

MSPO CERTIFICATION SUMMARY REPORT

KOLAPIS PLT

STAGE 2 – CERTIFICATION AUDIT

Date: 16/12/2019

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MSPO Certification Summary Report

Company Name: Kolopis PLT

Certifying Unit: Kolopis PLT

Client Number: 92-138

Audit Type: Stage 2 - Certification Audit



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Abbreviations

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

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1. INTRODUCTION

Kolopis PLT has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an initial certification 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 certification audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

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

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

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

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

1.3. Appointment and qualification of team members

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

Qualification of the Lead Auditor: Zul Hairi Bin Abu Hassan

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 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)	9 years working experience in oil palm plantations.
Successfully completed MS 2530 series of standards training	Successfully completed MS2530 series training
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as lead auditor based on audit log.
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	9 years working experience in oil palm plantations.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	9 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 ISO 45001:2018 Lead Auditor course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training and auditor for RSPO and MSPO schemes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed ISO 14001 LA course and auditor for RSPO and MSPO scheme.

Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life	Sheron Pui Ling Wui	Bachelor in Medical Science	Yes

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Requirement	Assessor	Qualification	Compliance
Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields			
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Sheron Pui Ling Wui	Qualified as auditor based on audit log.	Yes
Successfully completed MS 2530 series of standards training	Sheron Pui Ling Wui	Successfully complete MSPO MS2530:2013 series LA training.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Sheron Pui Ling Wui	Qualified as auditor based on audit log.	Yes
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.	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, Chinese and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Sheron Pui Ling Wui	Qualified MSPO auditor. Have been conducting audit for both MSPO and RSPO	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Sheron Pui Ling Wui	Qualified as auditor for MSPO and RSPO scheme.	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 Wui	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes

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Requirement	Assessor	Qualification	Compliance
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Sheron Pui Ling Wui	Successfully completed Basic SA 8000 training. Qualified as auditor for MSPO and RSPO scheme.	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 Wui	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

The certification audit is conducted in 2 stages in accordance to the certification procedure.

Stage 1:

Stage 1 Audit is conducted on 22/08/2019 at Kolopis PLT estate that covers desk review activities:

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

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- Assessment reporting

Certification Audit:

Certification Audit is conducted on 06/11/2019 to 07/11/2019 covers the following activities but not limited to below:

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

On-site Assessment

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

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

For the certification audit, Kolopis PLT has 1 estate. Therefore, no selection required.

Table 2-1: List of Estates Selected

Name of Estate	Coordinates
Kolopis 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

Kolopis PLT is an oil palm plantation company located at Jalan Beluran – Sandakan, Sabah
The details of the estate as below:

Name of Estate	Location	Coordinates
Kolopis 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)		Projected FFB Production (mt) (January 2019 to December 2019)
	Total*	Production**	
Kolopis PLT	202.91	192.88	1,602.14
Total FFB	202.91	192.88	1,602.14

*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

1st planting year 1994, 1997, 2003 and 2004 recorded for 1 generation of oil palm.

Year / estate	Kolopis PLT
2004	58.49
Total Mature	58.49
2016	5.03
2017	51.01
2018	47.50
2019	30.85
Total Immature	134.39
Total	192.88

3.3. Replanting program for each estate

Year of replanting	Planted area (ha)	Total area to be replanted (ha)
	Kolopis PLT	
2019	8.87	8.87
2020	30.85	30.85
TOTAL	39.72	39.72

3.4. Maps of Company Location and Plantations

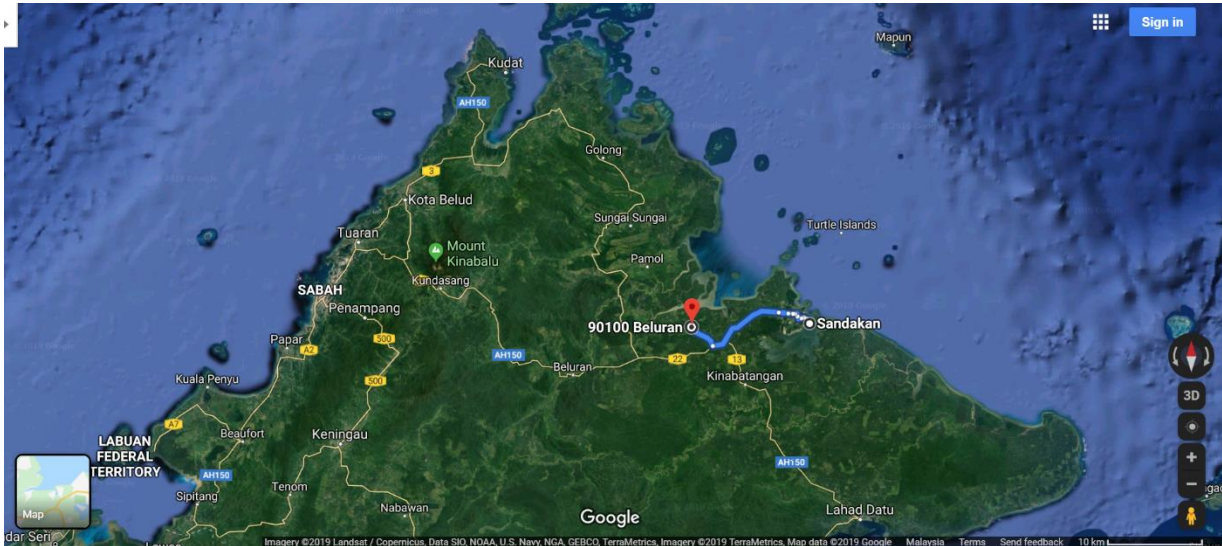
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Sabah Map



