



# MSPO CERTIFICATION SUMMARY REPORT

## KOLAPIS PLT

ANNUAL SURVEILLANCE 01

Onsite Audit Date: 28/09/2020 – 30/09/2020

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Company Name: Kolapis PLT

Certifying Unit: Kolapis PLT

Client Number: 92-138

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>GAP</b>	Good Agricultural Practice
<b>GPS</b>	Global Positioning System
<b>ISCC</b>	International Sustainability & Carbon Certification
<b>ISO</b>	International Standard Organisation
<b>MSPO</b>	Malaysia Sustainable Palm Oil
<b>NC</b>	Non Conformity
<b>OSH</b>	Occupational Safety and Health
<b>P&amp;C</b>	Principle and Criteria
<b>PK</b>	Palm Kernel
<b>POME</b>	Palm Oil Mill Effluent
<b>PPE</b>	Personal Protective Equipment
<b>RSPO</b>	Roundtable Sustainable Palm Oil
<b>RTE</b>	Rare, Threatened and Endangered Species
<b>SA8000</b>	Social Accountability 8000
<b>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>WHO</b>	World Health Organization
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysia Palm Oil Certification Council
<b>SDS</b>	Safety Data Sheet
<b>KPLT</b>	Kolapis PLT

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## 1. INTRODUCTION

Kolapis PLT has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct the surveillance 01 audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

### 1.1. Objective

The objective of this surveillance 01 audit is to assess the Kolapis PLT estate by an independent certification body with the aim for compliance of the standards.

### 1.2. Scope

The certification is based on the documentation developed by the estate.

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

The documents and information are reviewed against the requirements and criteria based on MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

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

### 1.3. Appointment and qualification of team members

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

#### Qualification of the Trainee Lead Auditor: Khairul Anwar Bin Ismail

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;	Graduate in Agricultural Science

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MS 2530 series of standards training	Successfully completed MS 2530 series standards training.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as auditor for MSPO scheme. Lead Auditor in training.
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	5 years working experience in oil palm plantations
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantations.
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 Lead Auditor 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.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed IMS ISO 9001, 14001 and 45001 LA course and auditor for MSPO scheme.

### Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
	Sheron Pui Ling	Bachelor in Medical Science.	Yes

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Requirement	Assessor	Qualification	Compliance
<p>Post-secondary education, college or university diploma / degree in one of the following</p> <ul style="list-style-type: none"> <li>i) Agriculture;</li> <li>ii) Science &amp; Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);</li> <li>iii) Engineering, Process Technology;</li> <li>iv) Energy Management, Quality Management;</li> <li>v) Social Sciences and/or Anthropology;</li> <li>vi) Business Management; or</li> <li>vii) Other relevant related fields</li> </ul>	Jasmandy Bin Syahrul	Graduate in B. Sc (Hons) Plantation Technology and Management.	yes
<p>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)</p>	Sheron Pui Ling	4 years working experience in QA, QMS and internal audit, and 2.5 years working experience in MSPO audit experience.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations.	Yes
<p>Successfully completed MS 2530 series of standards training</p>	Sheron Pui Ling	Successfully completed MS2530 series of standards training.	Yes
	Jasmandy Bin Syahrul	Successfully completed MS2530 series of standards training.	Yes
<p>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.</p>	Sheron Pui Ling	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Auditor in training.	Yes
<p>A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.</p>	Sheron Pui Ling	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes
	Jasmandy Bin Syahrul	Able to communicate in Bahasa Malaysia and English.	Yes

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Requirement	Assessor	Qualification	Compliance
Field working experience in the palm oil sector, or demonstrable equivalent	Sheron Pui Ling	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Sheron Pui Ling	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Sheron Pui Ling	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Sheron Pui Ling	Successfully completed Basic SA 8000 training.	Yes
	Jasmandy Bin Syahrul	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Sheron Pui Ling	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes

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## 2. METHODOLOGY

The audit approach onsite audit 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 conducted on 28/09/2020 to 30/09/2020 covers the following activities but not limited to below:

#### Onsite:

- Onsite visit, observations and inspections of estate facilities and field activities;
- Interview operation personnel and field workers for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Stakeholders consultation meeting;
- Review and closed out of non-conformance raised during stage 2 audit;
- Assessment reporting.

#### On-site Assessment

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



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

For the ASA01 Kolapis PLT has 1 estate. Therefore, no selection required.

**Table 2-1: List of Estate Selected**

Name of Estate	Coordinates
Kolapis PLT	5°50'02.0"N; 117°38'10.0"E

### Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for Improvement (OFI) may be raised during the audit.

Major non-conformance shall be addressed and responded with 60 days from closing date of audit. For minor non-conformances raised and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be review and verify in the next audit.

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### 3. ORGANISATION INFORMATION

Kolapis PLT is an oil palm plantation company located at PPJU Mile ½, 90307 Sandakan, Sabah

The details of the estate as below:

Name of Estate	Location	Coordinates
Kolapis PLT	Labuk / Sugut Jalan Sandakan-Beluran	5°50'02.0"N; 117°38'10.0"E

#### 3.1. Production volume

Name of Estate	Area (Ha)		Actual FFB production		Projected FFB Production (mt) (Sept 2020 to Dec 2020)
	Total*	Production**	Jan to Dec 2019	Jan to Aug 2020	
Kolapis PLT	202.91	174.73	1,729.34	1,114.04	660.00
<b>Total</b>	<b>202.91</b>	<b>174.73</b>	<b>1,729.34</b>	<b>1,114.04</b>	<b>660.00</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Estate

Year / estate	Kolapis PLT (ha)	Remarks
2004	61.24	First planting
2016	5.64	
<b>Total Mature</b>	<b>66.88</b>	
2017	53.59	Replanting
2018	14.79	Replanting
2019	39.47	Replanting
<b>Total Immature</b>	<b>107.85</b>	
<b>Total</b>	<b>174.73</b>	

#### 3.3. Replanting program for each estate

Year of replanting	Planted area (ha) in each estate	Total area to be replanted (ha)
	Kolapis PLT	
-	-	-
<b>TOTAL</b>	-	-

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### 3.4. Maps of Company Location and Plantations

Figure 1: Sabah map locality of Kolapis PLT.

