

MSPO CERTIFICATION SUMMARY REPORT

**KILANG KELAPA SAWIT BUKIT PASIR SDN
BHD**

SURVEILLANCE 04

Onsite Audit Date: 07/08/2023

**TUV NORD (Malaysia) Sdn Bhd
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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 04
 Mode of Audit: Onsite

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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GMP	Good Milling Practices
GPS	Global Positioning System
ISO	International Standard Organisation
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
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
SDS	Safety Data Sheet
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
WHO	World Health Organization

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1. INTRODUCTION

Kilang Kelapa Sawit Bukit Pasir has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit 04 (four) 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 two 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: 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	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 trainings	Successfully completed MS2530 series of standards for Lead Auditors
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead Auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training and Auditor for MSPO and RSPO scheme.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.
Attended High Conversation Value Assessment training	Successfully completed HCV – HCS for producers course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

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Qualification of Team Members

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Muhammad Khairul Anuar Bin Azizul Hasan	Graduate in Plantation Industry and Management	Yes
	Mohamad Norhisham Bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Mohamad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified as auditor based on audit log.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohamad Norhisham Bin Mohd Salleh	Qualified as auditor based on audit log.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
	Mohamad Norhisham Bin Mohd Salleh	Successfully completed ISO 9001:2015 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
	Mohamad Norhisham Bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed Basic SA 8000 training.	Yes
	Mohamad Norhisham Bin Mohd Salleh	Successfully completed Basic SA 8000 training.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
	Mohamad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme	Yes
Completed High Conversation Value assessment	Muhammad Khairul Anuar Bin Azizul Hasan	Attended and completed the HCV-HCS for producer online course.	Yes
	Mohamad Norhisham Bin Mohd Salleh	Attended and completed the HCV-HCS for producer online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Muhammad Khairul Anuar Bin Azizul Hasan	Able to communicate in Bahasa Malaysia and English.	Yes
	Mohamad Norhisham Bin Mohd Salleh	Able to communicate in Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

Surveillance (04) four Audit:

The Surveillance (04) four audit conducted on site on 07/08/2023 covering the following activities but not limited to below:

Onsite:

- Background investigation
- Review of documentation established but not limited to below
 - Policies
 - Mill location map
 - Land titles
 - Standard Operating Procedures including Mill Operation Manual
 - Work Flow Charts
 - Management Plans
 - Operating licenses and approvals
 - Operating records
 - Training records
 - Applicable Legislation Documents
- Inspection, observations and inspection of mill facilities and activities
- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Reports established;

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- Work plans established;
- Review and closed out of non-conformance raised in last 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.

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

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 70 MT per hour.

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 for the past year Jan 2022 to Dec 2022			Actual volumes Jan 2023 to July 2023			Projected volume Aug 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
178,746	32,494	10,781	140,748	22,440	7,646	90,204	19,131	6,211

3.2. Maps of Mill Location

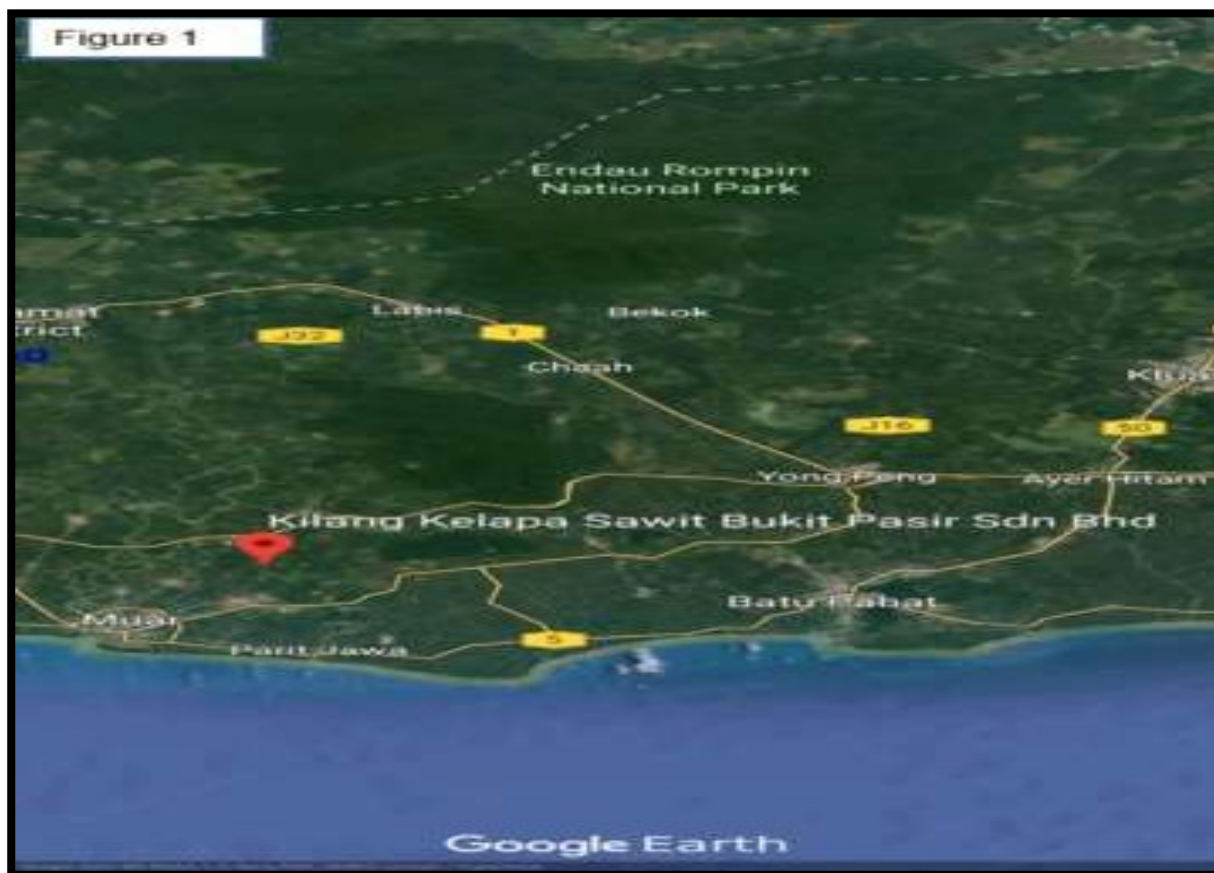


Figure 1: Location Kilang Kelapa Sawit Bukit Pasir

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Figure 2: Location Kilang Kelapa Sawit Bukit Pasir

