

# MSPO CERTIFICATION SUMMARY REPORT

KILANG KELAPA SAWIT BUKIT PASIR  
SDN BHD

SURVEILLANCE 01

Audit Date: 26/10/2020 – 27/10/2020

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## MSPO Certification Summary Report

Company Name: Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.

Certifying Unit: Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.

Client Number: 92-126

Audit Type: ASA 01

Mode of Audit: Onsite



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### Abbreviations

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

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### 1. INTRODUCTION

Kilang Kelapa Sawit Bukit Pasir Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit 01 for its palm oil mill according to MS 2530-4:2013 Part 4 General principles for palm oil mills.

#### 1.1. Objective

The objective of this surveillance audit is to assess Palm Oil Mill by an independent certification body with the aim for compliance of the standards.

#### 1.2. Scope

The certification is based on the documentation established by Kilang Kelapa Sawit Bukit Pasir Sdn Bhd.

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

The documents and information are reviewed against the requirements and criteria based on MS 2530-4:2013 Part 4 General principles for palm oil mills. 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 of the guidelines applied are checked.

1. Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mill audit guidance;
2. Palm Oil Supply Chain Traceability Requirements

#### 1.3. Appointment and Qualification of team members

The audit team appointed consists of the team leader and 2 team members. The team contributes to the review of documents, assessment of the project activity and preparation of this report.

##### Qualification of the Lead Auditor: Muhammad Khairul Anuar bin Azizul Hasan

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Graduate in Plantation Industry and 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 oil palm plantation.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS2530 series of standards training for Lead Auditor
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, English and / 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 oil palm plantation.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training and Auditor for MSPO scheme.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS)	Successfully completed IMS 9001, 14001 and 45001 LA course, Auditor for MSPO scheme.
Good Milling Practices for example palm oil milling working experience or demonstrate equivalent.	Qualified as auditor for MSPO scheme.

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### Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Mohd Nur Amin bin Mohd Halim	Graduate in Office Management & Technology.	Yes
	Mohamad Norhisham bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
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)	Mohd Nur Amin bin Mohd Halim	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed MPOCC endorsed lead auditor trainings	Mohd Nur Amin bin Mohd Halim	Successfully completed MS2530 series of standard for Lead Auditors.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed MS2530 series of standard for Lead Auditors.	
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.	Mohd Nur Amin bin Mohd Halim	Qualified as auditor for MSPO scheme.	Yes
	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor for MSPO scheme.	

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Requirement	Assessor	Qualification	Compliance
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Mohd Nur Amin bin Mohd Halim	Able to communicate in Bahasa Malaysia and English.	Yes
	Mohamad Norhisham bin Mohd Salleh	Able to communicate in Bahasa Malaysia and English.	
Field working experience in the palm oil sector, or demonstrable equivalent	Mohd Nur Amin bin Mohd Halim	Qualified as auditor for MSPO scheme.	Yes
	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor for MSPO scheme.	
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Mohd Nur Amin bin Mohd Halim	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Mohd Nur Amin bin Mohd Halim	Successfully completed Basic SA 8000 training.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed Basic SA 8000 training.	
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS)	Mohd Nur Amin bin Mohd Halim	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	
Good Milling Practices for example palm oil milling working experience or demonstrate equivalent.	Mohd Nur Amin bin Mohd Halim	Qualified as auditor for MSPO scheme.	Yes
	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor for MSPO scheme.	

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## 2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- 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
- Final approval, certification decision and issuance of certificate.

### ASA 01:

ASA 01 is conducted on 26/10/2020 – 27/10/2020 covers the following activities but not limited to below:

#### Onsite Audit:

- Onsite inspection, observations and inspections of mill facilities such as process, workshops, stores, wastewater treatment system, waste handling and disposal sites, workers and staff living quarters, receiving and delivery of products for compliance to relevant Principles & Criteria of the applied standard;
- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during stage 2 audit;
- Assessment reporting;

#### On-site Assessment

The audit of the mill is conducted according to the MS 2530-4: 2013 Part 4: General principles for palm oil mills.



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The methodology for collection of objective evidences include 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 are used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

### **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 and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be reviewed and verified during the next audit.

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### 3. ORGANISATION INFORMATION

Kilang Kelapa Sawit Bukit Pasir Sdn Bhd is located at Jalan Kim Chee, Bukit Pasir, Muar Johor.

The mill began operation in 1981 with an operating capacity of 20 MT per hour. In 2014 it was upgraded to 50 MT per hour operating capacity.

Name of Mill	Location	Coordinates
Kilang Kelapa Sawit Bukit Pasir Sdn Bhd	Jalan Kim Chee, Bukit Pasir, Muar Johor	N 2°5'6" E 102°41'53"

#### 3.1. Production volume

Volume (mt) for the past year Jan 2019 to Dec 2019			Actual volumes (mt) Jan 2020 to August 2020			Projected volume (mt) Sept 2020 to Dec 2020		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
31,2097.15	59,016.29	20,051.25	193972.07	35,461.19	12,759.36	104,032.36	19,672.08	6,683.76

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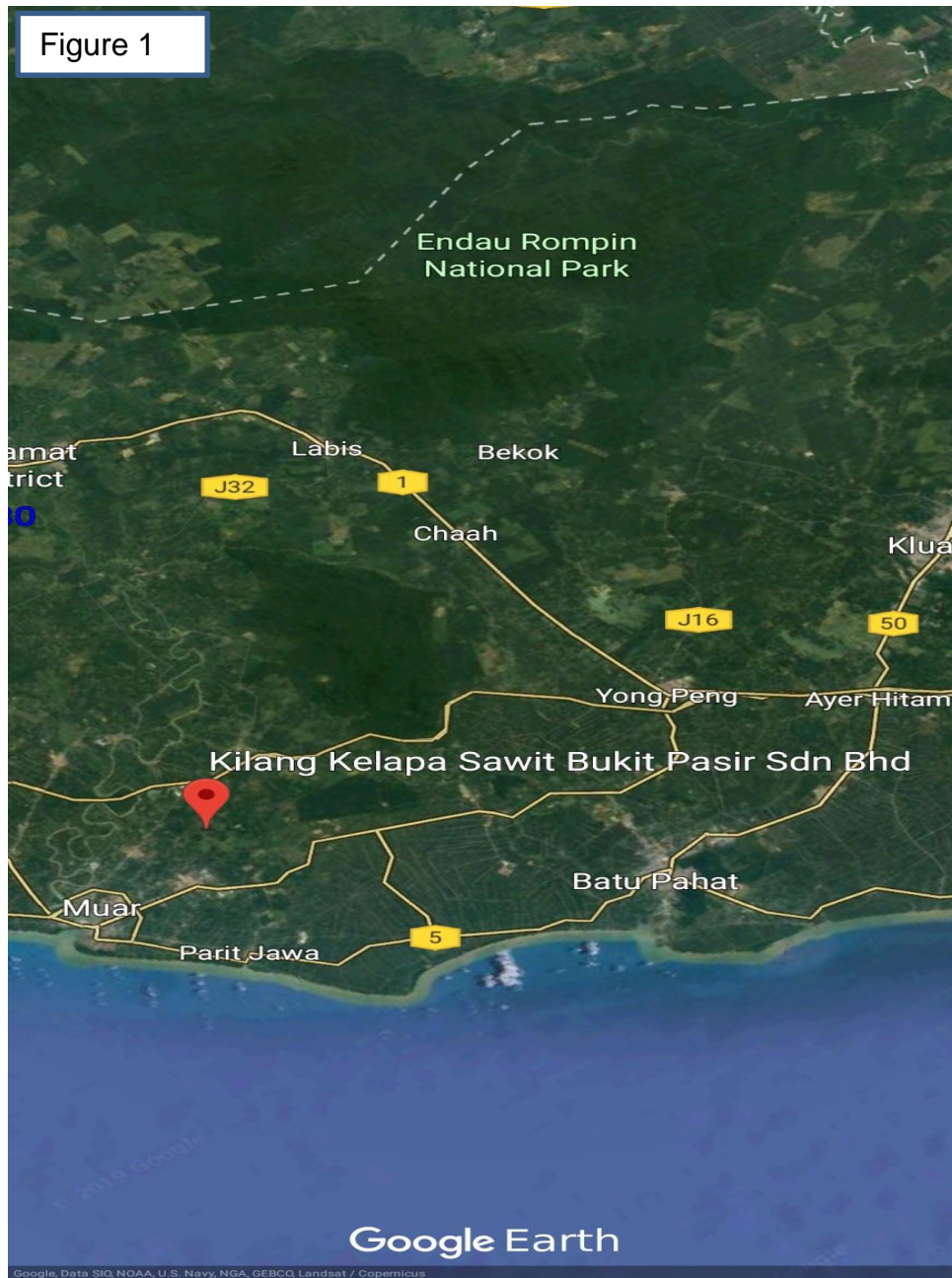
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### 3.2. Maps of Company and Mill Location