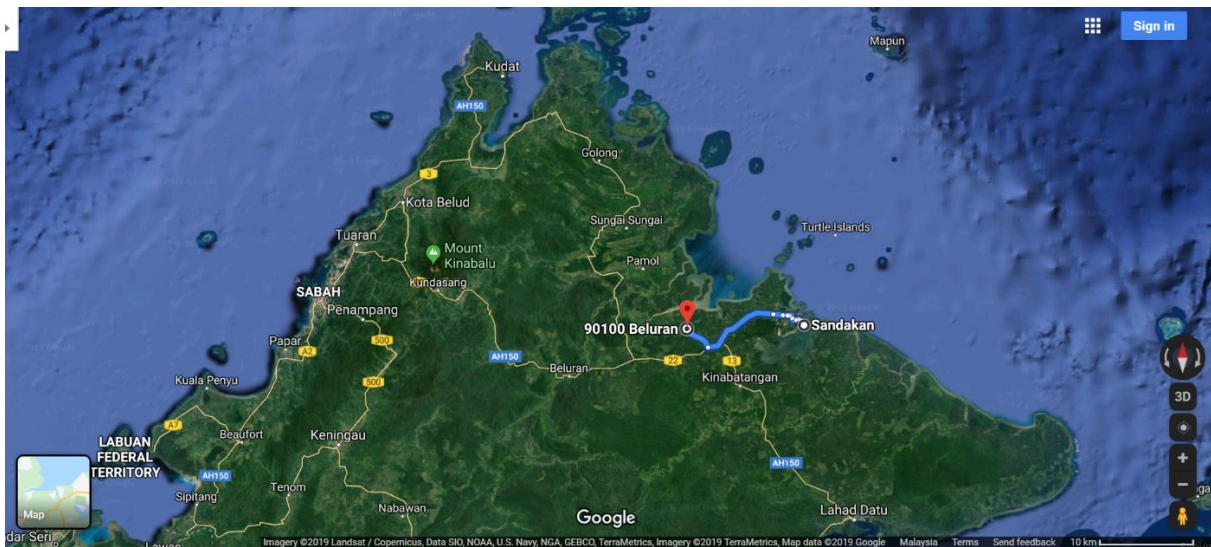


Figure 2: Kolapis PLT estate map.



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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 01

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

##### 4.1.1. Surveillance 01:

The Surveillance 01 audit is conducted on 28/09/2020 to 29/09/2020 covering the Kolapis PLT estate.

During the surveillance 01 audit, there is no 0 Major, 0 Minor, 3 Opportunities for Improvement (OFI) are raised. The Major non-conformances raise during the audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken. Action plan is submitted for Minor non-conformance with implementation review during the next audit.

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

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

#### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 27/08/2020 as to accommodate stakeholder's consultation meeting for Kolapis PLT to provide comments. As at audit date on 28/09/2020 – 30/09/2020 there are no comments received.

Invitation letters are sent on 27/08/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 28/09/2020 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 provided
4. Wildlife management and wildlife corridor
5. Type of wildlife sighted at the plantations and wildlife corridor.
6. Local communities' development.

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

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:  
The stakeholders could confirm they have attended meetings with the company on MSPO certification.
2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint

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The stakeholders' advice they are informed a logbook and form is available at the office to lodge any complaints or suggestions.

- 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.

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

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

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders acknowledge information regards MSPO through stakeholders meeting.	Positive comment.
2	Social issues	No local communities attended. Therefore no input.	No further action required.
3	Type of land title – Country Lease, Provisional Lease, Native title, Customary Land	No local communities attended. Therefore no input.	No further action required.
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders commented with MSPO certification will improve livelihood of workers.	Positive comment.
5	Does MSPO largely benefits the local community?	Stakeholders are not local communities, therefore no comments on this topic.	No further action required.
6	Environmental understanding	Stakeholders understand on environmental awarness.	Positive comment.
7	Awareness towards species, habitats, and high conservation values	Stakeholders are not local communities, therefore no comments on this topic	No further action required.

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
8	Are there any plantation management practices that affect you?	Stakeholders are not local communities, therefore no comments on this topic.	No further action required.
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders commented there should be no conflict between management and MSPO principles and criteria.	Positive comment.
10	Do you have any suggestions for management?	No suggestion from stakeholders attended.	No further action required.

### 4.3. Summary of Assessment

#### Principle and Criteria Assessment Summary

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

#### Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	Kolapis PLT (KPLT) established MSPO Policy dated 01/01/2019 signed by Director.  Policy is displayed at estate two notice boards.  Company policies briefing include MSPO policy conducted on 06/08/2020.  Interview during the site visit workers understand the MSPO policy.	Yes
4.1.1.2	KPLT MSPO policy dated 01/01/2019 states company strive for continual improvement by harnessing its resource of people, processes and technology in order to ensure continual production of oil palm product in sustainable manner.	Yes
4.1.2.1	KPLT established SOP Internal Audit dated 01/02/2019 with a flow chart describing the process.  The SOP describes the frequency for internal audit is once a year. The period to close finding of the internal audit within 2 months after the audit.  Internal audit program dated 21/01/2020 is review. The internal audit is plan on August 2020.  Internal audit conducted on 19/08/2020 with strong and weak point.  Example:  Weak point: Estate do not established list of contractor worker.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Strong point: Good commitment on implement MSPO.	
4.1.2.2	<p>KPLT established SOP Internal Audit dated 01/02/2019 with a flow chart describing the process.</p> <p>The SOP describe frequency for internal audit is once a year.</p> <p>Internal audit conducted on 19/08/2020. The summary of internal audit results describes the findings.</p> <p>Example:</p> <p>Finding: Estate do not established the summary name list of contractor worker.</p> <p>Action: Estate established the list of contractor worker.</p> <p>Date close: 11/09/2020.</p> <p>Review on the list of contractor worker established dated 19/08/2020 include name, gender, date of birth, date joined and job description.</p>	Yes
4.1.2.3	Internal audit results made available in the management review meeting held on 21/08/2020.	Yes
4.1.3.1	<p>KPLT management review meeting conducted on 21/08/2020.</p> <p>Agenda:</p> <p>Internal audit results</p> <p>Suggestions or action taken</p> <p>Other matters</p> <p>The frequency for management review is once a year after internal audit.</p>	Yes
4.1.4.1	<p>Continual Improvement Plan (CIP) established dated 30/07/2020.</p> <p>Topics in the CIP include environmental, social and safety and health.</p> <p>Example:</p> <p>Safety and health</p> <p>Action: COVID-19 monitoring</p> <p>Expected outcome: Monitoring workers body temperature</p> <p>Timeframe: On-going</p> <p>PIC: Estate in charge</p> <p>Further check on the body temperature record for workers example on 01/08/2020 maintenance worker with body temperature of 36.2°C.</p>	Yes
4.1.4.2	<p>KPLT established SOP of Mechanism for new information, techniques, technologies, standards dated 09/09/2019.</p> <p>The SOP describes the process for implementation of new technology:</p> <ul style="list-style-type: none"> <li>• Identification</li> </ul>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Implementation and control.</li> </ul> <p>No new techniques or new technology implemented currently.</p>	
4.1.4.3	<p>KPLT established SOP of Mechanism For New Information, Techniques, Technologies dated 09/09/2019.</p> <p>The SOP describes the process for implementation of new technology.</p> <p>The flowchart in the SOP includes training will be conducted before implementation of any new technology.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>KPLT established list of stakeholders dated on 10/06/2020 that includes surrounding communities, government authorities, suppliers, mills and NGOs.</p> <p>Latest stakeholder meeting conducted on 24/07/2020 include topics such as MSPO certification, procedure, company policies and others.</p> <p>KPLT established Consultation and Communication Procedure dated 01/02/2019. The procedure includes complaint and grievance as part of the communication with stakeholders.</p> <p>No records of information request received from the stakeholder as of audit date.</p> <p>During site interview, workers and external stakeholders are aware on company policies and consultation and communication procedure</p>	Yes
4.2.1.2	<p>KPLT established list of publicly available document and confidential document dated 10/06/2020.</p> <p>Example of publicly available document:</p> <ul style="list-style-type: none"> <li>Company policies</li> <li>Procedures</li> </ul> <p>Example of confidential documents are financial report and workers salary details.</p>	Yes
4.2.2.1	<p>KPLT established Consultation and Communication procedure dated 01/02/2019.</p> <p>The procedure objective is to ensure the communication with stakeholder follow the process that meet MSPO requirement.</p> <p>Stakeholders meeting conducted on 24/07/2020 has briefed on the procedure.</p> <p>During stakeholders' consultation, stakeholders are aware of this procedure.</p> <p>Site interviews with workers indicate they are aware of the procedure.</p>	Yes