Kolopis PLT estate Google Map

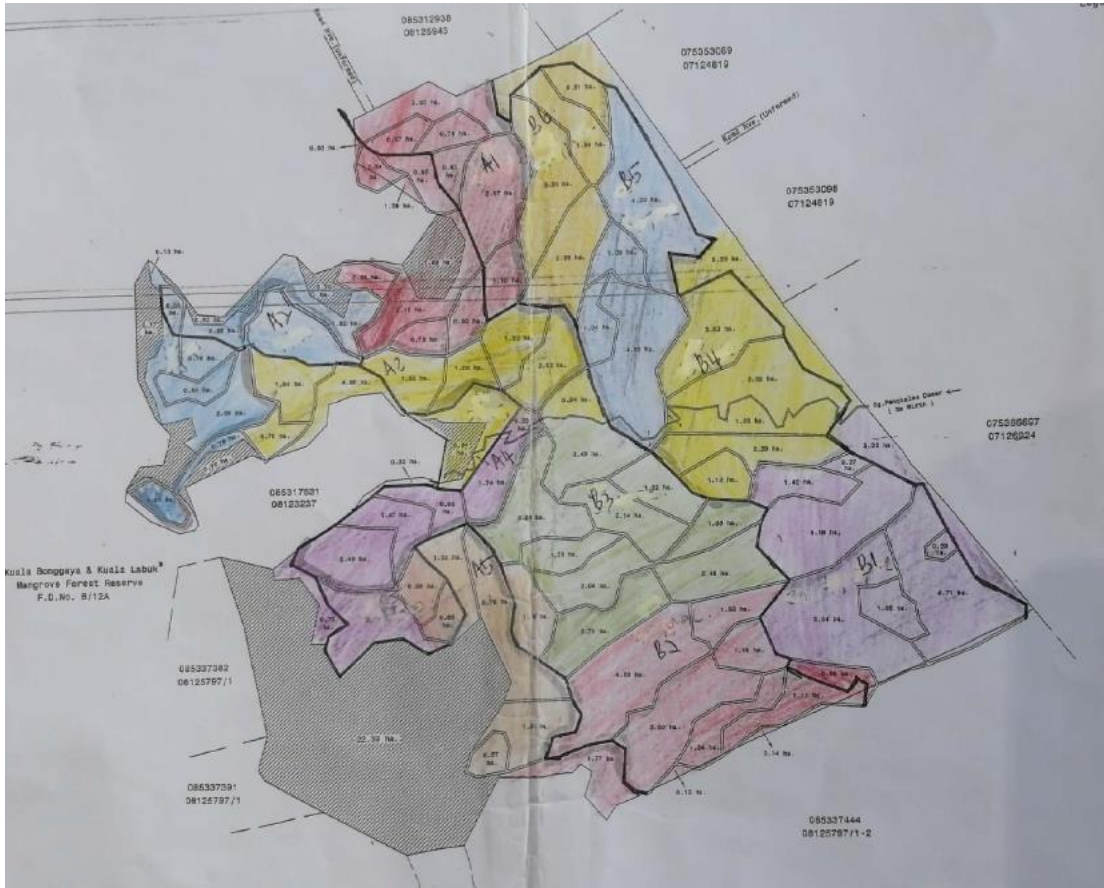
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Kolopis PLT estate Map

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4. CERTIFICATION ASSESSMENT

4.1. Certification Audit

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

4.1.1. Stage 1 Audit:

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

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

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

These organization shall undergo both Stage I and II audit

Kolopis PLT does not has any certification, therefore, has to undergo Stage I audit.

