

MSPO CERTIFICATION SUMMARY REPORT

LIMABAHAU SDN BHD

SURVEILLANCE 01

Onsite Audit Date: 24/08/2020 - 25/08/2020

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MSPO Certification Summary Report

Company Name: Limabahau Sdn Bhd
Certifying Unit: Limabahau Sdn Bhd
Client Number: 92-114
Audit Type: ASA 01
Mode of Audit: Onsite



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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
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
LSB	Limabahau Sdn Bhd

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1. INTRODUCTION

Limabahau Sdn Bhd (LSB) has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 01 audit for its group of oil palm estates according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance audit is to assess the Limabahau Sdn Bhd estates by an independent certification body with the aim for compliance of the standards.

1.2. Scope

The certification is based on the documentation developed by the Limabahau Sdn Bhd.

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 two 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 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;	Graduate in Diploma in Plantation Industry Management.

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Requirement	Qualifications
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)	9 years working experience in oil palm plantations.
Successfully completed MS 2530 series of standards training	Successfully completed MS2530 series of 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 and appointed as lead auditor for MSPO scheme.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	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 18001 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 Basic SA 8000 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 ISO 14001:2015 Lead auditor course for MSPO scheme.

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Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Sheron Pui Ling Wui	Graduate in Bachelor's in Medical Science.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	Graduate in B. Sc. (Hons) Plantation Technology and Management.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Sheron Pui Ling Wui	4 years working experience in QA, QMS and internal audit, and 2 years working experience in MSPO audit experience.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	9 years working experience in oil palm plantations.	Yes
Successfully completed MS 2530 series of standards training	Sheron Pui Ling Wui	Successfully completed MS2530 series of standards training.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	Successfully completed MS2530 series of standards 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 and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	Auditor in training.	Yes

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Requirement	Assessor	Qualification	Compliance
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, English and Mandarin.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	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 Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	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 Wui	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	
	Jasmandy Bin Syahrul (Trainee Auditor)	Successfully completed IMS 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 Wui	Successfully completed Basic SA 8000 training.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	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 Wui	Successfully completed IMS ISO 14001:2015 Lead auditor course.	Yes
	Jasmandy Bin Syahrul (Trainee Auditor)	Successfully completed IMS ISO 14001:2015 Lead Auditor course.	Yes

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2. METHODOLOGY

The audit approach onsite audit 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
- Final approval, certification decision and issuance of certificate.

Annual Surveillance 01:

Annual Surveillance 01 conducted on 24/08/2020 to 25/08/2020 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 previous audit (if any);
- Assessment reporting;

On-site Assessment

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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.

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 onsite surveillance audit, the selected estates based on the formula $S = 1.0 \sqrt{n}$ where S = sample size and n = number of estates which is in accordance to MSPO certification procedure.

Based on the formula, the sample size for the estate $S = 1.0 \sqrt{7} = 2.65$, therefore round up to the next integral of 3 estates. Thus, a total of 3 estates selected for the onsite assessment and inspection as listed in Table 2-1 below:

Table 2-1: List of Estates Selected

Name of Estate	Coordinates
Tahid Jaya	5°86'9" N 117°69'7"E
Layak Sama	5°86'8" N 117°70'1"E
Emson	5°12'4" N 118°26'8"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

Limabahau Sdn Bhd is a plantation company and group manager.

The certified estates are owned by Limabahau Sdn Bhd located at 1st Floor S8, Taman Anggerik, Mile 7, Jalan Lintas Sibuga, Sandakan, Sabah.

The details of the 7 estates as below:

Name of Estate	Location	Coordinates
Limabahau	Batu 45, Jalan Sandakan/ Lahad Datu	5°36,54" N 117°49'12"E
Ableman	Batu 34, Jalan Sandakan/ Lahad Datu	5°45'43" N 117°47'13"E
Newco	Mile 36, Jalan Labuk Sandakan	5°61'1" N 117°26'0"E
Emmal	Mile 45, Jalan Beluran	5°84'5" N 117°67'7"E
Layak Sama	Mile 45, Jalan Beluran	5°86'8" N 117°70'1"E
Tahid Jaya	Mile 45, Jalan Beluran	5°86'9" N 117°69'7"E
Emson	Jalan Dam, Lahad Datu	5°12'4" N 118°26'8"E