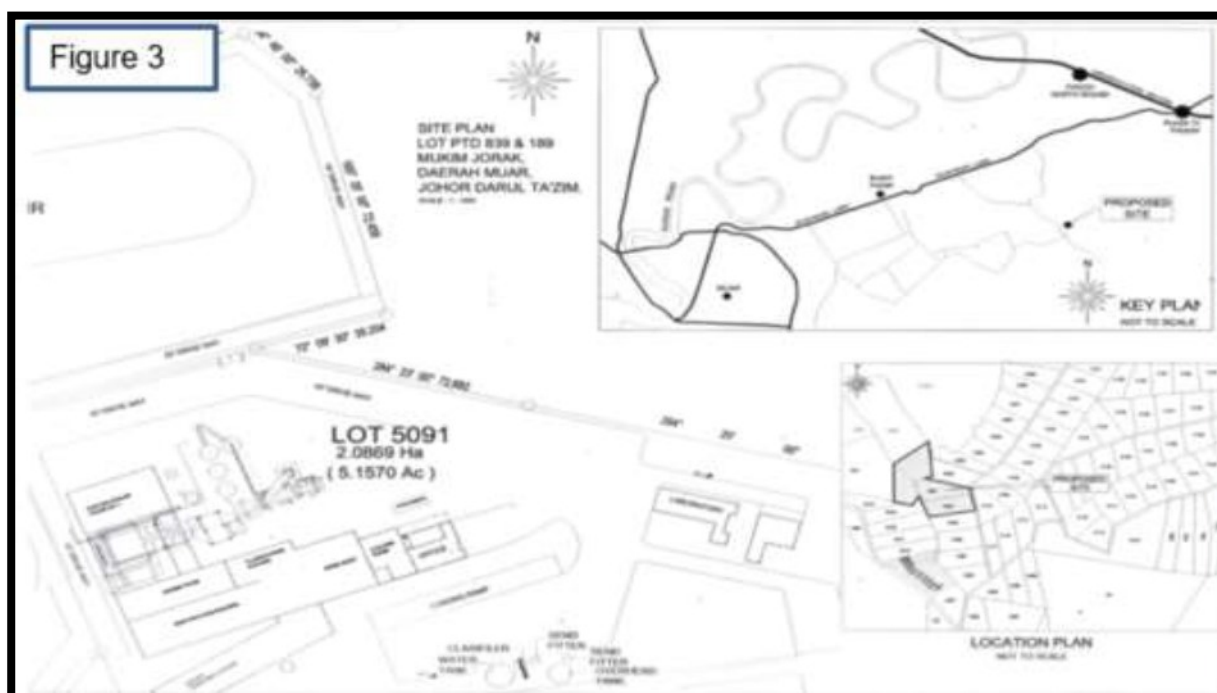


Figure 3: Location Kilang Kelapa Sawit Bukit Pasir

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4. CERTIFICATION ASSESSMENT

4.1. ASA 04

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. Surveillance Audit (04) four:

The surveillance audit (04) four is conducted on 07/08/2023.

During the last onsite surveillance audit, there is 1 Major, 0 Minor, 5 Opportunities for Improvement (OFI) are raised.

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

The major non-conformances raise during the last surveillance audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

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

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

4.2. Stakeholders' Consultation

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 06/07/2023 to announce the audit of the certified unit. As at audit date on 07/08/2023 there are no comments received

4.3. Summary of Findings

Principle and Criteria Assessment Summary

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 indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below.