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<b>Principle 2: Transparency</b>		
Indicator	Summary of Assessment	Compliance
4.2.2.2	The appointed person in charge is estate manager to handle communicate and consultation with stakeholders.  Stakeholders meeting minutes states person in charge of communication is estate manager.	Yes
4.2.2.3	KPLT established list of stakeholders dated 19/08/2020.  Stakeholders list includes local community, government, suppliers, contractor, mills, neighboring estate, and employees.  Latest Stakeholders meetings conducted on 24/07/2020.  Review of stakeholders request and response book, no request found as at audit date.	Yes
4.2.3.1	KPLT established SOP for Traceability doc no: KPLT-MSPO-4.2.3.1 dated 01/02/2019 for FFB delivery from field to mill.  Sighted the traceability form (from harvester and recorded in office), FFB delivery chit, weighbridge ticket from mill and monthly FFB records.	Yes
4.2.3.2	The estate clerk conducts inspection of the traceability documents on daily basis.  Last inspection dated 27/09/2020. All documents are traceable.	Yes
4.2.3.3	KPLT appoints the estate clerk as person in charge for traceability systems dated 02/01/2019.	Yes
4.2.3.4	KPLT established records of sales and delivery and kept in office by clerk daily basis.  Traceability SOP dated 01/02/2019 describe the records are kept for period of 3 years.  Example:  1. FFB delivery chit. 2. FFB weighbridge ticket.  Review on the records such as delivery chit to mill weighbridge are available. All records are well maintained. Unique identification number is the delivery note is stated in the mill weighbridge ticket.	Yes

<b>Principle 3: Compliance to legal requirements</b>		
Indicator	Summary of Assessment	Compliance
4.3.1.1	KPLT established list of related laws and regulations updated on 10/06/2020.  Example:  Malaysia Palm Oil Board Act 1998 (Act 582)  Prevention and Control of Infectious Disease Act 1988	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	KPLT established list of permits and licenses updated on 10/06/2020. Example: MPOB license remain valid from 01/12/2020 till 30/11/2020.	
4.3.1.2	KPLT established list of related laws and regulations updated on 10/06/2020. The applicable laws and regulations kept as soft copies in office. Example: Malaysia Palm Oil Board Act 1998 (Act 582) Occupational Safety and Health Act 1994 Sabah Labour Ordinance Cap 67 Prevention and Control of Infectious Disease Act 1988	Yes
4.3.1.3	The list of related laws and regulations established on 01/06/2019 and latest updated on 10/06/2020. The latest update include the Prevention and Control of Infectious Disease Act 1988.	Yes
4.3.1.4	Appointed person for updating legal documents, regulations and licenses is office clerk.	Yes
4.3.2.1	KPLT land titles are country lease issued by Sabah Land Authority with usage of cultivation of oil palm, tenure 99 years. Therefore, will not diminish land use rights of other users	Yes
4.3.2.2	KPLT land titles are country lease issued by Sabah land Authority with a tenure of 99 years and for cultivation of oil palm.	Yes
4.3.2.3	KPLT land titles includes map stating the total area with boundary stone numbering. During site verification, boundary marker is marked with the wooden stick of red and white colour.	Yes
4.3.2.4	KPLT land titles are country lease issue by Sabah Land Authority. Therefore, no dispute record related to land titles available.	Yes
4.3.3.1	KPLT land titles are country lease issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	There is no customary right land lease or owned by KLPT. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land lease or owned by KPLT. Therefore, no FPIC or negotiated documents established.	Yes