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2020 to Dec 2020)
	Total*	Production**	
Limabahau	204.64	187.78	5,609.00
Ableman	72.32	70.30	1,545.00
Newco	432.22	396.43	11,150.00
Emmal	109.72	103.86	894.00
Layak Sama	49.28	47.76	1,152.00
Tahid Jaya	49.93	48.12	1,185.00
Emson	120.08	100.35	1,186.00
Total	1,038.18	954.51	22,721.00

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

**Immature + Mature Area

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3.2. Planting Program for Each Estate

Year / Estate	Limabahau	Ableman	Newco	Emmal	Tahid Jaya	Layak Sama	Emson
1999	-	-	-	-	-	-	36.57
2000	-	-	13.83	-	-	-	-
2002	-	-	53.51	-	-	-	-
2006	17.05	-	-	-	-	-	-
2007	-	-	-	-	-	-	-
2008	8.63	-	-	-	-	-	-
2009	-	-	-	-	-	-	-
2010	10.73	-	24.69	-	-	-	-
2011	11.08	5.39	24.20	-	-	-	-
2012	27.48	-	14.19	-	-	-	-
2013	32.15	-	30.02	15.38	48.12	47.76	-
2014	17.78	-	188.26	10.89	-	-	19.51
2015	-	17.33	-	-	-	-	7.56
2016	31.85	13.86	-	14.0	-	-	14.94
2017	31.03	33.72	8.97	-	-	-	21.76
Total Mature	186.97	70.30	357.67	40.27	48.12	47.76	63.78
Year 2 - 2018	-	-	29.10	17.60	-	-	-
Year 1 - 2019	-	-	9.66	17.03	-	-	-
Year 2020	-	-	-	28.96	-	-	-
Total Immature	-	-	38.76	63.59	-	-	-
Total	187.78	70.30	396.43	103.86	48.12	47.67	100.35

3.3. Replanting program for each estate

Year of Replanting	Planted area (ha) in each estate							Total area to be replanted (ha)
	Limabahau	Ableman	Newco	Emmal	Tahid Jaya	Layak Sama	Emson	
2019	-	-	9.66	17.03	-	-	-	26.69
2020	-	-	-	28.96	-	-	-	28.96

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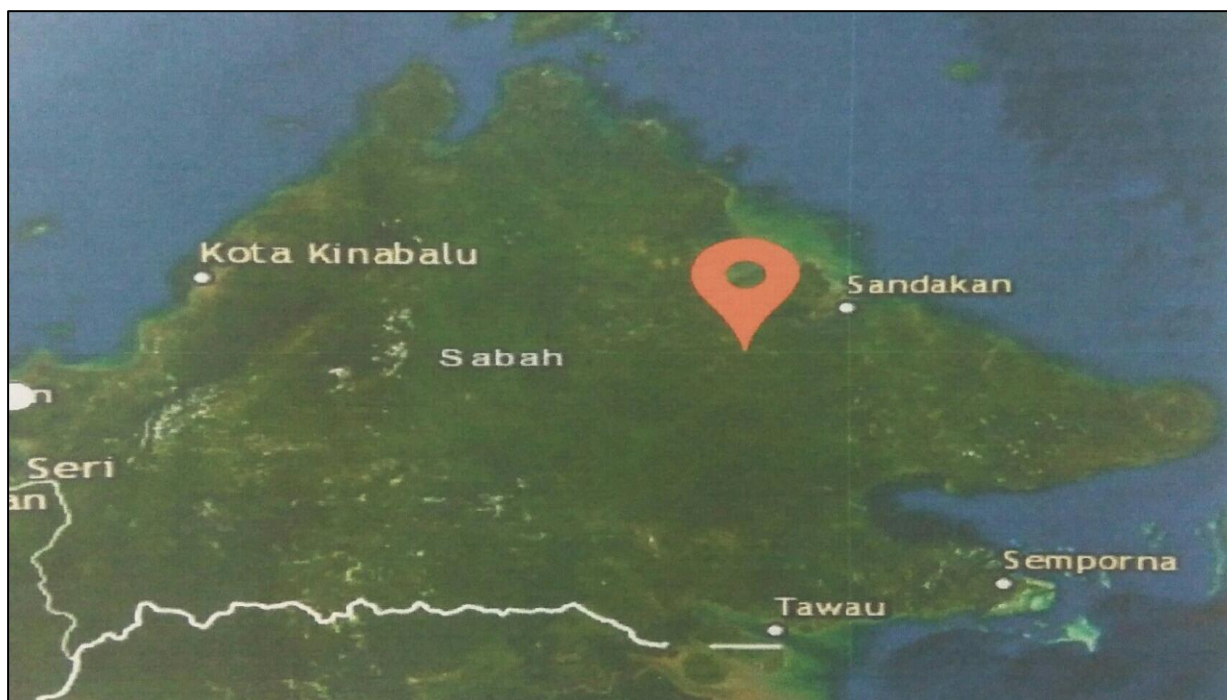
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Year of Replanting	Planted area (ha) in each estate							Total area to be replanted (ha)
	Limabahau	Ableman	Newco	Emmal	Tahid Jaya	Layak Sama	Emson	
2021	-	12.00	-	-	-	-	-	12.00
2022	-	12.00	-	-	-	-	-	12.00
2023	-	12.57	-	-	-	-	-	12.57
TOTAL	-	36.57	9.66	45.99	-	-	-	92.22