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Kilang Kelapa Sawit Bukit Pasir (KKSBP) established MSPO Policy dated 01/04/2019 signed by Company Director.</p> <p>The policy is available in dual languages which are English and Bahasa Malaysia.</p> <p>The policy is publicly displayed at mill notice board and post guard notice board.</p> <p>Policies training for workers and staff conducted on 02/06/2023.</p> <p>During site interviews with sampled fireman worker, informed they are aware on MSPO policy and its requirements.</p>	Yes
4.1.1.2	<p>KKSBP established MSPO Policy dated 01/04/2019 signed by Company Director.</p> <p>The policy states KKSBP's commitment to provide adequate resources towards sustainability of palm oil business by implementing MSPO system and continuous improvement on sustainability development.</p> <ul style="list-style-type: none"> • Management commitment and responsibility; • Transparency; • Compliance to legal requirement; • Social responsibility, health, safety and employment conditions; • Environment, natural resources; • Best practices. 	Yes
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 from 15/07/2022 to 16/07/2022. There is no non-conformity and two opportunities for improvement 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>Latest internal audit conducted from 15/07/2023 to 16/07/2023. There is no non-conformity and two opportunities for improvement raised during the internal audit.</p> <p>Therefore, no corrective actions established.</p> <p>Internal audit conducted covered all principles of MSPO P&C requirements.</p>	Yes
4.1.2.3	<p>KKSBP conducted management review meeting on 17/07/2023. Internal audit results were discussed in the management review meeting minutes.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
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 procedure describes the management review will be conducted at least once a year.</p> <p>Latest management review conducted on 17/07/2023 with agenda as follows:</p> <ul style="list-style-type: none"> i) Actions of previous meeting; ii) MSPO certification status; iii) Manual, Policy and procedure status; iv) Results of internal audits; v) Preventive and corrective action status; vi) Recommendation for improvement. 	Yes
4.1.4.1	<p>KKSBP updated Continuous Improvement Plan for year 2023.</p> <p>The CIP includes social, environment, operation and safety and health.</p> <p>CIP established for social describes:</p> <ol style="list-style-type: none"> 1. Activities; 2. Person In charge (PIC); 3. Purpose; 4. Strategic direction; 5. Risk/opportunity; 6. Budget; 7. Timeline; 8. Status; 9. Result; 10. Remarks. <p>Example:</p> <p>Activities: Segregation and re-layout of workshop / working yard area;</p> <p>Purpose: Keep working area free from hazardous material;</p> <p>Timeline: Year 2023;</p> <p>Status: Ongoing;</p> <p>During site inspection observed workshop and working yard starts to segregate the material in use and not in use at the designated area.</p>	Yes
4.1.4.2	<p>KKSBP established flow chart of new technology implementation.</p> <p>As of audit date, no new technology implemented. Last new technology "Advanced Oxidation and Flootation" was implemented in 2019.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	During site interview with Effluent operator informed has been briefed and trained on the new technology.	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>KKSBP conducted internal stakeholders meeting dated 16/06/2023 include agenda such as minimum wages, company policies and complaint and grievances procedure.</p> <p>KKSBP communicate with external stakeholders via email on 09/07/2023 include agenda such as MSPO SCCS, MS 2530-4:2013 Part 4 General principles for palm oil mills, environment, legal requirements and company policies.</p>	Yes
4.2.1.2	<p>KKSBP establish list of public and confidential available documents.</p> <p>Example of public documents:</p> <ul style="list-style-type: none"> • Annual stakeholders meeting • Complaint and grievance records <p>Example of confidential documents:</p> <ul style="list-style-type: none"> • Land titles • Standard operating procedures 	Yes
4.2.2.1	<p>KKSBP 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 describes the period to respond feedback received from stakeholders is within 2 weeks.</p>	Yes
4.2.2.2	KKSBP appoints Assistant Mill Manager as the representative for the consultation and communication dated 01/04/2022.	Yes
4.2.2.3	<p>KKSBP established list of stakeholder's updated year 2023 includes contractors, suppliers, local communities, government agencies and NGOs.</p> <p>As of audit date, there is no request by stakeholders received.</p>	Yes
4.2.3.1	<p>KKSBP established SOP traceability document number SOP-MP 10-Traceability/10, revision 1/1 dated 01/04/2019.</p> <p>SOP describes:</p> <ul style="list-style-type: none"> • Assistant Mill Manager as person in charge for oversee the traceability process. • Sequence of traceability from receiving of FFB until dispatch of CPO and PK. <p>Documents of receiving FFB</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Delivery ticket / dispatch slip from supplier Weighbridge ticket <p>Documents of delivering CPO & PK</p> <ul style="list-style-type: none"> Weighbridge ticket, PK dispatch note Weighbridge ticket, authorization note, and dispatch note 	
4.2.3.2	<p>KKSBP conducted internal audit on 15/07/2023 to 16/07/2023 as mechanism for traceability inspection.</p> <p>Results of internal audit on traceability is review and (2) two opportunity for improvement (OFI) raised.</p>	Yes
4.2.3.3	<p>KKSBP appointed Assistant Mill Manager as a person in charge for monitoring and implementing traceability requirement dated 01/04/2022.</p>	Yes
4.2.3.4	<p>KKSBP established monthly records of storage, sales and delivery.</p> <ul style="list-style-type: none"> Summary of daily records of FFB purchase as of 07/08/2022. Invoice summary CPO Invoice summary PK Summary of Daily dispatch for CPO and PK <p>Delivered palm products are traceable to FFB suppliers and crosscheck with delivery notes, weighbridge tickets issued against weighbridge tickets from sellers.</p> <p>Weighbridge tickets from FFB supplier is review. The ticket consist of the following information;</p> <ul style="list-style-type: none"> MPOB license Ticket number Date Vehicle number Product Weight Graded OER. <p>Weighbridge tickets for CPO and PK despatch are review that consists following information:</p> <ul style="list-style-type: none"> Date Ticket number Vehicle number Contract number Product 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Weight. 	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	KKSBBP updated license and permit master list updated 13/03/2023. Example of permit and license: <ul style="list-style-type: none"> MPOB CPO License No: 500133404000 valid from 01/08/2023 until 31/07/2024; Air receiver, JH PMT 90834, valid from 27/03/2023 to 27/06/2024; Metrology Services Certificate, No: B 1904584, weighbridge 80mt valid until 03/11/2023 	Yes
4.3.1.2	KKSBBP has established List and Summary of Applicable Laws and Regulations dated 01/06/2022. The establish list include the applicable clauses. Example: <ul style="list-style-type: none"> Factory and Machinery Act 1967 (Act 139); Minimum Wage Order (amendment) 2022. 	Yes
4.3.1.3	KKSBBP update the list of legal documents on 22/03/2023. Latest updated list of legal documents includes: <ul style="list-style-type: none"> Minimum Wage Order 2022. 	Yes
4.3.1.4	The Mill Engineer is the person in charge to update any changes as and when available dated 01/04/2020.	Yes
4.3.2.1	KKSBBP land titles are freehold issued by Pejabat Tanah dan Galian Johor. Land use stated are medium industrial area for Palm Oil Mill.	Yes
4.3.2.2	KKSBBP is the legal owner of the land titles. Stated in the grant, land is owned by Kilang Kelapa Sawit Bukit Pasir Sdn. Bhd. Titles are available at KKSBBP Office and was reviewed and verified.	Yes
4.3.2.3	KKSBBP land titles include "Borang 5BK Pelan Tanah" which has the land map information and locality. Example: State: Johor District: Muar Pekan: Mukim Jorak Lot number: lot 839 Total area: 11.8497 hectare.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.4	KKSBP land titles are issued by the Pejabat Tanah dan Galian Johor. Review on stakeholders meeting conducted and mill complaints records indicates, there is no land disputes raised.	Yes
4.3.3.1	KKSBP land titles are issued by the Pejabat Tanah and Galian Johor. Review on the land titles documents no dispute of the land found.	Yes
4.3.3.2	KKSBP land titles are issued by Pejabat Tanah dan Galian Johor, Review on the land titles documents, there are clear demarcation of boundary.	Yes
