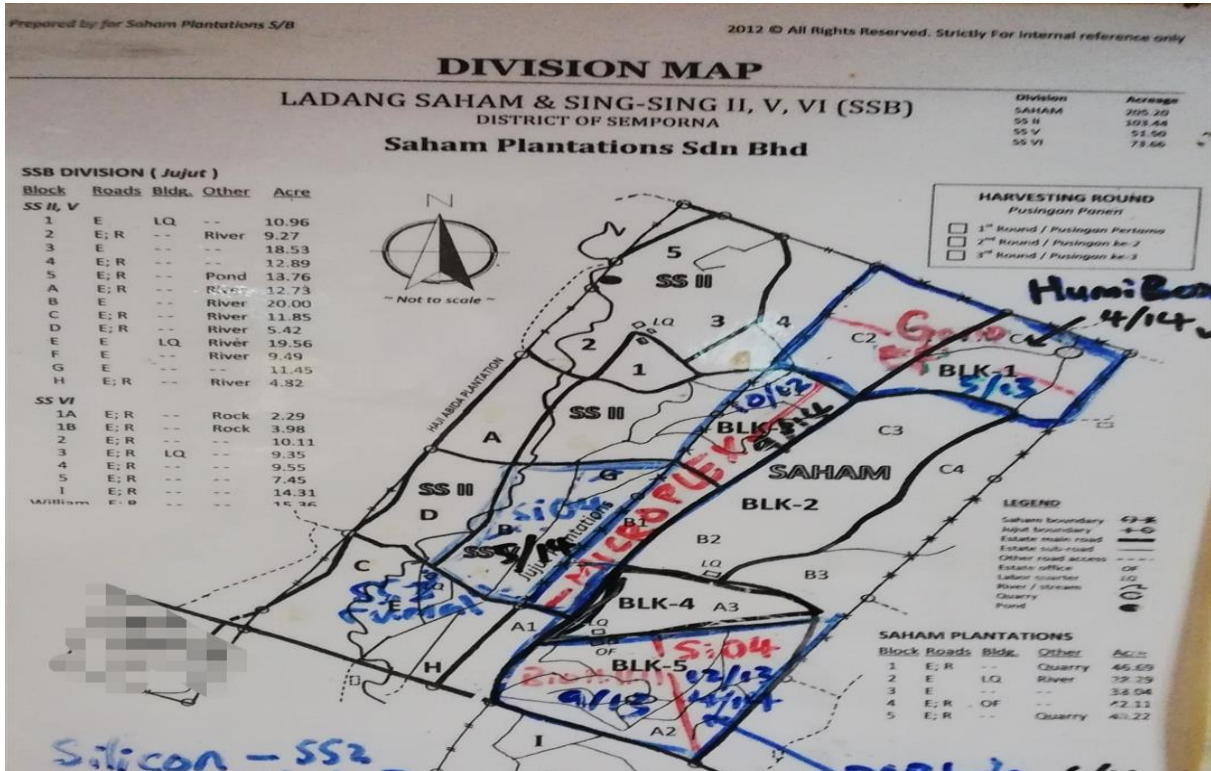
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4. CERTIFICATION ASSESSMENT

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 Audit:

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

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

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

These organization shall undergo both Stage I and II audits.

Jujut Plantations Sdn Bhd does 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 27/03/2019 covering the following activities:

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

4.1.2. Stage II certification audit:

The Stage II certification audit is conducted on 25/06/2019 to 26/06/2019 covering 2 both estates – Jujut Plantation and Saham

During the Stage II certification audit, there are 2 Majors and 2 Opportunities for Improvement (OFI) are raised.

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 4.5 of this report.

4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 15/05/2019 as to accommodate stakeholder's consultation meeting for Jujut Plantations Sdn Bhd to provide comments. As at audit date on 25/06/2019 there are no comments received.

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Invitation letters are sent on 15/05/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 25/06/2019 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?	Interview with stakeholders indicate they are aware of MSPO audit to be conducted at the estate.	Positive comment towards Jujut Plantations.
2	Social issues	In lieu of the stakeholders participants are not local	

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		communities, therefore no input of this topic	No action required
3	Type of land title – Country Leased, Provisional Leased, Native title	As above	As above.
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	As above	As above
5	Does MSPO largely benefits the local community?	As above	As above
6	Environmental understanding	As above	As above
7	Awareness towards species, habitats, and high conservation values	As above.	As above
8	Are there any plantation management practices that affect you?	As above	As above
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders are confident that Jujut Plantations Sdn Bhd has taken efforts to meets the MSPO requirements.	Positive comment towards Jujut Plantations.
10	Do you have any suggestions for management?	No suggestions.	No action required.