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

The Stage I audit is conducted on 22/08/2019 at Sandakan Office covering the following activities:

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

4.1.2. Stage II:

The Stage II audit is conducted on 06/11/2019 to 07/11/2019 covering Kolopis PLT estate.

During the Stage II audit, there are 0 Major, 0 Minor and 6 Opportunities for Improvement (OFI) are raised.

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

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

4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 03/10/2019 as to accommodate stakeholder's consultation meeting for Kolopis PLT to provide comments. As at audit date on 06/11/2019 – 07/11/2019 there are no comments received.

Invitation letters are sent on 03/10/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 06/11/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

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The topics of discussion are as below:

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

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

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

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

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

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders confirmed they are aware of the MSPO audit through invitation letters and public announcement made by the company.	Positive comment for KPLT management.
2	Social issues	There are no social issue raised by stakeholders	No further action required.

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
3	Type of land title – Country Leased, Provisional Leased, Native title	Stakeholders attended are local communities. They has conform no land issue with in the estate. Document review the land title are Country Leased.	No further action required.
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Participants commented with MSPO certification will improve livelihood of workers.	Positive comment for KPLT management.
5	Does MSPO largely benefits the local community?	Stakeholders attended are local communities. They inform MSPO brings benefits to the communities	Positives comment for KPLT management
6	Environmental understanding	Stakeholders attended are aware of environmental aspect and impact from stakeholders meeting briefing. They confirmed no estate practices that affect the environment and surrounding villages.	Positives comment for KPLT management
7	Awareness towards species, habitats, and high conservation values	Stakeholders attended are aware on HCV area. They confirmed no hunting and killing of wildlife allowed.	Positives comment for KPLT management
8	Are there any plantation management practices that affect you?	Stakeholders confirmed there are no management practices affecting them	Positives comment for KPLT management
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders confirmed the estate has taken effort to meet the MSPO requirements.	Positive comment for KPLT management.
10	Do you have any suggestions for management?	KPLT could share MSPO implementation knowledge.	Positive comment for KPLT management.