4.3.3.3	KKSBP land titles are issued by Pejabat Tanah dan Galian Johor. Review on the land titles documents, no issue on land use rights. Thus, no FPIC or negotiation records is required.	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 (SIA) dated 19/07/2022.</p> <p>SIA Objectives as follows:</p> <ul style="list-style-type: none"> Identify social impact and social consequences result from the mill operations. Minimized social negative impact and maximizing the positive impacts. Communicate the social impact assessment processes to stakeholders and compliance to MSPO requirements. <p>The survey include internal and external stakeholders such as workers and suppliers.</p> <p>Example of positive impacts:</p> <ul style="list-style-type: none"> Increase human resource quality Create new employment Better road conditions Increase buying ability <p>Example of negative impacts:</p> <ul style="list-style-type: none"> Air pollution caused by emission Differences between local workers and foreign workers. 	Yes
4.4.2.1	<p>KKSBP Complaint and Grievance procedure states timeline to resolve complaint and grievance within 14 days.</p> <p>There are no complaints lodge for year 2021, 2022 and 2023 till the audit date.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Site interview with sampled fireman operator worker informed they understand of complaint and grievance procedure.	
4.4.2.2	<p>KKSBP established complaint form and made available at the mill guardhouse.</p> <p>Complaint box is available and accessible for employees and stakeholders to make complaints.</p>	Yes
4.4.2.3	<p>KKSBP complaint form and box is available and accessible at the mill guardhouse.</p> <p>Complaint and grievance procedure briefing conducted on 09/06/2023.</p> <p>Site interview with sampled fireman operator informed they understand of complaint and grievance procedure.</p>	Yes
4.4.2.4	<p>Review on the complaint book, no complaint is lodged from the past 24 months till the audit date.</p> <p>The complaint book is available at mill office and can be access upon request.</p> <p>Site interview with sampled fireman operator confirmed no complaint lodge.</p>	Yes
4.4.2.5	<p>KKSBP Complaint and Grievance procedure states timeline to resolve complaint and grievance within 14 days.</p> <p>There are no complaints lodge for year 2021, 2022 and 2023 till the audit date.</p> <p>Site interview with sampled fireman operator informed they understand of complaint and grievance procedure.</p>	Yes
4.4.3.1	KKSBP hired local communities for office clerk and mill operation as part of local contribution to the communities.	Yes
4.4.4.1	<p>KKSBP established Safety and Health Policy, dated 01/02/2019 sign by Company Director.</p> <p>Safety and Health policy briefing has been carried out dated 02/06/2023.</p> <p>Site interview with sampled fireman operator 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 signed by Company Director.</p> <p>Site visit to housing compound, office and workshop indicate the Safety and Health policy is displayed at the notice boards.</p> <p>Briefing of safety and health policy conducted on 02/06/2023.</p> <p>Site interview with sampled fireman operator informed they has been briefed on the safety and health policy.</p>	Yes
	<p>b</p> <p>KKSBP established Hazard Identification, Risk Assessment, and Risk Control (HIRARC) for the mill operations, dated 21/05/2022.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>The HIRARC includes activity, type of hazards, potential risks, control measure, risk rating, additional control and PIC.</p> <p>Example of HIRARC:</p> <p>Engine room-turbine</p> <p>Activity: Turbine service and alternator.</p> <p>Type of hazard: Improprate handling of grading tools.</p> <p>Potential risks: Injuries and wounds</p> <p>Control measure: Provide PPE such as ear plug, safety helmet, safety shoes and glove.</p> <p>Risk rating: 3</p> <p>Additional control: Provide training of PPE.</p> <p>PIC: Assistant or staff</p> <p>Further verification on PPE records verified PPE such as safety shoes, safety helmet and ear plug are issued to workers, dated 01/04/2023.</p>	
c. i	<p>KKSBP established Annual Training Programme for 2023.</p> <p>Training in the programme includes:</p> <ul style="list-style-type: none"> • OSH policy. • Mill SOPs. • Emergency response plan and fire drill. <p>Example of briefing conducted:</p> <ul style="list-style-type: none"> • Safety awareness at workplace training dated 21/06/2023. • Chemical handling dated 04/05/2023. • Safety briefing and PPE training dated 09/05/2023. 	Yes
c. ii	<p>KKSBP copies of SDS available and displayed at stores and laboratory.</p> <p>Example of SDSs:</p> <ul style="list-style-type: none"> • N-Hexane with latest revision 29/03/2023. 	Yes
d	<p>KKSBP established HIRARC states PPE required for the activities.</p> <p>Example:</p> <p>Location: Engine Room.</p> <p>PPE required: Ear plug and safety shoes.</p> <p>Review on the PPE issuance record dated 01/04/2023, PPEs provided to workers are safety helmet, safety shoes and ear plug.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Site interview with sampled fireman operator informed they provided PPEs for the assigned task according to HIRARC.	
e	<p>KKSBP established SOP for chemical handlings, doc no.: SOP-MP12-Chemical handling dated 11/04/2019.</p> <p>The SOP describes the handling and storage process.</p> <p>Briefing on chemical spillage handling dated 09/06/2023.</p> <p>Site interview with sampled fireman operator informed she understand the chemical handling and storage process.</p>	Yes
f	KKSPB appoints the Mill Manager as person in-charge of safety and health.	Yes
g	<p>KKSPB conducts Occupational Safety and Health meeting on quarterly basis.</p> <p>The last two quarters meeting held on 20/07/2023 and 17/05/2023.</p> <p>Document review verified management and workers representative are involved in the meeting.</p> <p>Review the last OSH meeting minutes there is no accident or injury case reported.</p>	Yes
h	<p>KKSBP established Emergency Respond Plan (ERP).</p> <p>The ERP established includes assessment on:</p> <ul style="list-style-type: none"> • Fire • Explosion in plant • Spillage • Tank leakage • Pipe burst • Utilities failure • Industrial accident • Pollution • Black smoke form boiler • Pandemic outbreak <p>Site inspection sighted emergency contact details displayed at the mill notice board.</p> <p>Site interview with sampled fireman operator informed they noticed the information on ERP and able to demonstrate the process.</p>	Yes
i	KKSBP appoints two staffs attended first aid training conducted by St John Ambulance Malaysia dated 22/09/2022. The certificate is valid for three years until 21/09/2025.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		First aid kits are available at labour quarters, operation site and office.	
	j	<p>KKSBP JKPP 8 reported in for year 2022 is review, dated on 16/02/2023.</p> <p>Accident record review and interview with sampled fireman operator informed no accident occur from last year till the audit date.</p>	Yes
4.4.5.1	<p>KKSBP established Employment Policy dated 01/04/2019 signed by Company 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>Employment policy has been carried out dated 02/06/2023.</p> <p>Site interview with sampled fireman operator informed there are no issue is raised related to human right.</p>		Yes
4.4.5.2	<p>KKSBP established Employment Policy dated 01/04/2019 signed by Company 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>Review on complaint record, no related cases reported from year 2020 till the audit date.</p> <p>Site interview with sampled fireman operator informed there are no discrimination occurs in their work place.</p>		Yes
4.4.5.3	<p>KKSBP mills established employment agreement for workers in line with legal requirement.</p> <p>Document review on employment agreement verify RM57.69 per day. Payslip review which includes, daily pay rate and overtime are verify and comply with Minimum Wages Order 2022.</p> <p>Overtime is paid at rate of one and a half times the hourly rate of pay on normal working days and two times the hourly rate on rest day.</p> <p>The employment agreement is in Bahasa Malaysia language version which able to understand by the Indonesian workers.</p> <p>Site interview with sampled fireman operator informed they are briefed on the employment agreement.</p> <p>Site interview with sampled fireman operator informed they are mutually agreed with daily rate as describe in the employment agreement.</p>		Yes
4.4.5.4	<p>KKSBP no longer engage contractor for year 2023. Thus, no contractor worker working in the mill.</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