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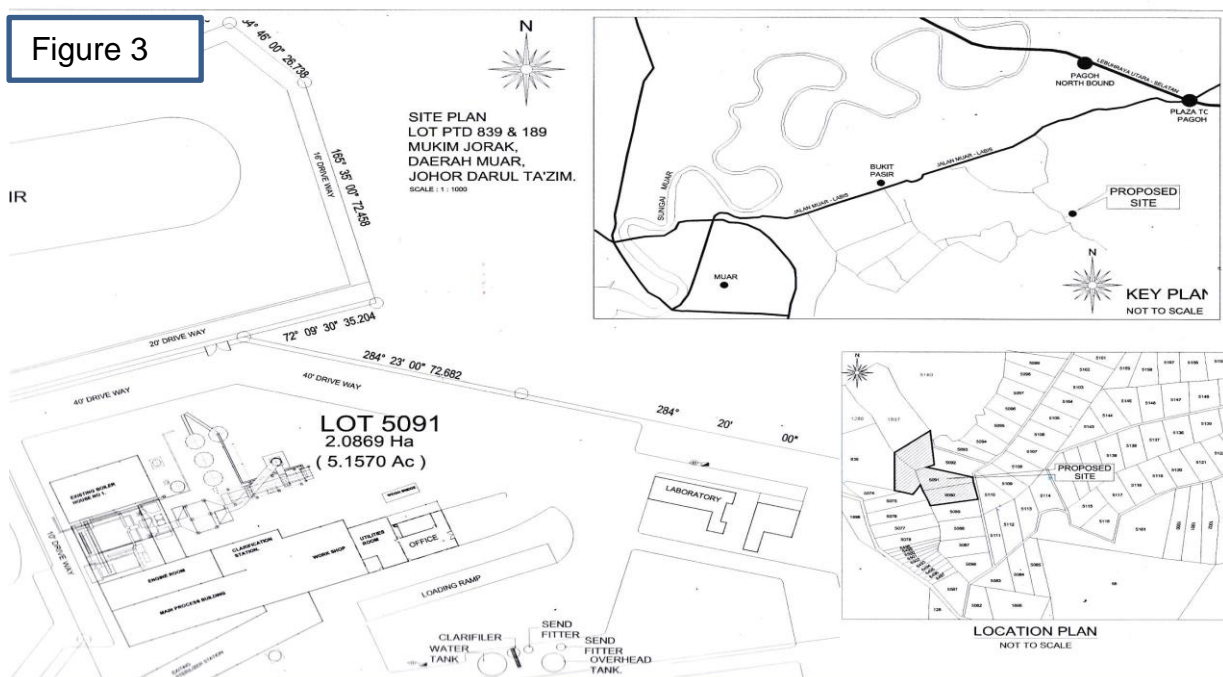
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Figure 2



Figure 3



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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 01

The objective of the audit is to assess the activities of the mill are in compliance with MS 2530-4: 2013 Part 4: General principles for palm oil mills.

##### 4.1.1. ASA 01:

The surveillance 01 audit is conducted on 26/10/2020 – 27/10/2020 covering Kilang Kelapa Sawit Bukit Pasir Sdn Bhd mill.

During this audit, there are 4 Major findings and 3 Opportunity for Improvement (OFI) are raised.

During this audit, the minor non-compliance raised in the last audit, the audit team has review by means of inspection of mill activities, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the mill team. The corrective measures implemented could be verified as appropriate.

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

The number of audit findings raised in this audit refer to Section 4.6 of this audit report.

#### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 07/09/2020 as to accommodate stakeholder's consultation meeting for Kilang Kelapa Sawit Bukit Pasir Sdn Bhd to provide comments. As at audit date on 26/10/2020 there are no comments received.

Invitation letters are sent on 07/09/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 26/10/2020 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

1. Introduction of MSPO certification.
2. Development of oil palm plantations.
3. Community service and support.
4. Wildlife management and wildlife corridor.
5. Type of wildlife sighted at 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.



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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 that they have been informed a logbook and form 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 land 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.

Item	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from the Company on MSPO audit?	Stakeholders interviewed confirmed the MSPO audit through the invitation letter received.	No action required
2	Social issues	Stakeholders interviewed informed they are no social issues raised as management has resolved the previous issues. .	No action required
3	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required
4	Does MSPO largely benefits the local community?	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required
5	Environmental understanding	Stakeholders interviewed informed the environmental issues raised previously has been resolved and monitored by the management.	No action required
6	Support to smallholders	Stakeholders interviewed informed the mill has support the smallholders by receiving the FFB.	No action required

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Item	Subject discussed	Audit team findings	Company response and proposed action to be taken
7	FFB quality	Stakeholders who are FFB Dealer informed the FFB quality has been improved.	Positive comments
8	Are there any mill management practices that affect you?	Stakeholders interviewed informed they are no mill practices affect the surrounding villages as management has resolve the previous practices that affect the communities.	Positive comments.
9	Do you consider the management is in conflict with the MSPO principles and criteria?	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required.
10	Do you have any suggestions for management?	No suggestion	No action required.

### 4.3. Summary of Findings

Principle and Criteria Assessment Summary
<p>The assessment team conducted a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits where all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-4. The summary of the assessment can be seen 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>

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>KKSBP established MSPO Policy dated 01/04/2019 sign by Company Director.</p> <p>The policy is publicly display at mill notice board and post guard notice board.</p> <p>Policies training for workers and staff conducted on 22/08/2020</p> <p>Interviewed workers informed they are aware on MSPO policy and its requirements.</p>	Yes
4.1.1.2	<p>KKSBP MSPO policy describe:</p> <p>KKSBP committed to provide adequate resources towards sustainability of palm oil business by implementing MPSO system and continuous improvement on sustainability development.</p> <ul style="list-style-type: none"> <li>- Management commitment and responsibility</li> <li>- Transparency</li> </ul>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>- Compliance to legal requirement</li> <li>- Social responsibility, health, safety and employment conditions</li> <li>- Environment, natural resources</li> <li>- Best practices</li> </ul>	
4.1.2.1	<p>KKSBP has established SOP for internal audit document number SOP-MP1-Management Procedure/1, revision 1/1, dated issued 01/04/2019.</p> <p>The procedure describes the audit will be conducted at least once a year before third party external audit.</p> <p>Latest internal audit conducted dated 15/07/2020 to 16/07/2020. There is no finding raised during the internal audit.</p>	Yes
4.1.2.2	<p>KKSBP has established SOP internal audit document number: SOP-MP1-Management Procedure/1, revision 1/1, dated issued 01/04/2019.</p> <p>The latest internal audit conducted on 15/07/2020 to 16/07/2020.</p> <p>Internal audit conducted covered all elements of MSPO P&amp;C requirements.</p> <p>There is no non-compliance raised during the internal audit.</p>	Yes
4.1.2.3	<p>KKSBP conducted management review meeting on 17/07/2020. Internal audit results and action plan included in the agenda.</p>	Yes
4.1.3.1	<p>KKSBP established SOP Management Review document number, MP 02, issue / revision 1/1 dated 01/04/2019.</p> <p>The SOP describes the frequency of management review is at least once annually.</p> <p>Latest management review conducted on 15/07/2020 with agenda as follows:</p> <ul style="list-style-type: none"> <li>- Actions of previous meeting</li> <li>- MSPO certification status</li> <li>- Manual, Policy and procedure status</li> <li>- Results of internal audits</li> <li>- Preventive and corrective action status</li> <li>- Recommendation for improvement.</li> </ul> <p>Example:</p> <p>Agenda 3: SOPs and policies status</p> <p>Outcome / decision: All SOPs and policies are being documented, filed and archived.</p> <p>Status: Completed</p> <p>Site observation, sighted the policies and procedure are displayed at mill notice boards and SOPs kept in files.</p>	Yes