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

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

Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	Jujut Plantations Sdn Bhd (JPSB) established Sustainable Agriculture Policy dated 18/12/2018 signed by company director. JPSB adopts the principle and criteria of MSPO of their commitment to continual improvement in sustainability practices.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	MSPO policy is publicly available and displayed at office notice boards. Interview with workers and stakeholders confirmed that they understand the policy.	
4.1.1.2	Sustainable Agriculture Policy dated 18/12/2018 emphasize commitment to continual improvement, no deforestation, drive positive social – economic impact for people and local communities.	Yes
4.1.2.1	JPSB established SOP for internal audit dated 29/02/2018. The procedure includes the flow chart process to conduct the internal audit. The procedure describes internal audit to be conducted at least once a year. The results of the internal audit are documented as conform (complete) or non-conformance as incomplete.	Yes
4.1.2.2	JPSB established SOP for internal audit dated 29/02/2018. The procedure include the flow chart process to conduct the internal audit. Internal audit conducted on 03/01/2019. Results of internal audit are documented with non-conformity as incomplete for improvement to the system.	Yes
4.1.2.3	Internal audit results are presented in the management review meeting conducted on 22/06/2019	Yes
4.1.3.1	The management review conducted on 22/06/2019 include internal audit results. Other topic discuss regarding social, safety and environmental.	Yes
4.1.4.1	JPSB established continual improvement plan (CIP) dated 22/06/2019. The plan included t environmental, social and safety and health. CIP table describe the improvement action, expected outcome, time frame review, monitoring location, responsibility status and date review.	Yes
4.1.4.2	JPSB established SOP on new information, technique, equipment, doc no 4.1.4.2, dated 24/06/2019. SOP include flow chart of any new technology from supplier require evaluation, implementation and monitoring. Currently no new information and technology applied in the operations.	Yes
4.1.4.3	SOP include flow chart of any new technology from supplier, evaluation, implemented and monitoring. Wind turbine for renewable energy for weighbridge area. The implementation inside the CIP.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>JPSB established stakeholders list dated 28/05/2019 includes government agency, suppliers, NGOs, Jawatan Kuasa Kemajuan Kampung (JKKK), collection centre, smallholders/villagers, school and mill.</p> <p>Latest stakeholders meeting conducted on 12/06/2019. The agenda of the meeting covers MSPO certification, complaint and grievance procedures, list of public documents, etc.</p>	Yes
4.2.1.2	<p>JPSB established master list of public available documents and confidential documents dated 18/06/2019.</p> <p>The list of publicly available documents as follows:</p> <ul style="list-style-type: none"> • Complaint and Grievance Procedure • Company policies. 	Yes
4.2.2.1	<p>JPSB established SOP for consultation and communication dated 24/06/2019.</p> <p>The purpose of this procedure is to maintain an open and transparent methods of consultation and communication with all stakeholders and any other affected or interested parties.</p> <p>Stated in the SOP flow chart the communication to employee and stakeholders. Any enquiry / issue from employees and stakeholders the complaint and grievance form will be used.</p> <p>Flow chart for consultation and communication process displayed at estates notice boards.</p>	Yes
4.2.2.2	<p>JPSB appointed the Assistant Estate Manager as the person in charge for communication with stakeholders.</p>	Yes
4.2.2.3	<p>List of stakeholder dated 28/05/2019 and stakeholders meeting been documented.</p> <p>Example minutes of meeting between management and employee dated 19/01/2019 the agenda discuss include information related with MSPO requirement and other matter action plan and suggestion.</p>	Yes
4.2.3.1	<p>JPSB established traceability SOP dated 05/05/2019. The SOP describe the harvesting, loading, delivery Note (DN) no, weighbridge ticket from mill, recording and payment.</p>	Yes
4.2.3.2	<p>Estate manager regularly inspect the traceability records on a monthly basis.</p> <p>Internal audit conducted 03/01/2019. No issue raised for traceability.</p>	Yes
4.2.3.3	<p>JPSB established organization chart for their operation. The chief clerk is the appointed person to maintain the records and verified by estate manager.</p>	Yes
4.2.3.4	<p>JPSB established records book for FFB. Example:</p> <ul style="list-style-type: none"> • Harvesting records 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Bunch checker FFB delivery note Mill ticket no 	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>JPSB established lists of license with validity of each license dated 24/06/2019.</p> <p>Example:</p> <p>MPOB license dated 01/10/2018 to 30/09/2019</p> <p>Trade license no 14/11/2018 to 31/12/2019</p>	Yes