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.6	<p>KKSBP established employment agreement with workers.</p> <p>The document includes information on workers particulars, salary rate, working time and annual leaves.</p> <p>The employment agreement is signed by workers and mill manager.</p> <p>Site interview with sampled fireman operator 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 displayed at mill notice board.</p> <p>Site interview with sampled fireman operator informed they understand the working hours.</p>	Yes
4.4.5.8	<p>KKSBP established working hours and displayed in office notice board.</p> <p>Shift A: 7:00 am to 3:00pm</p> <p>Shift B: 3:00pm to 11:00pm</p> <p>Break time:</p> <p>Shift A: 12:00pm to 1:00pm</p> <p>Shift B: 7:00pm to 8:00pm</p> <p>Site interview with sampled fireman operator informed they are aware and observed the working hours provided by mill.</p>	Yes
4.4.5.9	<p>KKSBP established pay slips includes company name, worker name, worker no, department, basic salary, work restday, public holiday, overtime, SOCSO from employer, deduction, gross salary and net salary.</p> <p>STPSB mills established payslip as document to record the wages and overtime of the workers.</p> <p>Review on payslip for June 2023, daily rate paid at RM57.69 to workers as describe in employment agreement.</p> <p>Site interviewed with sampled fireman operator informed the salary paid is in line with legal requirement.</p>	Yes
4.4.5.10	<p>KKSBP provides social benefits such as:</p> <ul style="list-style-type: none"> Medical claim. Annual bonuses based on company discretion. 	Yes
4.4.5.11	<p>KKSBP provides housing for workers. The housing compound are in accordance to Workers Minimum Standards of Housing and Amenities Act 1990 (Act 446).</p> <p>Facilities such as worship place and grocery shop 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>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Site inspection observed sexual harassment policy is display on mill notice board.</p> <p>Review the complaint record no complaint related to sexual harassment lodge as of audit date.</p> <p>Site interview with sampled fireman operator informed no case of violent or sexual harassment in their working place.</p>	
4.4.5.13	<p>KKSBP established Social and Employment policy dated 01/04/2019 signed by Company Director. The policy statement includes a statement "The employer respect the right of all employees to form or join trade unions of their choice."</p> <p>Review on workers meeting dated 14/03/2023 includes discussion on right of employees.</p> <p>Site interview with sampled fireman operator informed they understand their right to join the union, however they have no interest to join the trade union such as Malaysian Trades Union Congress.</p>	Yes
4.4.5.14	<p>KKSBP established Social Policy sign by Company Director dated 01/04/2019 states forbidding any children and young person's labor exploitation.</p> <p>Review on workers list and site interview with sampled fireman operator indicate no children or young person hired by KKSBP.</p>	Yes
4.4.6.1	<p>KKSBP established Annual Training Program year 2023.</p> <p>Review on the training records include attendance list, photos and training material is available and maintained.</p> <p>Example of training conducted:</p> <ul style="list-style-type: none"> • Safety awareness at workplace training dated 21/06/2023. • Chemical handling dated 04/05/2023. • Safety briefing and PPE training dated 09/05/2023. 	Yes
4.4.6.2	<p>KKSBP established Training Need Analysis year 2023 for staffs and workers based on the job descriptions.</p> <p>Example: Ramp attendant</p> <p>Training required: Safety training, ramp SOP training, fire drill.</p>	Yes
4.4.6.3	<p>KKSBP establish annual training program for year 2023.</p> <p>Example:</p> <ol style="list-style-type: none"> Emergency drill (Effluent Pond) on September 2023 Scheduled wastes handling on November 2023 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>KKSBP established Environmental Policy dated 01/02/2018 signed by Company Director.</p> <p>The policy describes:</p> <p>Environmental compliance by ensuring operation complies with applicable environment regulation, legislations, customer requirement.</p> <p>During site visit, observed policy displayed on mill notice boards.</p> <p>The policy is available in dual languages which are English and Bahasa Malaysia.</p> <p>KKSBP conducted policy briefing to workers on 02/06/2023.</p> <p>KKSBP established Environmental Management Plan updated on 17/07/2023.</p> <p>Example of content:</p> <p>Area: Workshop;</p> <p>Major Aspect: Used of vehicles, equipment's and tools;</p> <p>Negative Impact: Noise pollution;</p> <p>Management control: Conduct noise boundary monitoring and raising awareness to workers;</p> <p>PIC: Assistant Manager.</p>	Yes
4.5.1.2	<p>a</p> <p>KKSBP established Environmental Management Plan updated on 17/07/2023.</p> <p>EIA covered all operation.</p> <p>Aspect and impact analysis of all operations establish in the EIA.</p> <p>The EIA consist of environmental aspect, risk, environmental impacts, rating and legal requirements.</p> <p>The environment aspect impact describes area, aspect, impact, risk, opportunity, situation, significant rating, and legal requirement.</p> <p>Example of content:</p> <ol style="list-style-type: none"> 1. Area: Fresh Fruits Bunch Receptions; 2. Environmental Aspect: Smoke emission from FFB lorry/ tractors; 3. Impact: Air Pollution; 4. Risk: Health hazard; 5. Situation: Under control since no CPAR and complaint issued; 	Yes
	<p>b</p> <p>KKSBP EMP include action to mitigate negative impact and promote positive impacts.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> Area: Seperator; Environmental Aspect: Discharge of sludge; Impact: Water pollution and land contamination; Risk: Health hazard; Situation: Normal, the waste water are treated at effluent pond before discharge; Person in charge: Lab assistant. <p>Latest final discharge wate test indicates the BOD reading are under control.</p>	