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Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>KPLT established SIA report doc no: KPLT/SIA-01 updated on 14/08/2020 and includes information from survey of internal and external stakeholders.</p> <p>The SIA report summarizes positive and negative impacts as well as time frame to monitor the completion period.</p> <p>Director and field staff are responsible for the action and implementation.</p> <p>Interview with management indicates SIA will be reviewed once a year or if there are any changes.</p> <p>Example:</p> <p>Positive Impact;</p> <ul style="list-style-type: none"> <li>• Activity – Training on SOP</li> <li>• Impact – All workers are given proper training and briefing regarding the work given</li> <li>• Person In-Charge – Field staff</li> </ul> <p>Negative Impact;</p> <ul style="list-style-type: none"> <li>• Activity – Water Supply</li> <li>• Impact – No clean water available for daily consumption</li> <li>• Planning – The management will provide water filter and will apply for direct water supply from the government.</li> <li>• Status – In progress</li> <li>• Person In-Charge – Director</li> </ul>	Yes
4.4.2.1	<p>KPLT established SOP Complaint and Grievances dated 01/02/2019.</p> <p>The SOP is displayed at estate notice board.</p> <p>The SOP describes timelines to solve the complaint is 7 days after lodge the complaint. PIC to resolve complaint is the estate in charge.</p> <p>KPLT adopts the guidelines from “Majlis Keselamatan Negara” on “Sektor Agrikomoditi” dated 10/06/2020 for handling of COVID-19.</p> <p>Site interview with workers feedback they understand the process to make complaint or grievance.</p>	Yes
4.4.2.2	<p>KPLT established complaint and grievance form.</p> <p>The complaint and grievance form is available near the complaint box in front of estate office.</p> <p>Complaint record is review, no complaint lodged till the audit date.</p>	Yes
4.4.2.3	<p>The complaint and grievance form is available in front of the office and can be access by all workers.</p>	Yes
4.4.2.4	<p>KPLT conducted training to workers on 06/08/2020 include SOP complaint and grievance.</p>	Yes

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	During interview with workers they are able to demonstrate their understanding on the SOP and complaint could be lodged at any time.		
4.4.2.5	Review of complaint record maintain from year 2019 till the audit date are kept in the estate office.  There is no complaint lodge from year 2019 till the audit date.	Yes	
4.4.3.1	KPLT provides job opportunity to local communities for estate operation, office clerk and general worker.	Yes	
4.4.4.1	KPLT established OSH policy dated 01/01/2019 signed by Compliance Officer.  The OSH policy display at the estate notice board and available in Bahasa Malaysia and English.  The OSH policy briefed to the workers and stakeholders on 06/08/2020 and 10/08/2020 respectively.  KPLT established safety and health plan dated 11/12/2018.  KPLT adopts Covid-19 procedure established by national security council.	Yes	
4.4.4.2	a	KPLT conduct awareness training on OSH policy dated 06/08/2020 and 10/08/2020 to all estate workers and the stakeholders respectively.  The OSH policy and Covid-19 procedure were display at the estate notice board.  Interview with workers and stakeholders informed they understand the OSH policy and Covid-19 procedure established.	Yes
	b	HIRARC established on 22/11/2018 includes all relevant activities and updated on 12/05/2020.  Established HIRARC includes hazard identification (activity, hazard and effect), risk analysis (existing risk control, likelihood, severity and risk rating) and risk control (PIC and recommended risk control).  Example: <ul style="list-style-type: none"> <li>• Activity - Grass cutting</li> <li>• Hazard - Noise</li> <li>• Effect - Hearing loss</li> <li>• Existing risk control - Safety briefing</li> <li>• Recommended risk control - Wear PPE (earplug)</li> <li>• Person In-Charge - Field Staff</li> </ul>	Yes
	c i	KPLT established training program dated 02/01/2020.  Example of training program for 2020:	Yes

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	<ul style="list-style-type: none"> <li>Safe working procedure</li> <li>Chemical handling procedure</li> <li>PPE usage</li> <li>Fire drill</li> </ul> <p>Report of the training includes attendance and picture are reviewed.</p>	
c ii	<p>SDS are available at chemical, fertilizer and diesel store.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Matikus W/BLK dated 17/02/2017</li> <li>Antracol 70WP dated 13/06/2017</li> </ul> <p>During site visit, the stores have proper ventilation and in good condition. All stores are locked where only authorized person allowed to enter. Appropriate safety signage is in place. Chemicals and fertilizers are in good arrangement and original labelling are available.</p> <p>Medical surveillance scheduled to be conducted in October 2020.</p>	Yes
d	<p>KPLT provide appropriate PPE to the workers according to CHRA and HIRARC recommendation.</p> <p>PPE issuance record updated on 13/08/2020 are reviewed where signature of recipient is available.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Harvester – glove, rubber boot, chisel/ sickle cover, safety helmet</li> <li>Sprayer – rubber glove, apron, rubber boot, R95 mask and safety glass</li> <li>Facemasks are provided to all workers for Covid-19 prevention.</li> </ul> <p>As for Covid-19 prevention procedure, workers undergo for body temperature screening and hand sanitizing during muster call.</p> <p>Site visit found all workers are provided with appropriate PPE as recommended in CHRA and HIRARC report.</p>	Yes
e	<p>KPLT established SOP for chemical handling and storage dated 01/01/2019.</p> <p>Site visit to the store confirmed all chemical and fertilizer come with original label and packaging.</p>	Yes
f	<p>KPLT appoint the field staff as PIC for safety and health.</p> <p>Appointed person possess certificate of CPR and First Aid.</p> <p>Appointment letter dated 01/06/2019 sighted.</p>	Yes

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g	<p>Safety and health discussed during estate meeting dated 24/08/2020.</p> <p>Agenda includes road condition and safe working procedure. Minutes of the meeting and the attendance record are sighted</p> <p>KPLT only have 28 workers which is below DOSH requirements of 40 workers. Therefore do not required to conduct quarterly meetings as per DOSH requirements</p> <p>The meeting will be conducted on yearly basis.</p>	Yes
h	<p>KPLT established Emergency Respond Plan dated 28/11/2018 which includes accident, burning, earthquake, oil spillage and flood.</p> <p>The ERP briefed to the workers on 18/02/2020. Attendance and picture of the briefing are reviewed.</p> <p>Covid-19 procedure, map of emergency assembly point and emergency contact number are available at the estate notice board.</p> <p>Fire extinguisher with expiry date on 11/02/2021 are available during site visit to chemical, fertilizer and diesel stores.</p>	Yes
i	<p>First aid training conducted by St. John Ambulance Malaysia Sandakan branch on 29/06/2019 attended by field staff and store clerk.</p> <p>First aider contact detail includes in the emergency contact number list displayed at the estate notice board.</p> <p>During site observation, first aid kits are available at the office and operation site.</p>	Yes
j	<p>KPLT established record for accident and injury.</p> <p>The record indicates no accident reported from January 2020 until August 2020.</p> <p>JKKP 8 form submitted to DOSH on 08/01/2020.</p>	Yes
4.4.5.1	<p>KPLT established Social and Human Right policy dated 23/08/2019 signed by Director.</p> <p>The policy states Respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p> <p>The policy is displayed at the estate notice board.</p> <p>Training on policy conducted on 06/08/2020 for all workers.</p> <p>During site interview with workers, they are aware of the policy.</p>	Yes
4.4.5.2	<p>KPLT established the Social and Human Right policy dated 23/08/2019 signed by Director</p> <p>The policy states:</p>	Yes