4.3.1.2	<p>JPSB established List of Related Laws, Regulations and Guidelines dated 24/06/2019.</p> <p>Example of laws and regulations applicable for the estate:</p> <ul style="list-style-type: none"> Minimum wages Order 2012 2016 & Amended 2018. Sabah Labour Ordinance (Sabah Cap 67). 	Yes
4.3.1.3	The legal register dated 24/06/2019 includes the recent changes and updates.	Yes
4.3.1.4	JPSB appointed chief clerk as person in charge of updating and tracking changes of legal documents	Yes
4.3.2.1	<p>JPSB land titles of country and provisional leased issue by Sabah Land Authority</p> <p>The type of activity stated in the land title for agriculture crop of economic value.</p> <p>The land titles are country leased for a tenure of 99 years.</p>	Yes
4.3.2.2	The land titles for JPSB are country and provisional leased. The land tenure is 99 years. The land titles are review to confirm land title type, tenure of lease and usage right.	Yes
4.3.2.3	<p>JPSB established boundary markers either using wooden peg or stone.</p> <p>During onsite inspections the boundary marker coordinates are captured and crosscheck with the map.</p>	Yes
4.3.2.4	No dispute with previous owners since the land titles are country or provisional leased are issued by Sabah Land Authority.	Yes
4.3.3.1	Land titles are 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 land leased or owned by JPSB. Therefore, no map established.	Yes
4.3.3.3	There is no customary land leased or owned by JPSB. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	JPSB established Social Impact assessment. The SIA include information from survey conducted on 27/04/2019 with internal and external stakeholders. The SIA includes a summary of positive and negative impacts and the time frame to monitor for completion. The SIA will be review once a year with feedback from stakeholders.	Yes
4.4.2.1	JPSB established SOP for complaint and grievance using a flow chart: The flow chart describes: <ul style="list-style-type: none"> Complaint form Reporting to manager 10 days Discuss, investigate within 30 days Complaint case close Estate manager is the person in charge to resolve the complaint. Interview with harvester indicates that they understand the process to make complaint or grievance.	Yes
4.4.2.2	The flow chart for complaint and grievance state the timeframe to resolve disputes in an effective, timely within 30 days. No complaint records from internal and external found during review of record book.	Yes
4.4.2.3	Complaint and grievance form and book records established. Complaint box and form available at office area. No complaint recorded as at audit date.	Yes
4.4.2.4	JPSB conducted awareness briefing on complaint procedure among workers and staff on 23/05/2019. The SOP is publicly available at notice boards. During field interview, workers are aware of SOP complaint and grievance	Yes
4.4.2.5	No complaint and grievance records state in book as at audit time 25/06/2019.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.3.1	JPSB provide job opportunity to local communities such as assistant manager, office staff and employ locals as r general workers.	Yes
4.4.4.1	JPSB established safety and health policy dated 25/02/2019. The policy is made available at office notice boards in both Bahasa Malaysia and English. JPSB conducted policy training on 20/05/2019.	Yes
4.4.4.2	<p>a. JPSB established policy safety and health dated 25/02/2019.</p> <p>b. JPSB established HIRARC</p> <p>Non conformity: The established HIRARC, does not cover all operations and date of established document not stated.</p> <p>c. Training conducted to workers for safe used of chemicals. SDS available at point of use. Example: Dursban dated issue 13/03/2016. Store in good condition and lock. Liquid are stored above powder. All chemicals have original labelling.</p> <p>d. Records of PPE provided to workers is reviewed. Example: Chemical application - Apron, gloves, google, face mask issued on 18/06/2019</p> <p>e. JPSB established SOP for chemical storage dated 18/06/2019 in accordance to SDS requirements.</p> <p>f. The estate assistant is the appointed person to coordinate workers' safety and health. Organization chart states person appointed is the assistant estate.</p> <p>g. Management conducted meeting with employees dated 19/01/2019 that include safety and health.</p> <p>h. JPSB established SOP emergency plan dated 21/06/2019. SOP and emergency contact number made available at the notice boards. Training for emergency procedure conducted on 20/04/2019</p> <p>i. First aid training conducted on 20/04/2019 attended By all workers. First aider is the estate assistant. During site visit first aid kit is available at office, harvesting operation, and other field upkeep operation.</p>	Major NC No 1