4.5.1.3	<p>KKSBP EMP include action to mitigate negative impact and promote positive impacts.</p> <p>Example:</p> <ol style="list-style-type: none"> Area: Depericarper; Environmental Aspect: Noise from nut polishing drum; Impact: Noise Pollution; Risk: Health hazard; Situation: Normal; Significant rating: 10; Legal requirement: FM (Noise exposure Regulation 1989). <p>Reviewed and verified boundary noise monitoring report dated 21/06/2022.</p> <p>The report concluded that noise has not exceeded noise limits during day and night.</p>	Yes
4.5.1.4	<p>KKSB Environmental issues are covered in CIP 2023 dated 01/07/2023.</p> <p>The CIP describes;</p> <ol style="list-style-type: none"> Focus Area: Particulate dust, ambient air quality and noise monitoring; Strategies: Engaging DOE certified consultancy agency; Activities: Engaging DOE certified consultancy agency; Resources: Environment Consultant; PIC: Mill manager; Timeline: Ongoing; Completion date: Ongoing; Measure of success: No compounds or non-conformity from DOE. <p>Reviewed and verified latest stack emission monitoring report and ambient air monitoring report both dated 04/08/2023.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Both reports concluded that sources of emissions are within parameters.	
4.5.1.5	<p>KKSBP establish training program titled “Annual Training Program Year 2023”.</p> <p>Training for workers on environment was carried out as below:</p> <ul style="list-style-type: none"> • Environmental Policy dated 02/06/2023; • Chemical Spillage dated 05/06/2023; • Mill SOP and scheduled waste training dated 28/07/2023. 	Yes
4.5.1.6	<p>KKSBP's latest environmental committee meeting was conducted on 01/03/2023.</p> <p>The frequency of the environmental meetings are annually.</p> <p>The meeting was participated by the mill management and worker representatives.</p> <p>Reviewed meeting minutes, agenda and attendance sheet signed by the participants.</p> <p>The meeting covered topics such as effluent management, oil trap management and required environmental trainings.</p> <p>Site interviews with sampled general workers, workshop attendant and oil room worker informed worker representatives from every department participate in meetings organized by the mill management.</p>	Yes
4.5.2.1	<p>KKSBP established records of diesel per tonne CPO and electricity usage per tonne FFB process from 2019 to 2022.</p> <p>Baseline values for diesel usage has been set on yearly basis.</p> <p>Diesel per tonne CPO is higher in year 2022 compared to the average baseline value.</p> <p>This is due to increase in capacity of belt press for desludging anaerobic pond where transportation of lorry were used for disposal of sludge cakes.</p> <p>Electricity per tonne FFB process for year 2022 is higher compared to 2021 due to the dependent on the use of state grid.</p> <p>Monitoring of usage of electricity and diesel is on monthly basis.</p> <p>Reviewed and verified monthly diesel and electricity usage record for June 2023.</p>	Yes
4.5.2.2	<p>KKSBP budget for diesel and electricity consumption for the year 2023 has been reviewed and verified.</p> <p>Actual usage of fuel is lower compared to the budget due reduction of FFB received.</p> <p>Monitoring of diesel usage per ton CPO and electricity usage per tonne FFB process is on annual basis while there are records of monitoring on a monthly basis.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services											
Indicator	Summary of Assessment		Compliance								
4.5.2.3	KKSBP use fiber and kernel shell as renewable fuel for boiler to generate for steam for mill operation and power generation. Reviewed in the CIP, the construction of methane biogas plant to capture methane gas for electricity generation purposes is in progress for operation.		Yes								
4.5.3.1	KKSBP has been established waste management plan prepared by mill manager updated 19/07/2023. Waste identification and source of pollution has been addressed; <table><tr><td>Type of waste</td><td>Sources</td></tr><tr><td>Gaseous</td><td>Smoke emission for transporters, stack emission</td></tr><tr><td>Liquid</td><td>POME from mill processing</td></tr><tr><td>Soild</td><td>EFB and domestic wastes from housing unit</td></tr></table>		Type of waste	Sources	Gaseous	Smoke emission for transporters, stack emission	Liquid	POME from mill processing	Soild	EFB and domestic wastes from housing unit	Yes
Type of waste	Sources										
Gaseous	Smoke emission for transporters, stack emission										
Liquid	POME from mill processing										
Soild	EFB and domestic wastes from housing unit										
4.5.3.2	a	KKSBP established waste management plan updated on 19/07/2023. Type of waste identified: Domestic waste from housing units; Ways to reduce pollution: All domestic wastes are managed by municipal waste collector.	Yes								
	b	KKSBP wastes generated from milling operation are identified and documented in the waste management plan. Stated in the plan palm kernel shell, EFB mesocarp fibres is to be used as fuel for boiler operation. Excess EFB will be sold to third party. During site visit, observed mesocarp fibres used as fuel for boiler operation.	Yes								
4.5.3.3	KKSBP has established SOP for Chemical handlings. 1. SOP Chemical handlings, SOP-MP12 issue/revision 01/01 dated 15/11/2018. 2. 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. 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. List of scheduled waste established in the waste management plan including engine oil, hydraulic oil, empty chemical container, oil filter and drums. 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.		Yes								