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.4.1	<p>KKSBP established Continuous Improvement Plan 2020.</p> <p>The CIP includes social, environment, operation and safety and health.</p> <p>CIP established describes:</p> <ol style="list-style-type: none"> <li>Objectives / focus / areas / goals</li> <li>Strategies and activities</li> <li>Resources and support</li> <li>Person in charge</li> <li>Timeline.</li> <li>Completion</li> <li>Measure of success</li> <li>Results</li> <li>Remark</li> </ol> <p>Example:</p> <p>Objective: Improvement of existing oil trap.</p> <p>Strategy: To re-construct a proper oil trap.</p> <p>Activity: Planning and survey a quotation.</p> <p>Resource: Budget allocation in capital expenditure.</p> <p>PIC: Management representative</p> <p>Timeline: 2020</p> <p>Completion: July 2020</p> <p>Positive: The newly construct oil trap work effectively to reduce the environmental issues.</p> <p>Result: No oil were found at downstream.</p> <p>Site inspection sighted the oil trap design has been improved from the last visit. There is no oil found at the last compartment of oil trap.</p>	Yes
4.1.4.2	<p>KKSBP has implemented new technology for wastewater treatment plant.</p> <p><b>Major NC 01:</b></p> <p>The mechanism for improve practices of new technology, new information and techniques is not establish.</p>	No

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>KKSBP conducted internal stakeholders meeting dated 01/07/2020.</p> <p><b>Major NC 02:</b></p>	No

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	The last external stakeholders meeting carried out on 10/04/2019. However, there is no external stakeholders meeting conducted in year 2020 to communicate on environmental, social, safety & health and legal issues.	
4.2.1.2	<p>KKSBP establish list of public and confidential available documents.</p> <p>Public:</p> <p>Example:</p> <ul style="list-style-type: none"> <li>- Annual stakeholders meeting</li> <li>- Complaint and grievance records</li> <li>- Internal audit report</li> <li>- MSPO audit report</li> </ul> <p>Confidential:</p> <p>Example;</p> <ul style="list-style-type: none"> <li>- Land titles</li> <li>- Standard operating procedures</li> </ul> <p>There are available in both Bahasa Malaysia and English.</p>	Yes
4.2.2.1	<p>KKSBP has established SOP communication, document number: SOP-MP5-Management procedure/5, revision 1/1 dated 01/04/2019 for handling of internal and external communication and consultation with stakeholders with regards to MSPO requirements and mill operations.</p> <p>The SOP states the period to solve the input from stakeholders is within 2 weeks.</p> <p>Interviewed stakeholders informed they are aware on consultation and communication policy and Covid-19 SOP.</p> <p>Stakeholders informed body temperature and details will be taken once entering the mill premises.</p> <p>Interviewed workers informed they are aware on consultation and communication with mill management and Covid-19 SOP</p>	Yes
4.2.2.2	KKSBP appoints the Assistant Mill Manager as the representative for the consultation and communication dated 22/05/2019.	Yes
4.2.2.3	<p>KKSBP has established list of stakeholders updated year 2020 includes contractors, suppliers, local communities, government agencies and NGOs.</p> <p>Letter of request a donation from SJK (C) to KKSBP dated 12/09/2020 is review.</p> <p>KKSBP has approved donation to SJK (C) on 14/09/2020.</p> <p>The request is completed within 2 days.</p> <p>Payment voucher is acknowledge by mill representative and recipient.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.1	<p>KKSBP has established SOP traceability document number SOP-MP 10-Traceability/10, revision 1/1 dated issued 01/04/2019.</p> <p>SOP describes:</p> <ol style="list-style-type: none"> <li>1. Assistant Mill manager as person in charge for oversee the traceability process.</li> <li>2. Sequence of traceability from receiving of FFB until dispatch of CPO and PK.</li> </ol> <p>Documents of receiving FFB</p> <ul style="list-style-type: none"> <li>- Delivery ticket / despatch slip from supplier</li> <li>- Mill weighbridge ticket</li> </ul> <p>Documents of delivering CPO &amp; PK</p> <ul style="list-style-type: none"> <li>- Weighbridge ticket, PK despatch note, CPO despatch note and authorization note</li> </ul>	Yes
4.2.3.2	<p>Internal audit conducted on 15/07/2020 to 16/07/2020 as mechanism for traceability inspection.</p> <p>Results of internal audit on traceability is review and no findings raised.</p> <p>KKSBP monitor on daily FFB intake, PK and CPO despatch for traceability inspection.</p>	Yes
4.2.3.3	<p>KKSBP has appointed Assistant Mill Manager as a person in charge for monitoring and implementing traceability requirement dated 01/04/2019.</p>	Yes
4.2.3.4	<p>KKSBP established monthly records of storage, sales and delivery.</p> <ol style="list-style-type: none"> <li>1. Summary FFB intake September 2020</li> <li>2. Invoice summary CPO</li> <li>3. Invoice summary PK</li> </ol> <p>Delivered palm products are traceable to FFB supplier and crosscheck with delivery notes, weighbridge tickets issued against weighbridge tickets from sellers.</p> <p>Weighbridge tickets from FFB supplier is review. The tickets are consist of the following;</p> <ul style="list-style-type: none"> <li>- MPOB license, ticket no, date, vehicle no, product, weight and graded OER.</li> </ul> <p>Weighbridge ticket for PK despatch is review that consists following information:</p> <ul style="list-style-type: none"> <li>- Date, ticket no, vehicle no, contract no, product and weight.</li> </ul> <p>All weighbridge tickets are archived and well maintained.</p> <p>Example:</p>	Yes

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### Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
	Records of incoming FFB dated 24/10/2020 with delivery advice chit / dispatch note and weighbridge ticket are maintained..	

### Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>KKSBP established license and permit master list dated, 08/05/2020.</p> <p>Example of permit and license:</p> <ul style="list-style-type: none"><li>• Fire Services Certificate, No: JBPM:JH/7/453/2020 valid until 09/09/2021.</li><li>• Power certification from Suruhanjaya Tenaga, valid from 12/12/2019 until 12/12/2020.</li><li>• MPOB CPO License No: 500133404000 valid from 01/08/2020 until 31/07/2021.</li></ul>	Yes
4.3.1.2	<p>KKSBP has established List and Summary of Applicable laws and regulations dated 01/04/2020. The establish list include the applicable clauses.</p> <p>Example:</p> <ul style="list-style-type: none"><li>• OSHA Act 1994 (Act 154)</li><li>• Factory and Machinery Act 1967 (Act 139)</li><li>• Prevention and control of Diseases Act 1988 (Act 342)</li></ul>	Yes
4.3.1.3	<p>Latest list of legal documents updated on 01/04/2020.</p> <p>Latest Act included is Prevention and control of Diseases Act 1988 (Pindaan Jadual Pertama) 2020.</p>	Yes
4.3.1.4	<p>The Assistant Mill Engineer is the person in charge to update any changes as and when available.</p>	Yes
4.3.2.1	<p>KKSBP land titles are freehold issued by Pejabat Tanah dan Galian Johor.</p> <p>Land use stated in titles are for medium industrial area for Palm Oil Mill.</p>	Yes
4.3.2.2	<p>KKSBP is the legal owner of the land titles. Stated in the grant, land is owned by Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.</p> <p>Grants are available at KKSBP Office for reference purposes.</p>	Yes
4.3.2.3	<p>Each land title includes Borang B2 Pelan Tanah which has the map and locality.</p>	Yes
4.3.2.4	<p>KKSBP land titles are issued by the Pejabat Tanah dan Galian Johor.</p> <p>Review on stakeholders meeting conducted and mill complaints records indicates no land disputes raised.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.3.1	KKSBP legally own the land titles issued by Pejabat Tanah dan Galian Johor. Therefore, no dispute found during review of land titles.	Yes
4.3.3.2	KKSBP legally own the land titles issued by Pejabat Tanah dan Galian Johor. There are clear demarcation of boundary and no dispute found during review on land titles	Yes
4.3.3.3	KKSBP legally own the land titles issued by Pejabat Tanah dan Galian Johor. Therefore, no issue on land use right and no FPIC or negotiation records.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>KKSBP established Social Impact Assessment, dated 15/08/2020.</p> <p>Objective of SIA are:</p> <ul style="list-style-type: none"> <li>Identify social impact and social consequences result from the mill operations.</li> <li>Minimized social negative impact and maximizing the positive impacts.</li> </ul> <p>Stakeholders involved in the assessment are workers, contractors, suppliers, NGOs and local communities</p> <p>Example of positive impacts:</p> <ol style="list-style-type: none"> <li>Increase human resource quality</li> <li>Increase the community welfare</li> <li>Create new employment</li> </ol> <p>Example:</p> <p>Hiring local community as staff and workers. Verification conducted via mill workers list and interview with workers.</p> <p>Example of negative impacts:</p> <ol style="list-style-type: none"> <li>Contamination from palm oil waste</li> <li>Air pollution caused by emission</li> <li>Sound pollution from milling process activities.</li> </ol> <p>Example:</p> <p>Installation on Continuous Emission Monitoring System (CEMS), monitoring on mill emission to ensure compliance with DOE requirement.</p>	Yes
4.4.2.1	<p>KKSBP has established Complaint and Grievance procedure, revision 1 document no KKSBP SOP – MP4 dated 15/08/2020.</p> <p>The Procedure describes;</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Scope of complaint</li> <li>Responsibilities</li> <li>Procedure lodge of complaint</li> </ul> <p>Stated in the SOP: Management representatives shall responsible to handle the complaint and grievances.</p>	
4.4.2.2	<p>KKSBP Complaint and Grievance procedure states timeline to resolve complaint and grievance within 14 days.</p> <p>There are no complaints sighted in the records for year 2020. Interviewed workers informed no complaint lodge.</p>	Yes
4.4.2.3	<p>KKSBP has established complaint form and made available at the mill office.</p> <p>Interviewed workers informed them aware and understand procedure on complaint and grievances.</p>	Yes
4.4.2.4	<p>Complaint form is available at Mill notice board and office for stakeholders and workers to make complaint.</p> <p>Site visit observed complaints and grievances procedure displayed at Mill notice board.</p> <p>Interviewed workers and stakeholders informed they understand and aware grievance procedure.</p>	Yes
4.4.2.5	<p>There is one complaint raised last year which has been resolved and kept on file.</p> <p>There are no complaint or grievance raised from January 2020 until the audit date.</p> <p>Interview with workers and stakeholders confirmed no complaint lodge.</p>	Yes
4.4.3.1	<p>Reviewed on workers list and interviewed with staff and workers confirmed KKSBP hire locals as staff, workers and canteen operator.</p>	Yes
4.4.4.1	<p>KKSBP established Safety and Health Policy, dated 01/02/2019 sign by Company Director.</p> <p>Interviewed workers informed they understand and aware on Safety and Health policy.</p>	Yes
4.4.4.2	<p>a</p> <p>KKSBP established Safety and Health Policy, dated 01/04/2019 sign by Company Director.</p> <p>The Safety and health policy is displayed at the notice board.</p> <p>KKSBP adopted Guideline by MKN dated March 2020 as procedure for Covid-19.</p> <p>Interviewed workers informed they are briefed on the COVID-19 and Safety and Health policy dated 22/08/2020</p>	Yes
	<p>b</p> <p>KKSBP established Hazard Identification, Risk Assessment, and Risk Control (HIRARC) for the mill operations, dated 20/05/2019.</p>	No

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

Indicator	Summary of Assessment	Compliance
	<p>Example of activities in HIRARC;</p> <ol style="list-style-type: none"> <li>1. Boiler station</li> <li>2. Sterilizer station</li> <li>3. Loading ramp</li> </ol> <p>The HIRARC has a table describing:</p> <ol style="list-style-type: none"> <li>1. Hazard identification</li> <li>2. Risk analysis</li> <li>3. Risk control</li> </ol> <p>Review on risk assessment, KKSBP updated the risk of infectious disease on workplace. However, management did not address the current accident which involve with motorcycle accident.</p> <p><b>Major Non-conformity 03</b></p> <p>Risk assessment is not updated to address the latest accident occurred.</p>	
c. i	<p>KKSBP established Annual Training Programme for 2020.</p> <p>Training in the programme includes:</p> <ol style="list-style-type: none"> <li>1. OSH policy.</li> <li>2. Mill SOPs.</li> <li>3. Fire drill.</li> </ol> <p>Training conducted example:</p> <ol style="list-style-type: none"> <li>1. Covid-19 dated 22/08/2020</li> <li>2. Fire drill dated 22/09/2020</li> <li>3. Emergency Drill dated 18/08/2020</li> <li>4. SOP/SWP/HIRARC General Safety dated 20/09/2020</li> </ol>	Yes
c. ii	<p>Copies of SDS available at stores, mill office and updated accordingly.</p> <p>Review on SDSs kept in stores.</p>	Yes
d	<p>KKSBP established Personal Protective Equipment Issuance records.</p> <p>During site visit all workers are provided with PPEs for the assigned task according to HIRARC and CHRA.</p> <p>KKSBP provides workers face mask as safety precaution and prevention from infectious diseases.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
e	<p>KKSBP established SOP for chemical handlings, doc no.: SOP-MP12-Chemical handling 7/12 issue no: 01, revision 01 dated 15/11/2018.</p> <p>Site visit to chemical store observed workers handling chemicals put on proper PPE as stated in the procedure.</p>	Yes
f	<p>KKSPB appoints the Mill manager as person in-charge of safety and health.</p>	Yes
g	<p>KKSPB conducts Occupational Safety and Health meeting on quarterly basis.</p> <p>The last four quarters meeting held on 01/10/2020, 01/07/2020, 13/04/2020 and 16/01/2020.</p> <p>Workers representative are involved in the meeting.</p> <p>Accident reported in the meeting minutes occur on 01/10/2020 involve with motorcycle accident.</p>	Yes
h	<p>KKSBP established Emergency Respond Plan (ERP), doc no: ERP-01, revision 2, dated 30/08/2019.</p> <p>Emergency contact details display at the mill notice board.</p> <p>The ERP established includes assessment on:</p> <ol style="list-style-type: none"> <li>1. Duties of committee member</li> <li>2. Scope and objective of ERP</li> <li>3. SOP on fire and chemical spillages</li> </ol> <p>KKSBP established COVID-19 flowchart on mitigation measures to be taken the includes:</p> <ol style="list-style-type: none"> <li>1. Daily body temperature reading</li> <li>2. Workplace and housing sanitation programme</li> <li>3. Control of exit and entering premises.</li> </ol>	Yes
i	<p>KKSBP first aid training for two staffs conducted by St John Ambulance Malaysia on 23/06/2019 - 24/06/2019.</p> <p>First aid kits are available at labuor quarters, operation site and office.</p>	Yes
j	<p>KKSBP records of injuries are presented during quarterly safety and health meeting.</p> <p>Annual reporting for year 2019 submitted to JKKP on January 2020.</p> <p><b>Non Conformity 03</b></p> <p>KKSBP reported accidents of more than 4 days using JKKP 8 form, instead of using JKKP 6 form as accordance to DOSH requirements.</p>	No