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	j. JPSB established records of accident.. Sighted injury records on injury with two days medical leave.	
4.4.5.1	<p>JPSB establish Sustainable Agriculture Policy dated 18/12/2018 signed by Director.</p> <p>The policy statement '2.1 Respect and Support the Universal Declaration of Human Rights'.</p> <p>Policy is displayed at notice boards and available in English and Bahasa Malaysia.</p> <p>During site visit, interview with harvester is aware of company policies. Workers confirmed the estate management respect human rights.</p>	Yes
4.4.5.2	<p>The Sustainable Agriculture Policy statement '2.2 (vi) Equal Employment Opportunities' states equal opportunities provided to employees regardless of race, religion or gender.</p> <p>Policy is displayed in notice boards available in English and Malay language.</p> <p>On site visit, interviewed with workers indicate there is no discrimination practice in the work place and treated fairly.</p> <p>Interview with female workers confirmed no sexual discrimination at the estates and equal opportunity provided.</p>	Yes
4.4.5.3	JPSB paid the workers in accordance to the Minimum Wage Order 2018 of RM1,100 per month. Payment voucher is review and wage paid according to Minimum Wage regulations 2018.	Yes
4.4.5.4	<p>JPSB does not engaged contractors for field operation and transportations.</p> <p>Interviewed with person in charge that the company does not hire any contractors for estate operations.</p>	Yes
4.4.5.5	<p>JPSB established list of workers contains of name, gender, date of birth, date of entry, wage, period of employment and job tasks assigned.</p> <p>The workers list are reviewed and no casual or seasonal workers are hired</p>	Yes
4.4.5.6	JPSB established employment agreement with their workers duly signed by both parties and a copy provided to each worker.	Yes
4.4.5.7	<p>JPSB establish workers time recording using morning muster check roll. The working hours is displayed at muster ground.</p> <p>Working overtime when required will be paid according to Sabah Labour Ordinance requirements of 1.5 times for week days and 2 times for working on rest days or public holidays.</p> <p>Interview with workers they are aware of the working hours, rest hours, OT is 1.5 time for normal day and public holiday is 2.0 times.</p>	Yes
4.4.5.8	<p>JPSB established working hours for their employees and available at notice board at muster ground area.</p> <p>Working hours is from 6:00 am until 2.00 pm. (rest time 11:00am – 11.30am)</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Working hours and rest time are in accordance to Sabah Labour Ordinance.	
4.4.5.9	Workers payment voucher has been reviewed with wage paid according to the minimum wage regulations 2018. JPSB had paid daily rate or piece rate are based on the agreed rate with workers. List of wages for June 2019 sighted and paid according to the Minimum Wage Order 2018.	Yes
4.4.5.10	JPSB benefits for the employees such as housing, sufficient water and electricity, attendance allowance, FFB incentives and medical..	Yes
4.4.5.11	JPSB housing quarters follow industry best practices. Site observation on living quarters have basic amenities where the house has sufficient place for married and bachelor.	Yes
4.4.5.12	JPSB Sustainable Agriculture Policy dated 18/12/2018 signed by company director, section 2.2 (xi) describe no tolerate any type of harassment or violence. The policy is available at notice boards of office and housing area. Complaint and grievance records reviewed and confirmed no complaints made on sexual harassment or violence. Interview with female workers confirmed no sexual harassment case happen and they are aware on sexual harassment or violence reporting system.	Yes
4.4.5.13	JPSB Sustainable Agriculture Policy dated 18/12/2018 section 2.2(v) states respect the right of employees to join trade union of their choice subject to provisions of relevant national legislation. Review on the latest JCC meeting conducted on 15/04/2019, the meeting as a platform of communication between workers and management.	Yes
4.4.5.14	JPSB Sustainable Agriculture Policy dated 18/12/2018 section 2.2(i) stated JPSB shall not employ or promote the use of child labour. Review on the latest list of workers updated on 10/05/2019. All the workers joined the estate are above 18 years old. Sighted the worker personal file and workers master list indicate no children employed by the estates. During on site verification, there are no evidences of child labour at the site.	Yes
4.4.6.1	JPSB established year 2019 training program for employees. Sighted records of training including training material, attendance and photos Example training conducted: 1. MSPO requirements dated 30/03/2019 2. Safety and health dated 24/04/2019	Major NC No 2