4.3. Summary of Assessment

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

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>KPLT (Kolopis Plantation) established MSPO Policy dated 01/01/2019 signed by Director.</p> <p>Policy is displayed at estate notice boards.</p> <p>Policy briefing conducted as below.</p> <ul style="list-style-type: none"> • MSPO policy briefing dated 03/05/2019 to all staff • MSPO policy briefing to workers on 17/05/2019. • MSPO requirement and company policies briefing on 26/09/2019 for all workers. <p>Interview during site visit, the workers understand the MSPO policy.</p>	Yes
4.1.1.2	<p>KPLT established 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.</p>	Yes
4.1.2.1	<p>KPLT established SOP internal audit doc no: KPLT-MSPO-4.1.2.1 dated 01/02/2019 has a flow chart describing the process.</p> <p>Stated in the SOP the frequency for internal audit is once a year. The procedure describes the period to close NC raised during internal audit is within 2 months after the audit.</p> <p>Internal audit program is established dated 06/05/2019.</p>	Yes
4.1.2.2	<p>KPLT established SOP internal audit doc no: KPLT-MSPO-4.1.2.1 dated 01/02/2019 has a flow chart describing the process.</p> <p>Internal audit conducted on 21/05/2019. The summary of internal audit results identified the strong and weak points.</p> <p>Example of weak point:</p> <p>Finding: No training record for contractor.</p> <p>Action: Training conducted to contractor and NC closed on 20/07/2019.</p>	Yes
4.1.2.3	<p>Internal audit results made available in the management review meeting held on 24/05/2019.</p>	Yes
4.1.3.1	<p>Management review conducted on 24/05/2019.</p> <p>Agenda:</p> <p>Internal audit results</p> <p>Suggestion / 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 28/05/2019.</p> <p>Topics in the CIP include environmental, social and safety, etc.</p> <p>Example:</p> <p>Action: Boundary markers to be erected and maintained.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Expected outcome: Clear demarcation of estate parameter</p> <p>Timeframe: July 2019, next review on April 2020.</p> <p>Site visit confirms boundary stone is well maintain.</p>	
4.1.4.2	<p>KPLT has established SOP of Mechanism for new information, techniques, technologies and standards dated 15/06/2019.</p> <p>The SOP describes the process for implementation of new technology:</p> <ul style="list-style-type: none"> • Identification • Implementation and control. <p>No new techniques or new technology used currently at the estate.</p>	Yes
4.1.4.3	<p>KPLT established SOP of Mechanism for new information, techniques, technologies and standards dated 15/06/2019.</p> <p>The SOP describes the process for implementation of new technology.</p> <p>The flowchart in the SOP include 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 Consultation and Communication Procedure dated 01/02/2019.</p> <p>KPLT established list of stakeholders dated 21/05/2019 that include surrounding communities, government authorities, suppliers, mills and NGOs.</p> <p>No records of information request received from stakeholders as of audit date. Neither from stakeholder meeting on 23/07/2019 and 25/07/2019 or from request and response form submitted.</p> <p>Interview workers are aware of the procedure.</p>	Yes
4.2.1.2	<p>KPLT established list of publicly available document on 26/06/2019.</p> <p>Example of publicly available documents:</p> <ul style="list-style-type: none"> • Company policies • Procedure • License <p>Example of confidential document is financial report.</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 meetings conducted on 23/07/2019 and 25/07/2019 are briefed on the procedures.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Site interviews with workers indicates they are aware on the procedure.	
4.2.2.2	The appointed person in charge to handle communication and consultation with stakeholders is estate manager. Stakeholders meeting minutes states person in charge of communication is the estate manager.	Yes
4.2.2.3	KPLT established List of stakeholders dated 21/05/2019. Stakeholders list includes local community, government, suppliers, contractor, mills, neighboring estate, and employees. Stakeholders meetings conducted twice on 23/07/2019 at estate and 25/07/2019 at HQ. The records are kept in the office. There are no request from stakeholders as of 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. Describe in the flow chart <ul style="list-style-type: none"> • Traceability form (from harvester and recorded in office) • FFB delivery chit • Weighbridge ticket from mill • Monthly FFB record 	Yes
4.2.3.2	KPLT conducted Internal audit on 21/05/2019 that include traceability system. There are no findings raised for traceability.	Yes
4.2.3.3	KPLT appointed the estate clerk on 02/01/2019 as responsible person for traceability system.	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: <ol style="list-style-type: none"> 1. FFB delivery chit. 2. FFB weighbridge ticket. Records such as delivery chits to mill weighbridge tickets are available. Unique identification number is the delivery chit stated in the mill weighbridge ticket.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	KPLT established list of permits and licenses register dated 10/06/2019. Example: Business license valid from 26/12/2018 to 31/12/2019	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	MPOB license valid from 01/12/2018 to 30/11/2019	
4.3.1.2	KPLT has established list of legal and regulations dated 10/06/2019. Examples: Occupational Safety and Health ACT 1994 Minimum wages order 2012, 2016 & (Amendment) 2018	Yes
4.3.1.3	The legal register is establish on 10/06/2019 therefore no update as at audit date.	Yes
4.3.1.4	Appointed person for updating legal documents, regulations and licenses is the office clerk	Yes
4.3.2.1	KPLT land titles country lease issue by Sabah Land Authority. Type of activity: Agriculture crop of economic value. Land title tenure: 99 years.	Yes
4.3.2.2	Land title states KPLT is the owner issued by Sabah land authority. Land use rights: Agriculture crop of economic value. Land title tenure: 99 years.	Yes
4.3.2.3	Land title includes map stating the total area with boundary stone numbering. During site verification, boundary marker is marked with a boundary stone and wooden stick of red and white color.	Yes
4.3.2.4	No dispute from previous owners since the land titles are country leased issued by Sabah Land Authority.	Yes
4.3.3.1	KPLT land titles are country leased issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	There is no customary right land leased or owned by KPLT. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by KPLT. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	KPLT established SIA, doc no: KPLT/SIA-01 dated 30/07/2019. The SIA includes information from survey and meeting feedback from internal and external stakeholders conducted on 23/07/2019 and 25/07/2019. The SIA includes a summary of positive and negative impacts and the timeline to monitor for completion. The action and implementation is the responsibility of the PIC in the table.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
	<p>The positive impacts are continuously promoted while negative impacts are mitigated with a time frame to carry out the action and included in CIP for monitoring.</p> <p>The SIA will be reviewed once a year with feedback from stakeholders.</p>		
4.4.2.1	<p>KPLT has established SOP, Aduan, Cadangan dan Rungutan Doc no: KPLT-MSPO-4.4.2.1 dated 01/02/2019.</p> <p>The procedure is displayed in notice board in estate.</p> <p>The procedure states, timelines to solve the complaint is 7 days from date received of complaint. PIC to handle complaint is estate in charge.</p> <p>Site interview with field workers, they understand the process to make complaint or grievance when required.</p>	Yes	
4.4.2.2	<p>KPLT established complaint and grievance form.</p> <p>Complaint record is review with no complaint lodged until audit time.</p>	Yes	
4.4.2.3	<p>The complaint and grievance form is available at the office that can be access by all workers and stakeholders.</p>	Yes	
4.4.2.4	<p>KPLT conducted training to workers on 25/07/2019 that include complaint and grievance procedure.</p> <p>The external stakeholders meeting conducted on 23/07/2019 include the complaint and grievance procedure.</p> <p>During interview with workers they are able to demonstrate their awareness on the procedure and complaint could be lodged at any time.</p>	Yes	
4.4.2.5	<p>There are no complaints received as of audit date since this is certification audit.</p>	Yes	
4.4.3.1	<p>KPLT provides job opportunity to local communities for estate operations, office and general worker.</p>	Yes	
4.4.4.1	<p>Safety and Health policy dated 01/01/2019 signed by Director.</p> <p>The policy is available at the office notice boards.</p> <p>Records of briefing on safety policy and PPE usage conducted on 26/09/2019.</p>	Yes	
4.4.4.2	a	<p>The safety and health policy is available at the notice boards.</p> <p>Workers are briefed on the policy on 26/09/2019.</p>	Yes
	b	<p>Risk assessment HIRARC established dated 22/11/2019, update 05/09/2019 includes all relevant field activities</p> <p>The HIRARC table include activity, hazards, risk and effects, risk assessment (consequence, likelihood, risk rating), existing control, PIC, risk assessment after control and date review.</p>	