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.1	<p>KKSBP established Employment Policy dated 01/04/2019 signed by Director.</p> <p>The policy states company will not engage in or support discriminatory based on race, caste, national origin, religion, disability, gender, sexual orientation or political affiliation.</p> <p>Policy training are conducted on 22/08/2020 for workers.</p>	Yes
4.4.5.2	<p>KKSBP established Employment Policy dated 01/04/2019 signed by Director.</p> <p>The policy states company will not engage in or support discriminatory based on race, caste, national origin, religion, disability, gender, sexual orientation or political affiliation.</p> <p>Interviewed workers informed there are no discrimination occurs in their work place.</p>	Yes
4.4.5.3	<p>KKSBP established workers contract and pay slip for workers in accordance with Employment Act 1955 and Minimum Wage Order 2018 (amended 2020).</p> <p>Both local and foreign workers are provided with a copy of workers contract and pay slips.</p> <p>Review on worker's pay in the month of September confirmed worker are paid according to Minimum Wage Order 2018 (amended 2020)</p> <p>The payslips describe the rate of RM 46.16 per day, overtime and allowance.</p>	Yes
4.4.5.4	<p>KKSBP monitored contractor's workers pay rate</p> <p>Sighted payslip for contractor worker for the month of September 2020 with rate mutually agreed by both parties</p>	Yes
4.4.5.5	<p>KKSBP established list of workers that includes name, date of birth, date of join, nationality and gender.</p>	Yes
4.4.5.6	<p>KKSBP established employment agreement with workers.</p> <p>The document includes information on workers particulars, salary rate, working time, medical insurance and annual leaves.</p> <p>The employment agreement are signed by workers and mill manager.</p> <p>Interviewed workers informed they received copy of employment agreement.</p>	Yes
4.4.5.7	<p>KKSBP used punch card system for recording working hours and overtime for staff and workers.</p> <p>Working hours are available and display at mill notice board.</p> <p>Interviewed workers informed they understand and able to explain the working hours.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.8	<p>KKSBP established working hours and displayed in office notice board.</p> <p>Day shift: 7:00 am to 3:00pm</p> <p>Night Shift: 3:00pm to 11:00pm</p> <p>Break time:</p> <p>Day shift: 12:00pm to 1:00pm</p> <p>Night shift: 7:00pm to 8:00pm</p> <p>Interviewed workers informed they are aware and observed the working hours provided by mill.</p>	Yes
4.4.5.9	<p>KKSBP established pay slips are in accordance with laws and regulation.</p> <p>Workers are paid base on Minimum Wage Order 2018 (amended 2020) of RM1, 200/month or RM46.16/day.</p> <p>Deduction approval letter form JTK Negeri Johor, dated 21/07/2019 for electricity, which is not more than RM10.00 per month.</p> <p>Review on worker's payslip and interview with workers confirmed electricity deduction is RM10.00.</p>	Yes
4.4.5.10	<p>KKSBP established social benefits such as:</p> <ol style="list-style-type: none"><li>1. Annual bonuses based on company discretion.</li><li>2. Accommodation allowance for staff and workers stay outside of mill housing compound.</li></ol>	Yes
4.4.5.11	<p>KKSBP provided housing for workers. The housing compound are in accordance to Workers Minimum Standards of Housing and Amenities Act 1990 (Act 446).</p> <p>Each unit is for 4 persons, water supply from public source and electricity from the grid.</p> <p>Facilities such as grocery store and food stall are located nearby the housing areas.</p>	Yes
4.4.5.12	<p>KKSBP established Sexual Harassment policy dated 01/04/2019 signed by Company Director.</p> <p>Copy of policy is display on mill notice board.</p> <p>Interview workers informed no case of violent or sexual harassment in their working place.</p>	Yes
4.4.5.13	<p>KKSBP established Sexual Harassment policy dated 01/04/2019 signed by Company Director.</p> <p>Social and employment policies dated 01/04/2019 signed by Company Director includes a statement "The employer respect the right of all employees to form or join trade unions of their choice.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.14	KKSBP established list of workers. Review on workers list and observation at operational sites indicates no children or young person hired by KKSBP	Yes
4.4.6.1	<p>KKSPB establish annual training programme for year 2020.</p> <p>Interview with workers and contract workers informed training conducted by mill.</p> <p><b>Major NC 04:</b></p> <p>Training on Advance Oxidation and Flotation System is not included in the training programme year 2020.</p>	No
4.4.6.2	<p>KKSBP training programme for 2020 was establish.</p> <p>Workers are trained based on job description.</p> <p>Every new worker will go through the induction programme and will be brief on company policies, safety &amp; health and work assigned.</p> <p>Briefing based on workers job description conducted:</p> <ol style="list-style-type: none"> <li>1. SOP / SWP / HIRARC General Safety on 20/09/2020</li> <li>2. Fire Drill on 22/09/2020</li> <li>3. Chemical Spillage on 23/09/2020</li> <li>4. Emergency Drill on 18/08/2020</li> <li>5. COVID-19 guideline on 22/08/2020</li> <li>6. MSPO Policy on 22/08/2020</li> <li>7. Safety &amp; health Policy on 22/08/2020</li> <li>8. Environmental policy on 22/08/2020</li> </ol>	Yes
4.4.6.3	<p>KKSBP established annual training programme for year 2020..</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Authorized Gas Tester refresher course on Feb 2020</li> <li>• Mill Operation SOP on Sep 2020</li> <li>• HIRARC on Aug 2020</li> <li>• Authorized Entrance and Standby Person refresher course on Feb 2020</li> </ul>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	KKSBP established Environmental Policy dated 01/02/2018 signed by Company Director.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Copy of policy display on mill notice board. The policy is written in Bahasa Malaysia only.</p> <p>The policy describe:</p> <p>Environmental compliance by ensuring operation complies with applicable environment regulation, legislations, customer requirement.</p> <p>The latest revision includes reference to legal compliance related to all Environmental laws and regulations.</p> <p>KKSBP established Environmental Management Plan for year 2020 dated 30/09/2020.</p>	
4.5.1.2	<p>a</p> <p>KKSBP established Environmental policy dated 01/02/2018 signed by Company Director.</p> <p>The Environmental Management Plan (EMP) has been reviewed on the 30/09/2020.</p> <p>The established environmental objectives are:</p> <ol style="list-style-type: none"> <li>1. 100% compliance to licensing requirements</li> <li>2. Not more than 600Litre of scheduled waste under code SW 305 generated at every 6 month.</li> </ol> <p>The environmental objectives remain with no changes as audit date.</p>	Yes
	<p>b</p> <p>KKSBP established EMP revision no 1, updated 30/09/2020.</p> <p>EMP has cover for all operation.</p> <p>Aspect and impact analysis of all operations establish in the EMP.</p> <p>The EMP has describes;</p> <p>Environmental aspect, risk, environmental impacts, rating and legal requirements.</p> <p>The environment aspect impact that describes:</p> <p>Major activities / aspect, impact, management control, person in charge, status and completed (Initials/Date).</p> <p>Example of content:</p> <p>Area: Weighbridge</p> <p>Major Activity: Smoke emission by FFB lorry / tractor</p> <p>Impact: Air Pollution</p> <p>Management Control: Advise outside transporter to have regular maintenance for vehicles</p> <p>PIC: Assistant Manager</p>	Yes