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>3. Procedure chemical handling dated 05/05/2019</p> <p>4. SOP FFB delivery 17/03/2019</p> <p>5. Firefighting dated 03/04/2019</p> <p>Major NC</p> <p>JPSB has established training programs for employees. However, the management did not established training evaluation of workers on the specific skill and competency based on the job description.</p>	
4.4.6.2	JPSB establish training needs for their workers based on job description. The training to be conducted will in accordance to the 2019 training program.	Yes
4.4.6.3	<p>JPSB established annual training program for year 2019 dated 25/03/2019.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Manuring training 2. Chemical mixing 3. Fire fighting training 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>JPSB established environmental policy dated 25/04/2019 signed by company director.</p> <p>The policy is made available at the noticeboards of estates office and other work operation areas.</p> <p>JPSB established environmental impact, mitigation, and continuous improvement plan dated 05/05/2019 to address environmental legal requirements.</p> <p>Environmental Policy training for all workers conducted on 16/05/2019.</p>	Yes
4.5.1.2	<p>JPSB established environmental policy dated 25/04/2019 signed by Company Director.</p> <p>The management is committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environments whenever practical that will ensure a sustainable future.</p> <p>Environmental impact, mitigation and continuous improvement plan include Identification and management plan of waste products and potential source of GHG Emission.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.3	<p>JPSB established Environmental impact, mitigation, and continuous improvement plan. Potential environmental aspects include both negative and positive impact s</p> <p>Example:</p> <p>Empty pesticide container</p> <p>Negative impact: Incorrect disposal of contaminated containers.</p> <p>Positive impact: Recycle usage of container for pre-mix</p> <p>Domestic waste and sewage</p> <p>Negative impact: septic tank overflow that can affect the water source.</p> <p>Positive impact: Recycling of plastic, paper, metal and glass can generate income for the workers.</p>	Yes
4.5.1.4	<p>JPSB established CIP that include environmental.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Protection and preservation of buffer zones. 2. Continuously awareness briefing to workers on the open burning and segregation of domestic wastes and disposed in designated landfill sites. 	Yes
4.5.1.5	<p>JPSB established training program for year 2019 dated 25/03/2019.</p> <p>Stated in the program include environmental training for the employees. Sighted environment training conducted on 16/05/2019.</p>	Yes
4.5.1.6	<p>JPSB conducted JCC meeting on 15/04/2019 that include environmental issues.</p> <p>Example</p> <ol style="list-style-type: none"> 1. Landfill area 2. Zero burning practice 3. Prohibiting on hunting 	Yes
4.5.2.1	<p>JPSB established records of diesel consumption for past 3 years from 2016 to 2018. The baseline is a benchmark to compare against the actual usage of fuel per metric ton FFB produced.</p> <p>Sighted fuel consumption records for year 2018 actual diesel consumption compared against budget is higher due to low crop.</p> <p>JPSB established plan to reduce usage of diesel for genset to have regular maintenance program.</p>	Yes
4.5.2.2	<p>JPSB established fuel consumption for year 2019 to monitor the diesel usage for each ton of FFB output.</p> <p>Records for the month of January to May 2019 sighted.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.2.3	JPSB implemented solar panel at the estate office, weighbridge office and security guard house to reduce consumption of fossil fuel.	Yes
4.5.3.1	<p>JPSB established waste management plan dated 05/05/2019.</p> <p>Waste Management Plan identify 3 types of wastes:</p> <ol style="list-style-type: none"> 1. Gaseous waste 2. Solid waste 3. Liquid waste <p>Example of waste identified (solid waste):</p> <ol style="list-style-type: none"> 1. Rotten bunches, plan for monitoring: rotten bunches need proper disposal method. 2. Pesticides store, the plan for monitoring: regular checking and monitoring of any leakage and defective parts and equipment. 3. Empty chemical container, the plan for monitoring: all empty chemical containers must get triple rinsing treatment before disposal or keep in store. <p>Gaseous waste:</p> <ol style="list-style-type: none"> 1. Emission from fossil fuel usage, plan for monitoring: minimize usage and conduct regular maintenance. <p>Liquid waste:</p> <ol style="list-style-type: none"> 1. Chemical mixing, plan for monitoring: use drip tray and construct new chemical mixing area. 	Yes
4.5.3.2	<p>JPSB established Environmental Aspect and Impact Assessment and Environmental Management Plan date of review 05/05/2019.</p> <p>Example of source identified and monitoring:</p> <p>Gaseous waste</p> <p>Emission from fossil fuel usage: Minimize usage, regular maintenance.</p> <p>Liquid waste</p> <p>Lubricant oil: Regular checking and monitoring of any leakage and defective parts and equipment. Make sure spillage kit in place and in good condition.</p> <p>JPSB established Environmental Aspect and Impact Assessment and Environmental Management Plan date of review 05/05/2019.</p> <p>Example of source identified and monitoring:</p> <ol style="list-style-type: none"> 1. Rotten bunches – monitoring and maintain low harvesting interval. 2. Fertilizer – Correct timing of FFB application and collected programmed, EFB, POME 3. Empty pesticide containers- recycle by third party collector. 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>4. Domestic waste -proper managing and monitoring of landfill.</p> <p>5. Plastic bottles, cans and others domestic waste- segregation of waste, establishment of recycle bin at main office and housing compound areas.</p>	