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

Indicator	Summary of Assessment	Compliance
	Medical surveillance conducted to sprayer and manure dated 03/10/2019.	
c i	Records of training on safety conducted to workers on 22/11/2018 sighted. Interview with harvesting gang and spraying gang they are understand of SOP for safe working practices.	
c ii	SDS is available at the chemical, fertilizer and diesel stores. Example: Allay 20DF dated review 03/01/2018 ASF Comp 44 (12/6/22/3) date review 05/01/2016. SDS in English and Bahasa Malaysia. Store is in good condition and locked. Sighted arrangement of liquid chemical placed in tray below and powder chemical placed on top. All chemicals have original labelling.	
d	Records of PPEs issuance are maintained. Example: <ul style="list-style-type: none"> • helmet • sickle cover • chisel cover • apron During site visit all workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA. CHRA conducted on 06/08/2019.	
e	SOP for 'Pengurusan Bahan Kimia, doc no: FSB-MSPO-4.5.3.3, date 01/01/2019. SOP states 'untuk menguruskan bahan-bahan kimia selaras dengan peraturan-peraturan alam sekitar'.	
f	Appointed person for safety and health is estate in charge.	
g	Management meeting conducted on 11/10/2019 includes staff and workers. The meeting agenda include safety and health. Management has brief OSH to workers on 21/10/2019.	
h	KPLT established accident and emergency procedure dated 28/11/2018 Map of emergency assembly point and contact details available at office and housing notice boards.	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>i</p> <p>First aid training conducted by St John Ambulance Malaysia on 28/06/2019 & 29/06/2019</p> <p>Contact details for emergency available at estate notice boards</p> <p>During site observation, first aid kits available at office and harvesting activity.</p>	
	<p>j</p> <p>KPLT established record book for accidents and injuries. No report of any major and minor injuries.</p> <p>As of audit date, no reporting incidents or accidents to JKPP.</p>	
4.4.5.1	<p>KPLT established Social and Human Right policy dated 01/01/2019 and updated on 23/08/2019 and 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 displayed at notice boards is available in English and Bahasa Malaysia language.</p> <p>Training on policy conducted on 03/05/2019 and 17/05/2019 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 updated on 23/08/2019 and signed by Director.</p> <p>The policy states:</p> <p>KPLT 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>	Yes
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 2018. The working contracts are signed by workers and management.</p> <p>The pay slip review indicate the worker pay is in line with Minimum Wage Regulation 2018.</p>	Yes
4.4.5.4	<p>KPLT monitors contractor workers wages using the payment voucher to the workers. All records are well documented.</p>	Yes
4.4.5.5	<p>KPLT established list of workers that contain name, gender, date of birth, date joined, job description and nationality.</p> <p>Document review and site interview confirmed all workers are permanent employed.</p>	Yes
4.4.5.6	<p>KLPT provide fair working contract to workers 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>	Yes