4.5.1.3	<p>KKSBP Environmental Management Plan include action to mitigate negative impact and promote positive impacts.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Activity: Fresh Fruit Bunches (FFB) reception</p> <ul style="list-style-type: none"> <li>Aspect: <ol style="list-style-type: none"> <li>Smoke emission by FFB lorry;</li> <li>Emission of greenhouse gasses from diesel;</li> <li>Smoke emission by shovel.</li> </ol> </li> <li>Impact: Positive <ol style="list-style-type: none"> <li>Increase awareness on environmental protection. Interview workers at loading ramp informed aware on transporter drivers, practices with switch off engine during unloading FFB.</li> </ol> </li> <li>Impact: Negative <ol style="list-style-type: none"> <li>Air pollution;</li> <li>Global warming.</li> </ol> </li> <li>Management control: <ol style="list-style-type: none"> <li>Regular maintenance of vehicle;</li> <li>To switch off engine if vehicle stop more than 30 seconds;</li> <li>To advise transporter to have regular maintenance of their vehicle.</li> </ol> </li> </ul> <p>During the site visit, noticed that transporter tankers engine were switched off during loading of CPO at CPO dispatch area which is line with the management control measures.</p>	
4.5.1.4	<p>Environmental issues are covered in CIP 2020.</p> <p>The CIP describes;</p> <p>Focus Area: Optimize the usage of kernel shells and fiber for reciprocating boiler.</p> <p>Strategies: Proper daily operations planning.</p> <p>Positive Impact: Reduction of GHG emission.</p> <p>Person in charge: Management representative.</p> <p>Completion date: On going / continuous monitoring.</p> <p>During onsite visit, kernel shells and fibers reused as combustion material for boiler.</p>	Yes
4.5.1.5	<p>KKSBP establish training programs titled Annual Training Program Year 2020.</p> <p>Briefing to worker on environmental conducted:</p> <ul style="list-style-type: none"> <li>Environmental Policy dated 22/08/2020</li> </ul>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Chemical Spillage dated 23/09/2020</li> <li>Emergency Drill dated 18/08/2020</li> </ul>	
4.5.1.6	<p>Environmental committee meeting was conducted on the 14/05/2020. The frequency of the environmental meetings are biannually.</p> <p>The meetings participated by the mill management representatives.</p> <p>Sighted evidence of meeting minutes, agenda and attendance sheet signed by the participants.</p> <p>The meeting on the 14/05/2020 covered topics such as effluent management, scheduled waste and store management.</p> <p>Document review, meeting was to discuss mill activities that would affect environmental management.</p>	Yes
4.5.2.1	<p>KKSBP established records of diesel per MT off FFB for three years 2017 to 2019 as baseline.</p> <p>Monitoring of usage diesel on a monthly basis. The actual diesel consumption from January to October 2020 found lower than baseline</p>	Yes
4.5.2.2	<p>KKSBP monitored usage of diesel with per ton of FFB process on monthly and annual basis.</p> <p>The diesel consumption for January to October 2020 is verify with the usage for mill processing, shovel, vehicles and electricity generation,</p>	Yes
4.5.2.3	There is no use of renewable energy sighted in the mill.	Yes
4.5.3.1	<p>KKSBP has been established waste management plan prepared by mill manager updated 19/04/2020.</p> <p>Waste identification and source of pollution has been addressed;</p> <p>Domestic waste: Labour quarters</p> <p>Schedule waste: Empty chemical container</p> <p>POME: Mill processing activities</p> <p>GHG – Emission</p> <p>Dust, Air, Noise: Boiler operation</p> <p>The waste management plan includes waste identification, source of pollution, management plan, monitoring and action plan, PIC and status.</p>	Yes
4.5.3.2	<p>a Waste management plan has include the monitoring and action plan of wastes and pollution.</p> <p>Type of waste identified: Scheduled waste such as empty chemical containers</p> <p>Source of waste generated: Workshop maintenance</p> <p>Monitoring plan: To call vendor every 6 months or when waste generates exceeds 20mt, whichever comes first.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>KKSBP established inventory records of scheduled waste updated on June 2020.</p>	
	<p>b Waste generated from milling operation is identified and documented in the waste management plan.</p> <p>Stated in the plan palm kernel shell, mesocarp fiber, EFB are recycled to add value.</p> <p>Example:</p> <p>Palm kernel shell sold as fuel.</p> <p>Mesocarp used as fuel for boiler operation.</p>	Yes
4.5.3.3	<p>KKSBP has established SOP for Chemical handlings.</p> <ol style="list-style-type: none"> <li>SOP Chemical handlings, SOP-MP12 issue/revision 01/01 dated 15/11/2018.</li> <li>SOP Schedule waste, SOP number MP 15, issue/revision 01/01/ dated 15/11/2018. SOP describes on reference schedule waste to comply with EQA regulation 2005 amended 2007.</li> </ol> <p>List of identified scheduled waste is establish in the SOP including SW 102, SW103, SW305, SW 306, SW 404, SW 408, SW 409, SW 410 and SW 422.</p> <p>List of scheduled waste is established in the waste management plan including engine oil, hydraulic oil, empty chemical container, oil filter and drums.</p> <p>Monitoring plan has describes to call vendor every 6 months or when waste generates exceeds 20mt, whichever comes first for SW 305 and SW 306.</p> <p>KKSBP established inventory records of scheduled waste updated on June 2020.</p>	Yes
4.5.3.4	<p>Treatment and disposal plan for domestic waste is sighted in the waste management plan.</p> <p>Domestic waste: used paper, plastic bottles / containers / rubbish</p> <p>Action plan: Domestic waste collection at 2 times per week by Muar Municipal Council.</p>	Yes
4.5.4.1	<p>KKSBP established waste management plan dated 19/04/2020.</p> <p>The plan includes polluting activities such as scheduled wastes, processing wastes, domestic wastes, scrap iron, greenhouse gases emission, dust, air quality and noise.</p> <p>The waste management plan identified solid, liquid and gaseous wastes.</p> <p>Disposal and treatment method for scheduled wastes is through DOE authorized contractor.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>GHG emission is identified from stack emission, use of fuel and emission from POME.</p> <p>The type of GHG emission identified as follow:</p> <ul style="list-style-type: none"> <li>Stack emission: CO<sub>2</sub>, SoX, NoX</li> <li>Use of Fuel: CH<sub>4</sub>, N<sub>2</sub>O</li> <li>POME emission: CH<sub>4</sub></li> </ul>	
4.5.4.2	<p>KKSBP established waste management plan for processing wastes of POME, palm kernel shell, Mesocarp fiber, EFB fiber and Boiler flue Gas.</p> <p>Action plan:</p> <ol style="list-style-type: none"> <li>POME is treated with method of Industrial Effluent Treatment system</li> <li>Palm shell, mesocarp fibre, EFB fiber generated is sold as bio-fuel and for boiler fuel.</li> <li>Stake emission monitor through CEMS system on daily basis.</li> </ol> <p>Sighted in the CIP, the Advance Oxidation &amp; flotation solution for Effluent Treatment Plant is establish to achieve reduce BOD and TSS value to meet with parameters approved by DOE.</p> <p>Pilot test result test by supplier, show result as below:</p> <p>BOD: 500 ppm (inlet) - 20 ppm (outlet)</p> <p>TSS: 1100 ppm (inlet) - 55 ppm (outlet)</p>	Yes
4.5.4.3	<p>KKSBP treat POME using (IETS) Industrial Effluent Treatment Plant system and discharge into watercourse.</p> <p>KKSBP conduct monthly POME test for BOD in accordance to DOE discharge limit of below 100mg/liters.</p> <p>The BOD test result for 02/10/2020 is verify and found to meet the DOE discharge limit.</p>	Yes
4.5.5.1	<p>a</p> <p>KKSBP established water management plan updated 30/09/2020.</p> <p>The plan has identified source of water and water usage.</p> <p>Source of raw water: Pumping from Sungai Panchor.</p> <p>Water usage: Mill processing activities</p> <p>KKSBP obtained permit for water abstraction. Sighted exgratia payment for water abstraction by Badan Kawal Selia Air Johor (BAKAJ) for July 2020.</p> <p>Water for worker housing from Syarikat Air Johor (SAJ).</p>	Yes
	<p>b</p> <p>KKSBP established water management plan updated 30/09/2020.</p> <p>Final discharge of POME analysis result dated 02/10/2020 is review and results meet DOE requirements.</p>	Yes