4.5.3.3	<p>JPSB adopt the SDS for safe handling and storage of chemicals.</p> <p>The SDS describe the method to manage and handle used chemicals including storage and disposal.</p>	Yes
4.5.3.4	<p>JPSB established SOP premixing chemical dated 18/06/2019 that describe empty containers to be rinsed and puncture before disposal or reuse for pre-mix or puncture for reuse as rubbish bins with a red marking..</p>	Yes
4.5.3.5	<p>Domestic wastes are segregated for recycling and those cannot be recycle are disposed at designated landfill.</p> <p>From site observation, the landfill is far away from water source and housing area.</p>	Yes
4.5.4.1	<p>JPSB established waste management plan.</p> <p>Waste Management Plan describe 3 types of waste:</p> <ol style="list-style-type: none"> 1. Gaseous waste – Emission from fossil fuel. 2. Solid waste – empty chemical containers. 3. Liquid waste – used lubricant oil 	Yes
4.5.4.2	<p>Pollution and emissions action plan established dated 05/05/2019.</p> <p>Example:</p> <p>Greenhouse Gas (GHG) emissions</p> <p>Negative Impact: GHG emissions can adverse effect on the environment.</p> <p>Positive impact: Steps to reduce net GHG emissions have positive impacts on emission saving</p> <p>Action plan:</p> <ul style="list-style-type: none"> • To improve fuel efficiency of transport vehicles with scheduled maintenance. • To reduce running hours of generator sets with setting start and off running hours. 	Yes
4.5.5.1	<p>JPSB established Water Management Plan dated 05/05/2019.</p> <p>a. There sources of water identify are from rain, public treated water and streams from mountain.</p> <p>The usage of water is generally for domestics and chemical mixing.</p> <p>Rainwater harvest.</p> <p>b. Water from stream and rivers flowing out of the estate are monitored through test conducted by 3rd party laboratory</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Sighted water results conducted on 12/04/2019 with no adverse results.</p> <p>c. JPSB established monitoring and control plan for water usage dated 05/05/2019.</p> <p>Housing water tanks are upgraded with valves to prevent wastage and overflow.</p> <p>Silt pits are dug to store rain water.</p> <p>Fronnd stacking is practice to reduce soil erosion and terrace areas.</p> <p>d. Stated in the water management protection water sources and wetlands.</p> <p>Buffer Zones establish along streams and rivers... No manuring and chemical spraying activities are allowed. Signage are installed and palms are marked with red sign to indicate no such activities allowed.</p> <p>Review on morning check roll logbook briefing on maintaining of buffer zone or riparian area conducted on 20/06/2019.</p> <p>e. Field visits observed no natural vegetation removed as designated Buffer Zones. Buffer zones are well maintained. . Palms in buffer zones are marked with red paint, signboards installed and no manuring and spraying are allowed in these areas.</p> <p>f. JPSB does not use bore wells as water supply source.</p>	
4.5.5.2	During field inspections sighted there are no construction of bunds, weirs and dams across streams or river flowing in the estates.	Yes
4.5.5.3	Water harvesting practice is practice to collect rainwater for domestic, general usage and chemical application.	Yes
4.5.6.1	<p>JPSB established management plan for monitoring of wildlife in and around the estates.</p> <p>The monitoring has identify the type of wildlife found in the unplanted areas, buffer zones and riparian reserves such as birds, monkey and snakes</p> <p>Signage on prohibition of hunting and capturing installed at buffer zone and riparian area.</p>	Yes
4.5.6.2	<p>JPSB established management plan to monitor any wildlife sighted in and around the estates.</p> <p>Workers are briefed during master call on 20/06/2019 on I protection of wildlife and prohibition based on Sabah wildlife enactment 1997..</p> <p>Signage are installed at Buffer zone on no illegal hunting. Interviewed workers are able to explain on their understanding on illegal or inappropriate hunting, fishing or collecting activities.</p>	Yes
4.5.6.3	JPSB establish monitoring plan to monitor any wildlife and record any sighting.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.7.1	<p>JPSB established sustainable agriculture policy dated 18/12/2018 signed by company director includes statement on zero burning.</p> <p>“A strict zero burning policy is practiced in relation to new planting, replanting or other development.</p> <p>Morning briefing for Zero Burning practices conducted on 22/06/2019.</p> <p>During field and landfill inspections, no open burning sighted.</p>	Yes
4.5.7.2	<p>JPSB established sustainable agriculture policy dated 18/12/2018 includes a statement on zero burning.</p> <p>There are no serious palm diseases sighted during the field visits that require burning.</p> <p>The common ganoderma infection where the palm is felled and chipped.</p>	Yes
4.5.7.3	<p>JPSB established sustainable agriculture policy dated 18/12/2018 includes a statement on zero burning.</p> <p>There are no application documents sighted for controlled burning.</p>	Yes