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Mill's competent person for scheduled waste is the Mill Engineer.	
4.5.3.4	<p>KKSBP established waste management plan dated 19/07/2023 includes disposal plan for domestic waste.</p> <p>Domestic waste: used paper, plastic bottles / containers / rubbish.</p> <p>Action plan: Domestic waste collection at 2 times per week by District Municipal Council.</p> <p>Site interviews with sampled mill attendants informed that domestic waste is disposed by the Muar Municipal Council and waste is collected 2 times per week by the municipal council.</p>	Yes
4.5.4.1	<p>KKSBP established environment management plan updated 17/07/2023.</p> <p>Assessment monitoring for polluting activities such as Isokinetic stack emission for Oxide of Sulfur and Oxide of Nitrogen for PM10, PM2.5, NO₂, SO₂, CO and CO₃ has been carried out according to the DOE license specifications and results of emissions are within the respective specifications.</p> <p>Greenhouse gas emission from boiler mainly total particulate matter, is monitored by Continuous Emission Monitoring System (CEMS) reporting on a daily basis.</p> <p>Reviewed and verified CEMS monitoring record for June and July 2023.</p> <p>OER reports for particulate matter and opacity is within parameters set by the Department of Environment.</p>	Yes
4.5.4.2	<p>KKSBP established action plan to reduce identified significant pollutant and emission for smoke emissions, dust particulates and opacity.</p> <p>The action plan includes monitoring and continuous improvement programme to reduce the potential source of GHG Emission.</p> <p>CEMS report for June and July 2023 are reviewed.</p>	Yes
4.5.4.3	<p>KKSPB POME is treated by traditional open ponding system.</p> <p>Monthly analysis of POME is carried out by an external laboratory.</p> <p>The treated POME is discharge to the waterways according to DOE requirements.</p> <p>The DOE licence has been reviewed and verified.</p> <p>Reviewed and verified records of effluent discharge sent to DOE.</p> <p>Mill's competent person for effluent treatment plant management is the Mill Manager.</p>	Yes
4.5.5.1	<p>a KKSBP updated water management plan updated on 19/05/2021. No changes to water management plan.</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>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>KKSBP obtained permit for water abstraction. Sighted exgratia payment for water abstraction by Badan Kawal Selia Air Johor (BAKAJ) for year 2023.</p> <p>Water for workers housing from Syarikat Air Johor (SAJ).</p>	
b	<p>KKSBP POME is treated using traditional ponding system.</p> <p>Outgoing water from the mill effluent tested by SAMM accredited external laboratory on July 2023 were reviewed and verified.</p> <p>All results are within specifications for BOD, COD, Total Nitrogen, Ammonical Nitrogen, Total Solids, Suspended Solids, Oil & Grease, Volatile Fatty Acids and Total Alkalinity.</p>	Yes
c	<p>KKSBP established water management plan updated on 19/05/2023. No changes to water management plan.</p> <p>The plan describes water monitoring as follows:</p> <ol style="list-style-type: none"> To monitor water extract through flow meter at water pump; To record daily use of water on daily basis and summarize on month end. <p>The water usage for mill operation is monitor on monthly basis. Flow meter at water pump is maintained in a good conditions.</p> <p>Water usage records for year 2023 has been shared and reviewed.</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 July 2023 is reviewed and the result for BOD is in accordance to DOE discharge limits.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>KKSBP established 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"> FFB grading; Sterilization process; Threshing process; Press station; Boiler station. <p>Site interviews with mill attendant informed they has been briefed on SOPs conducted by Mill Engineer.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.2	<p>KKSBP implement best practices;</p> <p>Example:</p> <ul style="list-style-type: none"> Ambient Air Monitoring carried out on 14/03/2022. CEMS monitoring below the 150mg/m3 for total PM and below 20% for opacity; Weighbridge calibration carried out on 02/11/2021. Boiler man is first grade permitted to operate boiler and is knowledgeable on boiler operations. Mill Manager holds a first grade steam certificate. 	Yes
4.6.2.1	<p>KKSBP established 2 years business plan for year 2023 and 2024.</p> <p>The business plan includes:</p> <ul style="list-style-type: none"> FFB Processed and CPO production. Profit and loss accounts. FFB cost and processing expenditures. Capital expenditure. Depreciation. OER, KER. Mill improvement capital expenditure. <p>The budget includes:</p> <ul style="list-style-type: none"> CPO sale price/mt; PK sale price/mt; FFB price/mt. <p>Document review on monthly reporting for July 2023 include target that are achievable by KKSBP.</p>	Yes
4.6.3.1	<p>KKSBP established documentation for product purchasing which includes information on quotations, purchase orders and invoices.</p> <p>Review on process flow of purchasing products such as chemicals, tools and machineries confirm all the process involved are in order.</p>	Yes
4.6.3.2	<p>KKSBP established contract agreement with CPO transporters 01/01/2019.</p> <p>The contract period is for three (3) years.</p> <p>The contract agreement includes:</p> <ul style="list-style-type: none"> Agreement / Duration; Undertakings by transporter; Undertaking by company; 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> • Payment; • Termination; • Notices; • Time; • Cost; • Agreement Binding Upon Successors-in-title; • Transportation charges. <p>The agreement is acknowledge by both parties.</p> <p>Latest payment for service has been carried out on 31/07/2023.</p>	
4.6.4.1	<p>Contract agreement between KKSBP with CPO transporters dated 01/01/2019 is review.</p> <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>Evidence of COVID-19 screening of all individuals entering the premise with records of information such as name, company/address, and purpose of visit has been shared and reviewed.</p> <p>KKSBP provide an information chit before entering premises and will return back to guard post prior to leaving the premise.</p> <p>Training for contractors was carried out on 02/05/2023.</p>	Yes
4.6.4.2	<p>Contract agreement between KKSBP with CPO transporters is documented and signed by both parties.</p> <p>The agreement describes the service, terms of payment and conditions.</p>	Yes
4.6.4.3	<p>KKSBP has issued a notice to transport contractors on compliance acceptance of external auditors to verify assessments through physical inspections.</p> <p>There is no changes in the notice to transport contractors as audit date.</p>	Yes