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Indicator	Summary of Assessment	Compliance
	During site interview with workers confirmed they are briefed on the contract terms and conditions and received a copy after signing.	
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 times daily rate for normal overtime and 2.0 time daily 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 publicly available at notice boards.</p> <p>The working hours is from 6.00 am to 2.30 pm</p> <p>The break time is between 10.00 am to 10.30 am</p> <p>The overtime is based on the mutual basis.</p> <p>Interview with workers, they are aware of overtime rate.</p>	Yes
4.4.5.9	<p>KPLT established 'Masa Kerja Di Ladang' and displayed at the notice board.</p> <p>Reviewed on the pay slip, contract and check roll of workers for working hours and OT complied with legal regulations.</p> <p>During field interview oft workers feedback they understand the working hours and overtime time. Worker confirmed the wage paid is in line with legal requirements.</p>	Yes
4.4.5.10	KPLT provide benefits to workers such as medical care, SOCSO, housing, water and electricity.	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 26/10/2019.</p> <p>No complaints lodged for related issue.</p>	Yes
4.4.5.13	KPLT established the Social and Human Right policy dated 01/01/2019 and signed by Director.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy state upholds the right of all personnel's, 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>During the interview with workers there is no union form in KPLT.</p>	
4.4.5.14	<p>KPLT established the Social and Human Right policy dated 01/01/2019 and signed by Director</p> <p>The policy states :</p> <p>No child as defined by Malaysia law should be employed.</p> <p>Sighted the employees list, all the workers as above 18 years.</p>	Yes
4.4.6.1	<p>KPLT established training programme dated 22/05/2019</p> <p>All the training involved workers, staff and contractor workers.</p> <p>Example of training conducted:</p> <p>Policies briefing, PPE, complaint and grievance procedure.</p>	Yes
4.4.6.2	<p>Training need analysis and training matrix had been established for staff, mandore and workers. The training need analysis is based on job description.</p>	Yes
4.4.6.3	<p>KPLT established the annual training programme dated 22/05/2019 for year 2019 and 2020.</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 estate notice boards in both Bahasa Malaysia and English.</p> <p>KPLT established environmental aspect and impacts assessment, dated 15/05/2019.</p> <p>Workers and stakeholders are briefed on company policies and MSPO requirement on 23/07/2019 attended by workers and 26/09/2019 attended by external stakeholders.</p>	Yes	
4.5.1.2	a	<p>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
	b	<p>KPLT established environmental aspect and impacts assessment dated 15/05/2019.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The assessment include all operations such as re-planting, maintenance, harvesting, store and etc.</p> <p>Example:</p> <p>Activity: Petroleum storage</p> <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 15/05/2019 include negative impact and promote the positive.</p> <p>Example negative impact:</p> <p>Activity: Replanting, land clearing</p> <p>Aspect: Encroachment of buffer zone</p> <p>Control: Awareness, marking of buffer zone</p> <p>Risk after control: Low</p>	Yes
4.5.1.4	<p>KPLT established EAIA for promoting of positive impacts dated 15/05/2019.</p> <p>The CIP established dated 28/05/2019 involved 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 waste.</p> <p>Monitoring: Triple rinsing empty containers for spraying used.</p> <p>PIC: Estate in charge.</p>	Yes
4.5.1.5	<p>KPLT conducted Policies and MSPO requirement training to workers on 23/07/2019 and external stakeholder on 26/09/2019.</p> <p>Environment and waste management training conducted to workers on 10/10/2019.</p>	Yes
4.5.1.6	<p>KPLT conducted environmental meeting involved worker representatives and management on quarterly basis.</p> <p>The latest meeting conducted on 25/07/2019.</p> <p>Previous meeting conducted on 11/10/2019.</p> <p>FHSB management informed the frequency of the meeting will be three months once.</p> <p>The meeting include topics of environment and no open burning.</p>	Yes
4.5.2.1	<p>KLPT established baseline for diesel consumption records for 3 years from 2016 to 2018.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The baseline is a guideline to monitor and compare against the actual usage.</p> <p>Records of high usage of diesel in 2017 and 2018 due to replanting activities and additional generation set added in 2016.</p> <p>The diesel usage for power generation, farm tractors and FFB delivery to the mill.</p>	
4.5.2.2	<p>KPLT established budget for diesel consumption for 2019.</p> <p>KPLT established records of actual diesel consumption on monthly basis for comparison against budget.</p>	Yes
4.5.2.3	<p>KPLT does not practice renewable energy for the estate.</p>	Yes
4.5.3.1	<p>KPLT established source and type of wastes list 2019.</p> <p>Example:</p> <p>Solid waste Source: Empty chemical container Waste Type: Scheduled waste</p> <p>Liquid waste Source: Vehicle / transport Waste Type: Used oil</p> <p>GHG waste Source: Vehicle / transport Waste Type: Smoke emission</p>	Yes
4.5.3.2	<p>a FHSB established waste management plan dated 17/07/2019</p> <p>Example:</p> <p>Source: Household Waste: Plastic, paper, tinks, waste food.</p>	Yes
	<p>b Waste generated that could be recycle or reused stated in waste management plan dated 17/07/2019.</p> <p>Example:</p> <p>Empty chemical containers are reused for pre-mix chemicals. Fertilizer bag re-used for loose fruit collection.</p>	
4.5.3.3	<p>KLPT established procedures for chemical handling.</p> <p>Example:</p> <ul style="list-style-type: none"> • Chemical Management procedure dated 01/01/2019. • Waste management procedure dated 01/02/2019 <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