4.5.7.4	<p>JPSB adopt the field handbook for immature oil palm, volume 2 t series number: ISBN 981-04-1433-1 as a guideline for replanting practices. However replanting is schedule in year 2022. Therefore, no sighting of replanted area during field visits.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>JPSB established standard operating procedure (SOP) dated 18/06/2019. The SOP covers all estate operations for examples:</p> <ol style="list-style-type: none"> 1. SOP chemical mixing 2. SOP harvesting 3. SOP manuring 4. SOP spraying <p>The training related to the SOP for best practices are conducted</p> <p>Interview workers in field could demonstrate understanding on SOP training and safety precautions.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.2	<p>JPSB adopt field handbook for immature oil palm volume 2 series number: ISBN 981-04-1433-1 as SOP guideline for planting within permitted levels on sloping land.</p> <p>Example:</p> <p>Terraces of platform are constructed in steeper areas in order to:</p> <ul style="list-style-type: none"> • Facilitate effective establishment, maintenance and harvesting of palms. • Minimize soil erosion. • Reduce rainwater runoff and nutrient losses. • Increase water infiltration. • Conserve moisture and increase water infiltration. • Provide each palm with equal access to light, nutrients and water. <p>The guidelines includes soil management on step terrains and planting of cover crops.</p>	Yes
4.6.1.3	<p>JPSB established block marker for each field.</p> <p>Example:</p> <ol style="list-style-type: none"> 1) Block: 3, hectare: 25.43 ha, year planting 1997 2) Block: 5, hectare 15.72 ha, year planting 2004 	Yes
4.6.2.1	<p>JPSB establish long-term plan & financial projection for year 2019-2020.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none"> 1) Financial project 2) Budget and projection crop 3) FFB yield 4) Capital expenditure 	Yes
4.6.2.2	<p>No replanting schedule until year 2022.</p>	Yes
4.6.2.3	<p>The business management plan for 2019 until 2020 is established. The plan include:</p> <ol style="list-style-type: none"> 1) FFB Projection (mt). 2) Planting materials. 3) FFB price forecast (mt). 4) Estate operation cost (cost/mt). 5) Yield / hectare (mt/ha). <p>Financial indicators are total revenue, gross income and profit.</p>	Yes
4.6.2.4	<p>JPSB established financial budget sighted and reviewed.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The estate has to submit a monthly analysis report, FFB actual vs budget report to the management.	
4.6.3.1	JPSB purchase products and services using quotation and purchase order system. Quotation are accepted by both parties The quotation and purchase order describes the service period or product, rates and payment term. Terms and conditions requirements includes a statement on requirement to comply with MSPO certification.	Yes
4.6.3.2	The terms and conditions stated in the agreement is duly agreed and signed by both parties/ Therefore, consider as fair, legal and transparent. Payments are made in accordance to the terms and conditions stated in the contract upon verified by the estate management.	Yes
4.6.4.1	No contractors hired by JPSB. Therefore, no documents established.	Yes
4.6.4.2	No contractors hired by JPSB. Therefore, no contract agreements establish	Yes
4.6.4.3	No contractors engage by JPSB. Therefore, no documents establish.for review.	Yes
4.6.4.4	No contractors engage by JPSB. Therefore, no documents establish	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	There are no new plantings. The first planting in 1997 with replanting plan in year 2022. Therefore, no assessment conducted.	Yes
4.7.1.2	There are no new plantings. The first planting in 1997 with replanting plan in year 2022. Therefore, no assessment conducted.	Yes
4.7.2.1	JPSB soil maps are review, and there are no peat land in all divisions. Therefore not applicable.	Yes
4.7.3.1	Review on planting statement and from field observations no new planting in JPSB. Therefore, no SEIA conducted.	Yes
4.7.3.2	Review on planting statement and from field observations no new planting in JPSB. Therefore, no SEIA conducted.	Yes
4.7.3.3	Review on planting statement and from field observations no new planting in JPSB. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no scheme smallholders' involved JPSB certification. Therefore not applicable.	Yes
4.7.4.1	There are no new plantings in JPSB. Therefore, no soil maps establish.	Yes
4.7.4.2	There are no new plantings in JPSB. Therefore, no topography map establish.	Yes
4.7.5.1	The planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore not applicable.	Yes
4.7.5.2	The planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore no plans establish.	Yes
4.7.5.3	The planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore no documents establish.	Yes
4.7.6.1	Planting statement, estate maps and land titles are reviewed. There are no new planting, therefore no FPIC conducted.	Yes
4.7.6.2	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no management plan establish to maintain scared sites.	Yes
4.7.6.3	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents establish.	Yes
4.7.6.4	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents establish.	Yes
4.7.6.5	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents establish.	Yes
4.7.6.6	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents establish.	Yes
4.7.6.7	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents establish.	Yes