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

Indicator	Summary of Assessment	Compliance
	KKSBP discharge POME through the waterways.	
c	<p>KKSBP established water management plan updated 30/09/2020. The plan describes water monitoring as follows:</p> <ol style="list-style-type: none"> <li>1. To monitor water extract through flow meter at water pump</li> <li>2. To record daily use of water on daily basis and summarize on month end.</li> </ol> <p>The water usage for mill operation is monitor on monthly basis. Flow meter at water pump is maintain in a good conditions.</p> <p>Water for worker housing from Syarikat Air Johor (SAJ).</p>	Yes
4.5.5.2	<p>KKSBP treat POME using (IETS) Industrial Effluent Treatment Plant) system and discharge into watercourse.</p> <p>Final discharge of POME analysis result dated 02/10/2020 is review and the result to monitor BOD below 100mg/l in accordance to DOE discharge limits.</p> <p>Review on certificates of analysis dated 02/10/2020 result as below:</p> <p>BOD mg/L: 78</p> <p>Suspended Solid mg/L: 117, pH Value: 8.7</p>	Yes

### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>KKSBP establish SOPs for Good Milling Practices for palm oil mill operation dated 18/04/2019.</p> <p>Example of SOPs established;</p> <ul style="list-style-type: none"> <li>- FFB grading</li> <li>- Sterilization process</li> <li>- Threshing process</li> <li>- Press station</li> <li>- Boiler station</li> </ul> <p>Example:</p> <p>SOPs training for Sterilizer station, Press station and Ramp station conducted on 22/08/2020.</p> <p>KKSBP established the latest COVID-19 procedure by the Ministry of Health titled "Mill guideline to mitigate risk of COVID-19 infection amongst workers".</p> <p>Awareness and preventive measures briefing has been carried out on the 22/08/2020.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	During the site visit, sighted all workers at site were using proper face mask.	
4.6.1.2	<p>KKSBP implement best practices;</p> <p>Example:</p> <ul style="list-style-type: none"> <li>- Chimney Gas Emission Monitoring for Boiler conducted 21/07/2020.</li> <li>- Boundary Noise monitoring conducted on 15/07/2020 – 16/07/2020 successfully carried out and objective has been achieved.</li> <li>- CEMS monitoring below the 150mg/m3 for total PM and below 20% for opacity.</li> </ul> <p>Site observation sighted the smoke detector is functioning, the alarm system will notify if there are exceeding the permissible limits.</p> <ul style="list-style-type: none"> <li>- Boiler man is first grade permitted to operate boiler and is knowledgeable on boiler operations.</li> <li>- Mill manager holds a first grade steam certificate.</li> </ul>	Yes
4.6.2.1	<p>KKSBP established 2 years business plan for year 2019 / 2020 dated 09/08/2019.</p> <p>The business plan includes:</p> <ul style="list-style-type: none"> <li>- FFB Processed and CPO production.</li> <li>- Profit and loss accounts.</li> <li>- FFB cost and processing expenditures.</li> <li>- Capital expenditure.</li> <li>- Depreciation.</li> <li>- OER, KER</li> <li>- Mill improvement capital expenditure.</li> </ul> <p>The budget includes:</p> <ul style="list-style-type: none"> <li>- CPO sale price/mt,</li> <li>- PK sale price/mt</li> <li>- FFB price/mt.</li> </ul>	Yes
4.6.3.1	<p>KKSBP established documentation for product purchasing.</p> <ul style="list-style-type: none"> <li>- Quotation</li> <li>- Purchase order</li> </ul> <p>Quotation for purchasing of digester liner for press station dated 03/06/2020 is review.</p> <p>The quotation includes:</p> <ul style="list-style-type: none"> <li>- Item no;</li> </ul>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>- Description;</li> <li>- Quantity;</li> <li>- Unit/Price;</li> <li>- Total Amount.</li> </ul> <p>The purchase order for the above quotation with details as below:</p> <ul style="list-style-type: none"> <li>- Purchase order no</li> <li>- Reference no</li> <li>- Date</li> <li>- Item</li> <li>- Quantity</li> <li>- Unit/Price</li> <li>- Amount</li> </ul> <p>The total amount stated in both documents are the same.</p> <p>Sighted payment of receipt which is in accordance as stated above.</p>	
4.6.3.2	<p>KKSBP established contract agreement with CPO transporters 01/01/2019.</p> <p>The contract agreement includes:</p> <ul style="list-style-type: none"> <li>- Agreement / Duration;</li> <li>- Undertakings by transporter;</li> <li>- Undertaking by company;</li> <li>- Payment;</li> <li>- Termination;</li> <li>- Notices;</li> <li>- Time;</li> <li>- Cost;</li> <li>- Agreement Binding Upon Successors-in-title;</li> <li>- Transportation charges</li> </ul> <p>The agreement is acknowledgment by both parties.</p> <p>Interviewed contractors confirmed that there are no delays in payment.</p>	Yes
4.6.4.1	<p>Contract agreement between KKSBP with CPO transporters dated 01/01/2019 is review.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>The contract stated mill encourage continuous commitment towards a sustainable industry by ensuring oil palm product are produced in a sustainable manner adhering to the MSPO requirements.</p> <p>There are evidence of COVID-19 screening of all individuals entering the premise with records of information such as name, company/address, and purpose of visit.</p> <p>KKSBP provide an information chit before entering premises and will return back to guard post prior to leaving the premise.</p> <p>All personnel in the mill were wearing face mask. Hand sanitizers are also provided in the office and guard post.</p>	
4.6.4.2	Contract agreement between KKSBP with CPO transporters are documented and signed by both parties.	Yes
4.6.4.3	Contract agreement between KKSBP with CPO transporters includes statement of reserving the right of the CB to audit outsourced contractor complying towards MSPO requirement.	Yes

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

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.
<b>X</b>	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>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.</p> <p>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</p>	

### 4.5. Detail of Audit Findings Identified During last Audit

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

Non Conformity Number < 1 >	
Indicator # and Description	4.4.1.1: Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.
Location:	

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Non Conformity Number < 1 >			
<b>Description of Finding / Objective Evidence:</b>			
1. The monitoring plan is not established to promote and mitigate the negative.			
2. The survey is not comprehensive that the local villagers outside the mill is not included.			
<b>Classification</b>	<input type="checkbox"/> Major		<input checked="" type="checkbox"/> Minor
<b>Raise by:</b>	Cheong, Chun Yuen (Robert)	<b>Date Raise:</b>	19/08/2019
<b>Deadline for implementation</b>		Next surveillance audit	
<b>Root Cause Analysis (by company):</b>			
Top management investigated between oil mill representative and Kim Kee Village representatives found out that only miscommunication within oil mill management whom is oil mill manager and Kim Kee community.			
<b>Correction (by company):</b>			
Top management from HQ (Hok Huat Group Sdn Bhd) immediately held a meeting with KKSBP oil mill manager to verify and justify the complaint lodged from the Kim Kee community dated at 19/08/2019. Letter of understanding subjecting to Kim Kee community requirement or complaint had been notified with suggestion of the action plan with the consent of HQ			
<b>Corrective / Preventive Action (by company)</b>			
Appointed authorized personnel from HQ 7 KKSBP as committee team to attend & follow up Kim Kee community feedback and also group chat together with the Kim Kee representatives. The committee shall have open discussion throughout the group chat and follow up or meeting with Kim Kee community if necessary.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
The proposed corrective action plan with documents submitted are sufficient to address the NC. The effective implementation shall be review in the next audit			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Auditor:</b> Cheong Chun Yuen, Robert		<b>Date of Closure:</b> 14/09/2019	
<b>Review of Implementation</b>			

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Non Conformity Number < 1 >	
<p>The revised CIP include the monitoring plan to promote the positive and mitigate the negative such as strategies, measure of success / positive impact and results of the implementation. The revised CIP is closely monitored by mill management.</p> <p>The social impact assessments conducted 15/08/2020 includes the local villagers outside the mill.</p> <p>KKSBP established specific CIP for social includes the elements below;</p> <ul style="list-style-type: none"> <li>- Main road maintenance</li> <li>- Speed cautions</li> <li>- In place new parking area for heavy vehicles</li> </ul> <p>Site verification at the Kim Kee main road sighted the CIP established has been implemented where the main road are well maintained, provided with speed signage and no heavy vehicles parked along the main road.</p> <p>The evidence provided could be consider as appropriate.</p>	
<b>Name of Auditor:</b>	<b>Date of Review:</b>
Mohd Nur Amin bin Mohd Halim	27/10/2020

### 4.6. Detail of Audit Findings Identified During This Audit

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

ONSITE AUDIT OUTCOME		
During this onsite audit,	4	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number < 1 >			
Indicator # and Description		4.2.1.1 The management shall communicate adequate information to other stakeholders on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.  (MAJOR)	
Location:		Office	
Description of Finding / Objective Evidence:			
The last external stakeholders meeting carried out on 10/04/2019. However, there is no external stakeholders meeting conducted in year 2020 to communicate on environmental, social and legal issues.			
Classification		<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor	
Mode of Audit		<input type="checkbox"/> Remote <input checked="" type="checkbox"/> Onsite	
Raise by:		Muhammad Khairul Anuar bin Azizul Hasan	Date Raise: 27/10/2020
Deadline for implementation			26/12/2020