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	<p>Company will not discriminate on the basis of gender, race, religion, nationality and other status protected by the country's laws. The company committed provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin.</p> <p>During site interview with workers informed no discrimination practice in the estate.</p>	
4.4.5.3	<p>KPLT established contract agreement for workers in accordance to Sabah Labour Ordinance and Minimum Wage Order (Amendment) 2018.</p> <p>The contract agreement states the pay rate of RM42.31 per day in accordance to the Minimum Wages Order 2018 for daily rate. The working contracts are signed by workers and management.</p> <p>List of piece rate established dated 06/01/2020 is displayed at the two notice boards.</p> <p>During site interview with workers informed they are briefed on the list of piece rate and agreed with the rate pay.</p> <p>The pay slip review confirmed workers are pay in line with Minimum Wage Order 2018 and list of piece rate.</p>	Yes
4.4.5.4	<p>The estate monitor the contractor worker wages from the payment voucher to the worker by FFB / ton. All records are well maintained.</p>	Yes
4.4.5.5	<p>KPLT established list of workers and list of contractor worker that contain name, gender, date of birth, date joined, job description and nationality.</p>	Yes
4.4.5.6	<p>KPLT established worker contract for every worker recruited.</p> <p>The management provide fair contract and signed by both parties.</p> <p>The worker is briefed on the working contract terms and conditions, wage, type of work and copy is provided.</p> <p>During site interview with workers feedback they are briefed on the contract terms and conditions and received a copy after signed.</p>	Yes
4.4.5.7	<p>KPLT established 'Masa Kerja Di Ladang' and displayed at notice board.</p> <p>The working hours for estate starts from 6:00am to 2:30pm with rest time from 10:00am to 10:30am.</p> <p>Workers time recording via morning muster check roll.</p> <p>Working hours and overtime stated in working contract.</p> <p>Overtime rate according to Sabah labour ordinance requirements of 1.5 time hourly rate for normal overtime and 2.0 time hourly rate for rest day and public holidays.</p> <p>Interview with workers, they are aware on the working hours and overtime rate.</p>	Yes
4.4.5.8	<p>Working hours is publicly available at notice board.</p> <p>The working hours is from 6.00 am to 2.30 pm</p>	Yes

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	<p>The break time is between 10.00 am to 10.30 am</p> <p>The overtime is based on mutual basis.</p> <p>Interview with workers, they are aware of overtime rate.</p>	
4.4.5.9	<p>KPLT established 'Masa Kerja Di Ladang' and displayed at the notice board.</p> <p>Reviewed on the pay slip of workers for working hours and complied with legal regulations.</p> <p>During field visit workers feedback they understand the working hours and overtime time. Worker confirmed the wage paid is in line with Minimum Wage Order 2018 and piece rate agreed by both parties.</p>	Yes
4.4.5.10	<p>KPLT provides benefits to workers such as medical care and festival contribution.</p>	Yes
4.4.5.11	<p>KPLT workers housing follow the industry best practices.</p> <p>Site observation on the worker living quarters has basic amenities such as water, electricity and gardening area.</p>	Yes
4.4.5.12	<p>KPLT established Sexual Harassment, Violence And Gender policy dated 01/01/2019 sign by Director.</p> <p>The policy includes prevent sexual harassment and any others forms of violence against women, workers, and community.</p> <p>The policy is displayed at notice boards.</p> <p>The policy briefing conducted to workers on 06/08/2020.</p> <p>No complaint lodged for related issue.</p>	Yes
4.4.5.13	<p>KLPT established the Social and Human Right policy dated 01/01/2019 signed by Director.</p> <p>The policy states uphold the rights of all personnel, if they so wish to form and join trade unions of their choice and to bargain collectively. Freedom of association and collective bargaining are respected.</p> <p>The estate meeting conducted on 02/07/2020 with staff and workers includes agenda social and human rights right.</p> <p>During the interview with workers feedback they have no interest to form or join any union.</p>	Yes
4.4.5.14	<p>KPLT established the Social and Human Right policy dated 23/08/2019 and signed by Director</p> <p>The policy statement:</p> <p>No child as defined by Malaysia law should be employed.</p> <p>Review the employees list, all the workers are above 18 years old.</p>	Yes
4.4.6.1	<p>KPLT established training programme dated 27/08/2020.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Training conducted involved workers, staff and contractor worker. Example of training conducted:</p> <p>Policies briefing, PPE, complaint and grievance procedure, COVID-19 dated 06/08/2020.</p>	
4.4.6.2	<p>Training need analysis and training matrix dated 26/06/2020. The training need analysis is based on job description.</p>	Yes
4.4.6.3	<p>KPLT established the annual training programme dated 27/08/2020 for year 2020 and 2021.</p> <p>Example of training:</p> <p>SOP of GAP such as harvesting, manuring and spraying.</p> <p>Company policies</p> <p>Emergency response plan</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>KPLT established Environmental Policy dated 01/01/2019 signed by Director.</p> <p>The policy is made available at estates notice boards in both Bahasa Malaysia and English.</p> <p>KPLT established the Environmental Improvement plan (EIP) dated 28/07/2020</p> <p>The EIP include the reference to environmental law or regulations such as Environmental Quality Act 1974, Environmental Quality (Sewage) Regulations 2009 and environmental aspect and impacts assessment</p> <p>Workers and stakeholders are briefed on company policies and MSPO requirement on 06/08/2020 and 24/07/2020 respectively..</p>	Yes
4.5.1.2	<p>a KPLT established the Environmental Policy dated 01/01/2019 and signed by Director.</p> <p>The objective is committed to implement palm oil production practices that are environmentally sound, reduce greenhouse (GHG) Emissions and protect forest and biodiversity.</p>	Yes
	<p>b KPLT established the Environmental Improvement plan (EIP) dated 28/07/2020</p> <p>The EIP include environmental aspect and impacts assessment</p> <p>The assessment include all operations such as re-planting, maintenance, harvesting, store and etc.</p> <p>Example:</p> <p>Activity: Petroleum storage</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Impact: Spillage, tank rupture</p> <p>Control: Implement of bunds or protective contamination device</p> <p>Risk description: Low</p> <p>Positive: Prevent oil spillage to land or natural water source.</p>	
4.5.1.3	<p>The environmental aspect and impacts assessment established dated 28/07/2020 include negative impact and promote the positive.</p> <p>Example positive impact:</p> <p>Activity: : Fertilizer program</p> <p>Aspect: Efficient and correct use of fertilizer.</p> <p>Impact: Reduce usage and leaching</p>	Yes
4.5.1.4	<p>KPLT established CIP for promoting of positive impacts dated 28/07/2019.</p> <p>The CIP established dated 30/07/2020 include environment improvement such as recycling of empty pesticide containers.</p> <p>Example:</p> <p>Recycling of empty pesticide containers.</p> <p>Expected outcome: Reduction of wastes.</p> <p>Monitoring: Triple rinsing empty containers for spraying used.</p> <p>Person In-Charge: Estate in charge.</p>	Yes
4.5.1.5	<p>KPLT conducted Policies and MSPO requirement training to workers on 06/08/2020 and 24/07/2020 for external stakeholders.</p> <p>Environment and waste management training will be conducted to all workers on 10/10/2019.</p>	Yes
4.5.1.6	<p>KPLT conducted environmental meeting involved worker representatives and management yearly.</p> <p>The latest meeting conducted on 24/08/2019.</p> <p>KPLT management informed the frequency of the meeting will be conducted once a year.</p> <p>The meeting has included the environment topics, no open burning, and etc.</p>	Yes
4.5.2.1	<p>KPLT established baseline for diesel consumption records for 4 years from 2016 to 2019.</p> <p>The baseline is a guideline to monitor and compare against the actual usage.</p> <p>Records of high usage of diesel in 2019 due to replanting activities</p> <p>The diesel usage is for power generation, farm tractors and FFB delivery to the mill.</p>	Yes