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Stock balance records sighted.	
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"> Empty chemical containers stored in scheduled waste store. <p>The guideline 'Triple –rinse used pesticide containers' is displayed at notice board near store and premix area, the chart mention before dispose the container need to be 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 confirm the rinsed water is collected back and reused in premix activities.</p>	Yes
4.5.3.5	<p>KPLT domestic wastes are 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> <p>Domestic wastes collection schedule is twice per week.</p>	Yes
4.5.4.1	<p>KPLT established waste list which identify the source of waste as solid, liquid 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>Gases waste: Generator set, vehicle.</p> <p>Monitoring Plan: Monitor the maintenance service records</p>	Yes
4.5.4.2	<p>KPLT established action plan to reduce identified significant pollutants dated 25/07/2019.</p> <p>Example:</p> <p>Objective: Reduction of GHG due to fertilizer (transport)</p> <p>Action plan: Consider locally produced fertilizer</p> <p>Emissions: Carbon dioxide</p> <p>Timeframe: December 2019</p> <p>Impact: Local fertilizers supply have low GHG emission value as no shipping involved.</p>	Yes
4.5.5.1	<p>a KPLT established water management plan dated 19/08/2019.</p> <p>The water sources are 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

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Indicator	Summary of Assessment	Compliance	
	b	<p>KPLT conduct water quality test for inlet and outlet of streams flowing through the estate.</p> <p>Test report dated 17/08/2019 with the results are within the national water quality index.</p>	
	c	<p>KLPT establish rainfall records to manage water usage for housing quarters and field operations.</p> <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 animal on 29/07/2019 and 10/10/2019.</p> <p>Interview with the workers confirmed that they are aware and understood that spraying and fertilizing activities are prohibited to be carry out on the buffer zone area.</p>	
	e	<p>Field observation indicates there are no vegetation removed from riparian zones.</p> <p>Riparian zones are well maintained.</p>	
	f	<p>During site visit at housing areas, there are no bore wells used for water supply.</p>	
	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>	
4.5.5.3	<p>KPLT practices rain harvesting for domestics use.</p> <p>Dug ponds are used to capture rainwater for field operations.</p>	Yes	
4.5.6.1	a	<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 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
	b	<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>	