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4.7.6.8	Planting statement, estate maps and land titles reviewed and there are no new plantings. Therefore, no impact to local communities.	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.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.</i></p> <p><i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i></p>	

4.5. Detail of Audit Findings in last audit

This audit is certification audit. . The findings found during from stage 1 audit are addressed appropriately. Detail of Audit Findings Identified During This Audit

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

AUDIT OUTCOME		
During this audit,	2	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number 01			
Indicator # and Description:	4.4.4.2 The occupational safety and health plan shall cover the following: b) The risks of all operations shall be assessed and documented c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: i) All employees involved shall be adequately trained on safe working practices		
Location:	Sing Sing Division		
Description of Finding / Objective Evidence:			
b) The established HIRARC does not cover all operations and date of established document not stated. c) i) Did not conduct training for safe working practice for of using pesticide.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Zul Hairi Bin Abu Hassan	Date Raise:	26/06/2019
Deadline for implementation	26/08/2019		
Root Cause Analysis (by company):			

MSPO Certification Summary Report

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Non Conformity Number 01	
Lack of knowledge to established HIRARC and its importance. Lack of knowledge to conduct the training.	
Correction (by company):	
HIRARC has established of all estate operations. Management has conducted briefings, trainings through morning muster and as per schedule of annual training programme.	
Corrective / Preventive Action (by company)	
Management has appointed Estate in charge of Ladang Balung to lead, guide and compile training programmes for employees at Semporna Estates; emphasis on safety and health. Operation risks, mainly involving Harvesters, are assessed regularly. Appropriate introduction of actions or measures to educate workers to work safe estates. Top Management will monitor the training progress and interview workers randomly to evaluate the result of trainings.	
Review of Correction & Corrective / Preventive Action	
Review on the established HIRARC, revision 01 dated 29/06/2019 includes all relevant estate operations. (Refer doc no. 1) Training on safe working for using pesticide h conducted on 29/06/2019. (Refer doc no. 2) Based on the evidence provided, it is sufficient to close the major NC. Further verification will be conducted in the next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor : Ariff Bin Lokman	Date of Closure: 01/08/2019
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 02	
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:	Saham Division
Description of Finding / Objective Evidence:	
JPSB established training programs for employees. However, the management did not establish training evaluation of workers on the specific skill and competency based on their job description.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor

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Certifying Unit: JujutPlantations Sdn Bhd

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Audit Type: Stage 2 - Certification Audit



Non Conformity Number 02			
Raise by:	Ariff Bin Lokman	Date Raise:	26/06/2019
Deadline for implementation	26/08/2019		
Root Cause Analysis (by company):			
Lack of knowledge of estate Management in regards of less conducted training competency to the employees.			
Correction (by company):			
To follow annual training programs for employees such as policies training, SOPs training and on job training. All the training records to be documented. Estate management should conduct morning briefing during Muster at least once weekly.			
Corrective / Preventive Action (by company)			
Management to ensure training programmes are properly conducted and timely and evaluates the results of these trainings to assess workers skill and competency.			
Review of Correction & Corrective / Preventive Action			
Review on the implementation, training and briefing of MSPO conducted on 30/06/2019, 03/07/2019 and 07/07/2019. (Refer doc no 3 and 4)			
The management has established training evaluation of workers on the specific skill and competency required based on their job description. (Refer doc no 5)			
Based on the evidence provided, it is sufficient to close the major NC. Further verification will be conducted in the next surveillance audit.			
Closed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification :	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor :	Ariff Bin Lokman	Date of Closure:	01/08/2019
Review of Implementation			
Name of Lead Auditor / Auditor:			Date of Review:

Opportunity for Improvement

Nr.	Indicator	Location	Opportunity for Improvement
1	4.1.2.2	Sing Division Sing	The management could improve in reporting the results of internal audit for non-conformities found.
2.	4.5.1.5	Sing Division Sing	The management could improve on the training records.

5. CONCLUSION

JJ Group-Jujut/Saham Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct stage 2 Certification audit for its two estates according to MSPO 2530-3:2013 Part 3 General principles for Plantations and Organised Smallholders.

There are Two Major NC raise and closed out successfully.

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

In conclusion the certified unit has been established, implemented and continued to improve in managing the 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:	2	Estates
Total certified production area:	830.15	Ha
Certified FFBs January to April 2019:	3,957	Mt
Projection FFBs May To December 2019	5,173	Mt

6. RECOMMENDATION

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

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

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

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

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

Puchong, 13/09/2019



Ariff Bin Lokman
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 13/09/2019



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

7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1.	Hasnawati Binti Hamdan	EMPA Representative

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