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Indicator	Summary of Assessment	Compliance
4.5.2.2	<p>KPLT established budget for diesel consumption for 2020.</p> <p>KPLT established records of actual diesel consumption on monthly basis for comparison against baseline.</p> <p>The current actual usage for 2020 is below as budget</p> <p>KPLT Environmental Management plans dated 27/07/2020 included the energy management plan.</p> <p>For example</p> <p>Action: Maintenance of vehicle and machineries</p> <p>Expected Outcomes: Improve fuel efficiency.</p>	Yes
4.5.2.3	KPLT does not practice renewable energy for the estate.	Yes
4.5.3.1	<p>KPLT established source and type of wastes list 2020 describes sources of wastes solid, liquid and gaseous.</p> <p>Example:</p> <p>Solid waste</p> <p>Source: Empty chemical container</p> <p>Waste Type: Scheduled waste</p> <p>Liquid waste</p> <p>Source: Vehicle / transport</p> <p>Waste Type: Used oil</p> <p>GHG waste</p> <p>Source: Vehicle / transport</p> <p>Waste Type: Smoke emission</p>	Yes
4.5.3.2	<p>a KPLT established the Waste management plan dated 28/07/2020</p> <p>Example 1</p> <p>Waste Engine oil / lubricants</p> <p>Source: Vehicle, Gearbox</p> <p>Location: Scheduled waste store</p> <p>Disposition method: Collected by licensed contractor</p> <p>Monitoring Plan: Proper monitoring, storage and disposal as scheduled waste, constant checks on storage drum for any leakages</p> <p>Document related: Used Engine Oil Record</p> <p>Responsibility: Estate in charge</p> <p>Sighted the KPLT Used Lubricant oil record. Latest record dated 14/09/2020.</p>	Yes

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	<p>b Waste generated that could be recycle or reused stated in waste management plan dated 28/07/2020.</p> <p>Example:</p> <p>Empty chemical containers are properly marked and reused for pre-mix chemicals.</p> <p>Fertilizer bag re-used for loose fruit collection.</p> <p>Plastics, paper, metal and glass are segregated and sold to generate income.</p>	Yes
4.5.3.3	<p>KPLT established procedures for chemical handling.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Used Chemical Management procedure dated 01/01/2019 for chemical handling.</li> <li>Waste management procedure dated 01/02/2019 for scheduled waste handling.</li> </ul> <p>In addition, SDS Is adopted for handling of used chemicals and to manage any balance unused chemical will be stored for next application.</p>	Yes
4.5.3.4	<p>KPLT established SOP for empty pesticides containers handling dated 01/01/2019.</p> <p>The SOP describe:</p> <ul style="list-style-type: none"> <li>Empty chemical containers stored in scheduled waste store.</li> </ul> <p>KPLT displayed the pictorial 'Triple –rinse your used pesticide containers' at notice board near store and premix area, the chart mention before dispose the container need to punctured.</p> <p>During visit at chemical store sighted empty chemical containers are rinsed, mark (X) in red colour and reused for spraying activities.</p> <p>Site visit confirmed the rinsed water is collected back and reused in premix activities.</p>	Yes
4.5.3.5	<p>KPLT domestic wastes dispose at landfill.</p> <p>Designated landfill locations are away from housing on high ground, fenced, with no burning signage and open and closed dates.</p>	Yes
4.5.4.1	<p>KPLT established waste list which identify the source of wastes as solids, liquids and gases.</p> <p>Example:</p> <p>Solid waste: Fertilizer bag,</p> <p>Monitoring plan: Washing and re-use for collecting losses fruits</p> <p>Liquid waste: Used lubricant oil.</p>	Yes

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	<p>Monitoring plan: Proper monitoring, storage and disposal as schedule waste of used lubricants.</p> <p>Gases waste: Genset, vehicle.</p> <p>Monitoring Plan: Monitor the maintenance service records.</p> <p>Sighted the monitoring record for vehicle and genset maintenance.</p> <p>Sighted the list of identified GHG</p> <p>For Example:-</p> <ol style="list-style-type: none"> <li>1. EFB/fronds - Methane (CH<sub>4</sub>)</li> <li>2. Diesel - Carbon Monoxide (CO)</li> <li>3. Fertilizer - Methane</li> </ol>	
4.5.4.2	<p>Waste management plan established dated 27/07/2020. The plan includes the action plan for significant pollutants and emissions.</p> <p>Example:</p> <p>Objective: Reduction of GHG due to vehicle</p> <p>Action plan: More stringent control and monitoring of vehicles, machineries and generators</p> <p>Emissions: Carbon monoxide</p> <p>Timeframe: On Going</p> <p>Impact: Reduction in pollution in the long run</p>	Yes
4.5.5.1	<p>a KPLT established water management plan dated 28/07/2020.</p> <p>The water source is from dug pond and rain.</p> <p>The usage of water as follows:</p> <p>Pond: Estate operations e.g. chemical application and nursery</p> <p>Rain: Domestic usage</p>	Yes
	<p>b KPLT conduct water quality test for inlet and outlet of streams flowing through the estate.</p> <p>Test report dated 16/07/2020 with the results are within the national water quality index.</p> <p>Example: PH water test results is 6.51.</p> <p>Onsite visit the water sampling area has installed a signage as the sampling collection points.</p> <p>Site verification confirm the housing area discharge domestic used water to fields only.</p>	Yes
	<p>c KPLT establish rainfall records to manage water usage for housing quarters and field operations.</p>	Yes