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Non Conformity Number < 1 >	
<b>Root Cause Analysis (by company):</b>	
The meeting was not being conducted on the year 2020 as precaution on the spread of coronavirus disease (COVID -19).	
<b>Correction (by company):</b>	
KKSBP Mill to send through email a communication letter to all of our stakeholder that cover on environmental, social and legal issue as their acknowledgement.	
<b>Corrective / Preventive Action (by company)</b>	
Mill to conduct annual external stakeholder meeting by following a proper SOP and guideline from KKM for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19). Proposed date is on January 2021.	
In addition, mill to adopt communication by email with the stakeholder whenever the mass meeting can't be conduct during the pandemic to communicate on environmental, safety & health, social and legal issues.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
KKSBP has communicate with stakeholders via email as briefing for MSPO requirements.	
Review on communication letter dated 30/11/2020 to 01/11/2020 to stakeholders confirmed the email has been communicated and acknowledge both parties.	
KKSBP has proposed on January 2021 to conduct the physical stakeholders meeting.	
The implementation could be consider as appropriate.	
This will be verified during the next surveillance audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor:</b> Muhammad Khairul Anuar bin Azizul Hasan	<b>Date of Closure:</b> 24/11/2020
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Non Conformity Number < 2 >	
<b>Indicator # and Description</b>	The occupational safety and health plan shall cover the following: (MAJOR) b) The risks of all operations shall be assessed and documented j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals
<b>Location:</b>	Office
<b>Description of Finding / Objective Evidence:</b>	

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### Non Conformity Number < 2 >

KKSBP did not maintain the safety and health documents to meet DOSH requirement as follow;

b) Risk assessment is not updated to address the latest accident occurred.

j) KKSBP reported accident of more than 4 days using JKPP 8 form, instead of using JKPP 6 form as accordance to DOSH requirements.

<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
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<b>Mode of Audit</b>	<input type="checkbox"/> Remote	<input checked="" type="checkbox"/> Onsite
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<b>Raise by:</b>	Mohd Nur Amin bin Mohd Halim	<b>Date Raise:</b>	27/10/2020
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<b>Deadline for implementation</b>	26/12/2020
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#### Root Cause Analysis (by company):

Mill management was not aware that the HIRARC need to be reviewed when there is a new accident occur in the mill.

#### Correction (by company):

Mill management immediately reviewed the existing HIRAC to address the latest accident occurred.

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

Appointed Safety and health committee to aware and timely monitored the HIRARC so its updated to address the every new accident occurred.

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

b) Review on HIRARC updated on 24/05/2020, verify document revised with the existing HIRARC for the updated of the assessment on the control measures and residue risks.

The existing risk assessment did not evaluate the existing admin control after the accident occurred. The revised assessment evaluate the existing implement admin control of the system. The overall risk is increase from low to medium as compared to existing is low

j) Review JKPP 6 Form for accident reporting, verify accident report submit to DOSH through online with reference number JH/SKEM/20/03104 dated on 28/10/2020.

The corrective action taken could be consider and NC is closed.

Further verification of the implementation will be verified during the next surveillance audit.

<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<b>Name of Auditor:</b> Mohd Nur Amin bin Mohd Halim	<b>Date of Closure:</b> 24/11/2020
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#### Review of Implementation

<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>
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Non Conformity Number < 3 >			
<b>Indicator # and Description</b>	4.1.4.2: The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.		
<b>Location:</b>	Office		
<b>Description of Finding / Objective Evidence:</b>			
The mechanism for improve practices of new technology, new information and techniques is not establish.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Mode of Audit</b>	<input type="checkbox"/> Remote	<input checked="" type="checkbox"/> Onsite	
<b>Raise by:</b>	Muhammad Khairul Anuar bin Azizul Hasan	<b>Date Raise:</b>	27/10/2020
<b>Deadline for implementation</b>		26/12/2020	
<b>Root Cause Analysis (by company):</b>			
Mill management not established a specific SOP for new technology, new information and technique.			
<b>Correction (by company):</b>			
Mill management to immediately develop a SOP for new technology, new information and technique in order to improve practise.			
<b>Corrective / Preventive Action (by company)</b>			
Mill management will closely monitor on every new incoming technology to ensure its disseminating throughout the workforce effectively.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
KKSBP established Flow chart on New Technology Implementation, document number KKSBP/FC/NT dated 12/12/2020.			
The evidence provided is sufficient to close the NC.			
The implementation of the flow chart will be review in next surveillance audit.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Lead Auditor:</b> Muhammad Khairul Anuar bin Azizul Hasan		<b>Date of Closure:</b> 14/12/2020	
<b>Review of Implementation</b>			
<b>Name of Lead Auditor / Auditor:</b>		<b>Date of Review:</b>	

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Non Conformity Number < 4 >			
<b>Indicator # and Description</b>	4.4.6.1 All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. (MAJOR)		
<b>Location:</b>	Office		
<b>Description of Finding / Objective Evidence:</b>			
Training on Advance Oxidation and Flotation System is not included in the training programme year 2020.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Mode of Audit</b>	<input type="checkbox"/> Remote	<input checked="" type="checkbox"/> Onsite	
<b>Raise by:</b>	Muhammad Khairul Anuar bin Azizul Hasan	<b>Date Raise:</b>	27/10/2020
<b>Deadline for implementation</b>		26/12/2020	
<b>Root Cause Analysis (by company):</b>			
Mill management not include Advance oxidation & flotation in the annual training program. All the system installation is completed but system commissioning and trial run had been stopped till now due to the outbreak of Covid – 19 pandemic. Since the boarder was closed due to the pandemic Covid – 19, the expertise from the Poland is unable to continue the pending task.			
<b>Correction (by company):</b>			
From the latest communication with the head of the Poland Engineer, Mr Bartosz Baranowski there is still unclear date to be confirm by the manufacturer to resume NWT system (AOF).			
<b>Corrective / Preventive Action (by company)</b>			
Mill management will closely follow up time to time with the Poland manufacturer on the status of the AOF System on the following:			
<ol style="list-style-type: none"> <li>1. Approval from Mr Keane on training protocol</li> <li>2. Final filter cracked and failure in ozone generator</li> <li>3. DOSH approval – Certificate of Fitness (CF) on Pressure Vessels.</li> </ol>			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
Review on the communication letter between KKSBB with manufacturer dated 01/10/2020 confirmed mill has follow up on status next training to be conducted.			
The AOF System training could not be conducted in year 2020 due to the pending training approval from the manufacturer branch in Singapore.			
The training approval is required to conduct the training on AOF System in KKSBBP.			
DOSH approval for pressure vessel certificate of fitness is not obtained.			
The evidence provided is sufficient to close the NC.			
The training approval, actual AOF System training and DOSH approval will be verified in the next surveillance audit.			

## MSPO Certification Summary Report

Company Name: Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.

Certifying Unit: Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd.

Client Number: 92-126

Audit Type: ASA 01

Mode of Audit: Onsite



Non Conformity Number < 4 >	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor:</b> Muhammad Khairul Anuar bin Azizul Hasan	<b>Date of Closure:</b> 14/12/2020
Review of Implementation	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Nr.	Indicator	Description	Location	Opportunity for Improvement
Onsite audit				
1	4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	Office	KKSBP could improve on monitoring of any updates on new regulations.
2	4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.	Office	KKSBP could consider improving foreign workers contract agreement on overtime clause.
3	4.5.1.6	Management shall organize regular meetings with workers where concerns of workers about	Office	KKSBP meeting with workers could be further improve by including foreign workers representatives.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		environmental quality are discussed.		

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### 5. CONCLUSION

Kilang Kelapa Sawit Bukit Pasir Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for its mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

There are 4 Major NCs raised in this audit 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 2530-4:2013. Part 4 – General principles for palm oil mills.

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

Actual CPO January to August 2020:	35,461.19	mt
Actual PK January to August 2020	12,759.36	mt
Projected CPO September to December 2020	19,672.08	mt
Project PK September to December 2020	6,683.76	mt

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### 6. RECOMMENDATION

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

The structure of the audit was in accordance with the audit plan included in to this summary report.

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 policy and objectives.

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

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

Puchong, 15/12/2020

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

Puchong, 15/12/2020

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

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### 7. LIST OF STAKEHOLDERS

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

No.	Organisation
1	Aik Hong Trading
2	Oceanic Chemicals & Instruments Sdn Bhd
3	Chop Lian Seng Trading
4	Yew Watt hin Trading
5	Koo Chuan Peng Trading
6	Atlas Plantations

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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 / Checklist(s)
- ☒ Audit Plan