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example of the wildlife found: Monkey.</p> <p>There are no wildlife sighted within the estate during field visit.</p>	
4.5.6.2	<p>a Management plan to protect wildlife and RTE is established in the Biodiversity Assessment and identification report dated 23/07/2019.</p> <p>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.</p> <p>During site interview, workers understand on wildlife conservation.</p> <p>They confirmed sighted any wildlife to feedback to estate management.</p> <p>b Signage installed to inform public and workers on no hunting and capturing of any wildlife.</p> <p>Briefing on environment (include wildlife and buffer zone) is conducted on 10/10/2019 for all workers.</p>	Yes
4.5.6.3	<p>Biodiversity Assessment and identification report dated 23/07/2019 include the wildlife management plan.</p> <p>The monitoring records to monitor wildlife in and around the estate is established and recorded in the Biodiversity Assessment and identification report.</p>	Yes
4.5.7.1	<p>KPLT established Environment policy dated 01/01/2019 signed by director states:</p> <p>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).</p>	Yes
4.5.7.2	<p>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</p>	Yes
4.5.7.3	<p>KPLT established Environment policy dated 01/01/2019 that include no open burning.</p> <p>There are no application documents for approval of controlled burning sighted.</p>	Yes
4.5.7.4	<p>KPLT adopts 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.</p> <p>During field visits, the replanted area in year 2019, palms are felled and chipped. No sign of burning observed.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>KPLT adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 & 3.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The SOPs cover Nursery, Mature and immature activities. Interview with workers, they know SOP for harvesting and spraying. SOP and Good agriculture practise training conducted 26/10/2019	
4.6.1.2	KPLT adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 & 3. Stated in the SOP, terrace and platform construction pages 55 to prevent erosion, cover plants should be established on slopes as soon as possible after land clearing to avoid the erosion. Site visit at buffer zone area is well managed. Signage is installed includes information of no spraying, no manuring, no fishing	Yes
4.6.1.3	KPLT has established permanent block markers for each block that include block number, block size, date of planting and planting material.	Yes
4.6.2.1	KPLT established financial and budget updated on 5 years from 2019 to 2023. The content of financial plan includes; <ul style="list-style-type: none"> • Financial Projection • Long Term Management Plans • Oil Palm Mature – Budget & Projection Operation Cost • Replanting programme 	Yes
4.6.2.2	KPLT established annual replanting programme from year 2019 to 2024.	Yes
4.6.2.3	KPLT established long-term plan & financial projection for year 2019-2023 includes: <ol style="list-style-type: none"> 1. FFB projection MT. 2. Yield / Ha MT / Ha. 3. FFB Price forecast / MT. 4. Estate operation cost. 5. Planting material. 	Yes
4.6.2.4	The monthly progress report and annual report implemented with the goals and objectives are monitored regularly for the profit and loss.	Yes
4.6.3.1	KPLT purchases chemical from the supplier. Quotation dated 07/01/2019 sighted and accepted by both parties. The agreement describes the product pricing and payment terms.	Yes
4.6.3.2	KPLT has documented records of quotation agreed by both parties on the terms and conditions. Payments are made on a monthly basis in timely manner. Sighted payment made according to quotation terms and conditions.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.1	KPLT engaged contractor for transportation of FFB. Briefing on MSPO provided.	Yes
4.6.4.2	KPLT engage transporter of FFB. Contract is duly signed by both parties on the agreed fees.	Yes
4.6.4.3	Contractors are briefed on MSPO and agreed to audit by approved MSPO auditors if required is stated in the contract agreement.	Yes
4.6.4.4	KPLT established document to monitor the progress of contractor in completing the task. Example: FFB delivery notes to monitor FFB Contractor work completion.	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Planting statement and estate map is reviewed. KPLT is bordering with estates with no forest reserve area. The first planting is from 1994 to 2004. Latest replanting is in 2019. Therefore, no new planting in the estate.	Yes
4.7.1.2	Planting statement, estate map are reviewed. The replanting area in 2018 is 8.87ha which is less than 100 ha. Therefore, no PPM required	Yes
4.7.2.1	Planting statement and estate map are 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 map established.	Yes
4.7.4.2	The planting statement is reviewed and there is no new planting. Therefore, no map established.	Yes
4.7.5.1	The planting statement is reviewed and there is no new planting Therefore, no map established and permits available.	Yes
4.7.5.2	The planting statement is reviewed and there is no new planting. Therefore, no plan established.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
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 is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	The planting statement is review and there is no new planting. There are no sacred sites, therefore, management plan establish.	Yes
4.7.6.3	The planting statement is review and there is no new planting. Therefore, no SOP 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 is no new planting. Therefore, no assessment established.	Yes
4.7.6.6	The planting statement is review and there is no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	The planting statement is review and there is 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

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

4.5. Detail of Audit Findings in last audit

Stage 1 audit findings corrective actions are reviewed during the stage 2 certification audit process

4.6. Detail of Audit Findings Identified During This Audit

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

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

No.	Indicator	Location	Opportunity for Improvement
1.	4.2.1.1	Office	Management could improve the timeframe to respond on request of information by stakeholder.
2.	4.2.1.2	Office	Management could improve the list of publicly available documents.
3.	4.4.4.2 b	Office	Management could consider improve the risk assessment for working at terracing area.
4.	4.4.4.2. j	Office	Management could improve the accident and injury records.
5.	4.4.5.9	Office	Management may consider improve the pay slip format.
6.	4.5.5.1 d	Office	KPLT could consider improve the buffer zone inspection recording system.

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5. CONCLUSION

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

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

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

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

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

Total certified number of estates:	1
Total certified production area:	202.91 Ha
Certified FFBs January to December 2019:	1,456.49 Mt
Projection FFBs November to December 2019:	145.65 Mt
Projection FFBs for year 2020	1,670 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
	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 16/12/2019

Zul Hairi Bin Abu Hassan Name
TUV NORD (Malaysia) Sdn Bhd
Lead Auditor

Puchong, 16/12/2019

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

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7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1.	Aloi Sanoi	Jabatan Perhutanan
2.	Bustam Asis	Malsa Palm Oil Mill
3.	Hasan Awg Panie	Jabatan Perhutanan
4.	Cheong Jee Soon	Manchoon Plantation
5.	Asli Baharudin	Kg Balaban Jaya

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

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

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

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

Salvo clause:

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

The objective (goal) of the audit is to establish compliance of the management system of the aforementioned organization with the requirements of the aforementioned standard in order to achieve or maintain certification through an independent and accredited certification body.

Identification of possibilities to improve the management system can also be a component of the audit and is considered simply to be an enhancement; it does not constitute consultancy or advice with regard to the management system.

Annex / Enclosures

Annex /
corresponding audit documentation

- P&C Audit Report / Checklists
- Audit Plan
- Additional annexes, number