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	<p>Triple rinse water from empty chemical containers are reuse for pre-mix.</p> <p>Ponds are constructed to store water for field application during drought season.</p>	
d	<p>KPLT signage installed at buffer / riparian zones.</p> <p>Workers are brief on environment such as riparian zone, protected area on 12/03/2020.</p> <p>Interview with the workers, informed that they are aware and understood that spraying and fertilizing activities are prohibited to be carry out on the buffer zone area.</p>	Yes
e	<p>Field observation indicates there are no vegetation removed from riparian zones.</p> <p>Riparian zones are well maintained.</p>	Yes
f	<p>During site visit at housing areas, there are no bore wells used for water supply.</p>	Yes
4.5.5.2	<p>There are no bunds or weirs or dams constructed across rivers.</p> <p>This was confirmed during field visit.</p>	Yes
4.5.5.3	<p>KPLT practices rain harvesting for domestic used.</p> <p>Dug ponds are used to capture rainwater for field operations.</p>	Yes
4.5.6.1	<p>a</p> <p>KPLT established Environment policy dated 01/01/2019 states company forbids the capturing, poaching, and hunting of wild life.</p> <p>KPLT is not bordering with any forest area and no conservation area within the estate.</p> <p>The estate is surrounding by estates.</p> <p>Therefore, the plantation operation has not impact on wildlife.</p> <p>KPLT established the Biodiversity Assessment and identification report dated 23/07/2019 with list of wildlife sighted in the estate.</p> <p>During site interview, workers inform when sighted any wildlife to feedback to the estate management.</p> <p>Site visit confirm the signage of No hunting or capturing of protected wildlife is installed.</p>	Yes
	<p>b</p> <p>KPLT monitor wildlife in and surrounding of the estates.</p> <p>The signage of wildlife animal and no hunting is installed in the field.</p> <p>Example of the wildlife found: Wild boar.</p> <p>There are no wildlife sighted within the estate during field visit.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.2	a Management plan to protect wildlife and RTE had been established in the Biodiversity Assessment and identification report dated 23/07/2019.  The wildlife and no hunting signage installed in the field describe the illegal hunting is not allowed in accordance to 'Enakmen Pemeliharaan Hidupan Liar 1997' and related punishment.  During site interview, workers understand on wildlife conservation and any sighted wildlife will be reported to estate management.	Yes
	b Signage installed to inform public and workers on no hunting and capturing of any wildlife.  Briefing on environment include wildlife and buffer zone is conducted on 12/03/2020 for all workers.	Yes
4.5.6.3	Biodiversity Assessment and identification report dated 23/07/2019 include the wildlife management plan.  The monitoring records to monitor wildlife in and around the estate is established and recorded in the Biodiversity Assessment and identification report.	Yes
4.5.7.1	KPLT established Environment Policy dated 01/01/2019 signed by Director states:  KPLT is against uncontrolled, illegal or irresponsible burning for the purpose of land preparation for new and re-plantings, pest and disease control, waste management and sanitation (no burning).  Onsite observation on replanting area on 2019 no sign of open burning sighted.	Yes
4.5.7.2	There are no serious palm diseases sighted during the field visits that require burning. Therefore, no special approval for open burning from the relevant authorities.  Onsite observation on replanting area on 2019 no sign of open burning sighted.	Yes
4.5.7.3	KPLT established Environment Policy dated 01/01/2019 that include no open burning.  There are no application documents for approval of controlled burning sighted.	Yes
4.5.7.4	KPLT adopted field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as a guideline to conduct new planting and replanting practices.  During field visits, the replanted area in year 2019 where palms are felled and chipped. No sign of burning observed.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>KPLT adopted best practice procedure from Field Handbook Oil Palm Series Volume 1 (Nursery Management), 2 (Immature) &amp; 3 (Mature).</p> <p>Review on the 2020 training program indicates SOP for good agriculture practices which includes harvesting, manuring and chemical spraying has been conducted on 14/07/2020.</p> <p>During site interview, workers able to demonstrate the SOP established.</p> <p>It was observed during site inspection, field are free from noxious weeds such as <i>Rottboellia cochinchinensis</i> and <i>Imperata cylindrica</i> and uniform palm growth.</p>	Yes
4.6.1.2	<p>KPLT adopts SOP from Field Handbook Oil Palm Series Volume 2, Immature dated 1999, doc no: ISBN: 981-04-1433-1 as guideline for planting on slopes area.</p> <p>During site inspection, the estate has flat and undulating topography where some palm planted on the slope. To reduce soil erosion problem at the slope area, KPLT maintain below practices:</p> <ul style="list-style-type: none"> <li>• Legumes cover crop planted at the terrace edge.</li> <li>• Construction of the terrace.</li> <li>• Road constructed cut across the terraces instead of along the contour.</li> <li>• Roadside drain constructed to assist the water flow and avoid water crossroad problem which lead road damage and erosion of the road.</li> </ul> <p>Visit at estate buffer zone, information such as no chemical spraying and manuring sighted at the buffer zone signage.</p>	Yes
4.6.1.3	<p>KPLT established permanent block marker for each block.</p> <p>Review on estate block map available with marking for each block.</p> <p>The marker consists of block number, size, year of planting and type of material planted.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Block – B.2</li> <li>• Size – 41.66 acre</li> <li>• Material – Calix 600</li> <li>• Planting year – Oct 2017</li> </ul>	Yes
4.6.2.1	<p>KPLT established 10 years financial management plan from 2020 to 2029 which includes estimate for crop production, cost of production per tonne basis, expected FFB price as well as estimate for profit and loss.</p>	Yes
4.6.2.2	<p>KPLT management plan indicates there is no replanting program for the next 10 years. The latest replanting in year 2019.</p>	Yes