4.4. Use of Marks and/or Any Other References to Certification

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Kilang Kelapa Sawit Bukit Pasir operation or any on/off-products claim.

4.5. 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.
X	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.

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

4.6. Detail of Audit Findings Identified during last audit

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

Non Conformity Number 1			
Indicator # and Description	4.5.1.3 An environment improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.		
Location:	Office		
Description of Finding / Objective Evidence:			
KKSBP established environment management plan updated on 19/05/2022. However, the plan does not include promotion of positive impacts.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Navin Baskram	Date Raise:	09/08/2022
Deadline for implementation		08/10/2022	
Root Cause Analysis (by company):			
Environmental management plant published by KKSBP not include promotion of positive impact only negative impact were stated.			
Correction (by company):			
To promote positive impact in every criteria mentioned in environmental management plant.			
Corrective / Preventive Action (by company)			
To review every criteria in environmental management plant and promote positive and negative impact			
Review of Correction & Corrective / Preventive Action			
KKSBP has revised the Environment Management Plan updated on 17/08/2022.			
The revised environment management plan includes positive impacts for all operations.			
Thus, the submitted evidence is seemed adequate to close the non-conformity raised.			
Review of implementation will be carried out during next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Auditor: Navin Baskram		Date of Closure: 18/08/2022	

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Non Conformity Number 1	
Review of Implementation	
Review on Environmental Action Plan dated 17/07/2023 describe and classified negative and positive impacts for all operation.	
Thus, based on objective evidence the implementation is consider appropriate.	
Name of Auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 07/08/2023

4.7. Detail of Onsite Audit Findings Identified during This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.	Document	KKSBP could improve internal audit methods for efective implementation.
2.	4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	Document	KKSBP could improve management review agenda.
3.	4.4.4.2	g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employee's safety, health and welfare are discussed openly. Records from such meetings shall be kept and the concerns of the employees and any remedial actions taken shall be recorded	Document	KKSBP could improve frequency on safety and health meeting.

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5. CONCLUSION

Kilang Kelapa Sawit Bukit Pasir Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct ASA 04 audit for its mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

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:

Certified CPO January 2023 to July 2023:	22,440	mt
Certified PK January 2023 to July 2023:	7,646	mt
Projected CPO August 2023 to December 2023:	19,131	mt
Project PK August 2023 to December 2023:	6,211	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, 22/08/2023



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

Puchong, 29/08/2023



Zulkifli Bin Kamarol Zaman
 TUV NORD (Malaysia) Sdn Bhd
 Certifier / Approver

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7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

- ☒ P&C Audit Report / Checklist(s)
- ☒ Audit Plan