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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.2.3	<p>KPLT established 10 years financial management plan from 2020 to 2029.</p> <p>Sighted the financial management plan includes:</p> <ul style="list-style-type: none"> <li>Planting material used</li> <li>Production cost per metric tonne</li> <li>Expected FFB price</li> <li>Profit and loss</li> </ul>	Yes
4.6.2.4	<p>KPLT established monthly progress report to monitor the implementation of the management plan.</p> <p>Established progress report includes:</p> <ul style="list-style-type: none"> <li>Manpower statistic</li> <li>Type of equipment used</li> <li>Rainfall record</li> <li>FFB production</li> <li>Work program</li> <li>Store movement (Chemical and Fertilizer issued record)</li> <li>Fuel record</li> </ul>	Yes
4.6.3.1	<p>KPLT purchase chemical, fertilizer and operation tools from the recognized supplier.</p> <p>KPLT established pricing for above purchases through the step;</p> <ul style="list-style-type: none"> <li>Estate store clerk issue store requisition to head office</li> <li>Head office request for quotation from the supplier through email</li> <li>Head office issue purchase order to the supplier with lower price</li> <li>Supplier issue delivery note during the delivery of the ordered goods</li> <li>Supplier issue invoice to the head office</li> <li>Company make payment and issue payment voucher to the supplier</li> </ul>	Yes
4.6.3.2	<p>KPLT maintain the pricing for purchase any chemical, fertilizer or operation tools through the step:</p> <ul style="list-style-type: none"> <li>Supplier provide quotation to the head office and signed by both parties</li> <li>Head office issue purchase order based on the quotation from supplier</li> <li>Supplier then issue delivery note and invoice during the delivery of the ordered goods together with information of payment terms</li> </ul>	Yes

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<b>Principle 6: Best Practices</b>		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Head office made payment on time as stated in the invoice</li> </ul> <p>Review on the payment record, quotation, purchase order, delivery note, invoice is available and payment to the supplier are made as stated in delivery note.</p>	
4.6.4.1	<p>KPLT signed agreement between the contractors on 02/01/2020 for transporting FFB from estate to the mill.</p> <p>Established agreement includes statement of requirement of MSPO in their operation.</p> <p>Briefing on MSPO requirement conducted on 24/07/2020 by the estate personnel.</p> <p>In controlling the Covid-19 outbreak from outside estate area, contractor will be screened and check for the symptoms before allowed to enter the premise.</p>	Yes
4.6.4.2	<p>KPLT signed agreement between FFB transporters on 02/01/2020 for transporting FFB from estate to the mill.</p> <p>The agreement includes transportation price and duly agreed and signed by both parties.</p>	Yes
4.6.4.3	<p>KPLT established form of 'Kajiselidik Impak Operasi Perladangan Terhadap Sosial' as communication channel to inform the contractor that they are subject to audit by CB.</p> <p>Review on agreement established between the estate and the FFB transporter includes statement 'the contractor agrees to be assessed by MSPO approved auditors and will allow access to visit its premise'.</p>	Yes
4.6.4.4	<p>KPLT established book 'FFB Production Record and Grading Bunches' to record daily FFB production and total FFB transport to the mill.</p> <p>The record includes total FFB transport to the mill, FFB delivery note and ticket number.</p> <p>Record established are updated by daily basis.</p> <p>Record from January to September 2020 are reviewed.</p>	Yes

<b>Principle 7: Development of new planting</b>		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>Planting statement and estate map is reviewed.</p> <p>Therefore, no new planting in the estate.</p> <p>The first planting is in 1994.</p> <p>Therefore no biodiversity assessment conducted.</p>	Yes
4.7.1.2	<p>Planting statement, estates map and land title are reviewed.</p>	Yes

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<b>Principle 6: Best Practices</b>		
Indicator	Summary of Assessment	Compliance
	The replanting area in estate on 2019 is 39.37 ha which is less than 100 ha. Therefore, no PPM require to be establish.	
4.7.2.1	Planting statement, estate map and land title is reviewed. There is no peat land sighted during field inspection.	Yes
4.7.3.1	The planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	The planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	The planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholders scheme involved in KPLT certification. Therefore, not applicable	Yes
4.7.4.1	The planting statement is reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	The planting statement is reviewed and there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	The planting statement is reviewed and there is no new planting. Therefore, no topography map established.	Yes
4.7.5.2	The planting statement is reviewed and there is no new planting. Therefore, no plan to protect and minimize adverse impact planting on fragile and marginal soil established.	Yes
4.7.5.3	The planting statement is reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	The planting statement is review and there are no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	The planting statement is review and there are no new planting. There are no sacred sites, therefore, no management plan establish.	Yes
4.7.6.3	The planting statement is review and there are no new planting. Therefore, no SOP for transfer of right and payment or provision pf agree compensation is establish.	Yes
4.7.6.4	The planting statement is review and there are no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	The planting statement is review and there are no new planting.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Therefore, no assessment or recognized customary rights established.	
4.7.6.6	The planting statement is review and there are no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	The planting statement is review and there are no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	The planting statement is review and there is no new planting. Therefore, no communities affected.	Yes

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

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

### 4.5. Detail of Audit Findings in last audit

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

### 4.6. 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

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Nr.	Indicator	Description	Location	Opportunity for Improvement
<b>Onsite audit</b>				
1.	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	Office	KPLT may consider improve agenda of management review meeting.
2.	4.4.4.2	The occupational safety and health plan shall cover the following: h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees	Field	KPLT may improve to display the ERP at all estate notice boards.
3.	4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution	Office	KPLT may considered improve the monitoring of waste management

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### 5. CONCLUSION

Kolapis PLT has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct ASA01 audit for its estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There is no Major and Minor NC raise.

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

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

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

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

Total certified number of estates:	1
Total certified production area:	174.73 Ha
Certified FFBs January to August 2020:	1,114.04 Mt
Project FFBs September to December 2020:	660.00 Mt

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### 6. RECOMMENDATION

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

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

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

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

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

Puchong, 22/10/2020

Khairul Anwar Bin Ismail  
TUV NORD (Malaysia) Sdn Bhd  
Trainee Audit Team Leader

Puchong, 22/10/2020

Cheong, Chun Yuen (Robert)  
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.	Malsa Cooperation Sdn Bhd
2.	LPH Safety Sdn Bhd
3.	Agromate Sdn Bhd
4.	The East Malaysia Planter's Association
5.	Agri Machinery & Services
6.	Behn Meyer Agricare (M) Sdn Bhd



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

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

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

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

Salvo clause:

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

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

## Annex / Enclosures

Annex /  
corresponding audit documentation

- P&C Audit Report / Checklists
- Audit Plan