3.4. Maps of Company Location and Estates

Figure 1: Sabah



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Figure 2: Limabahau estate

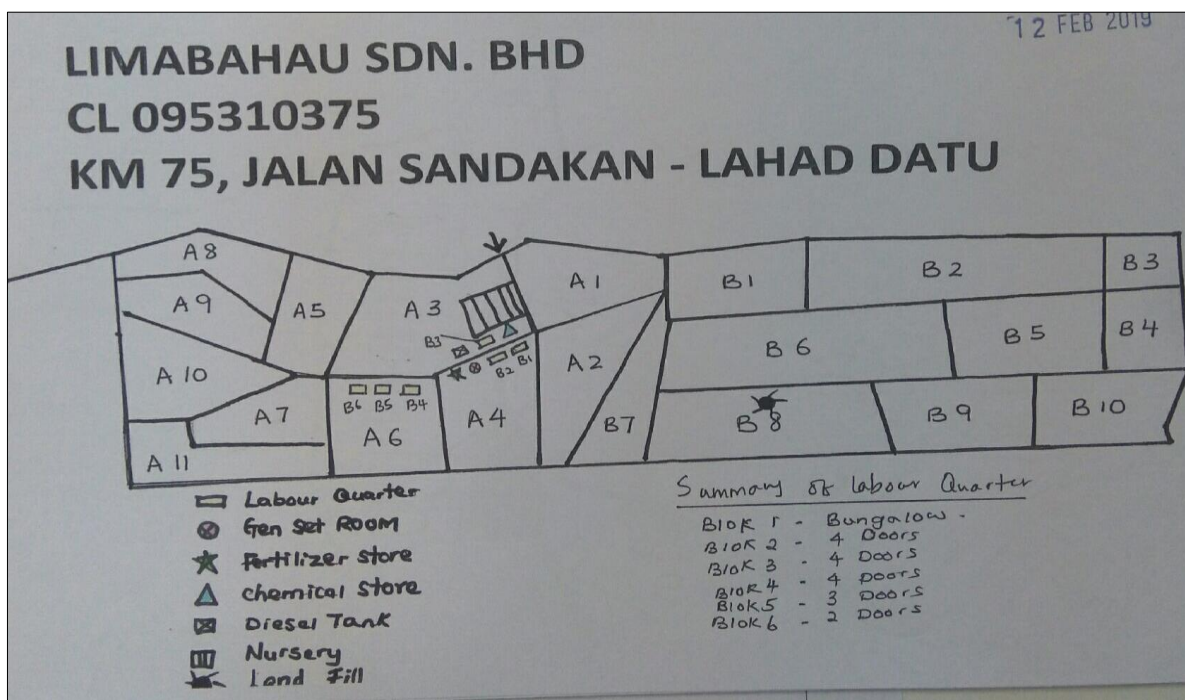
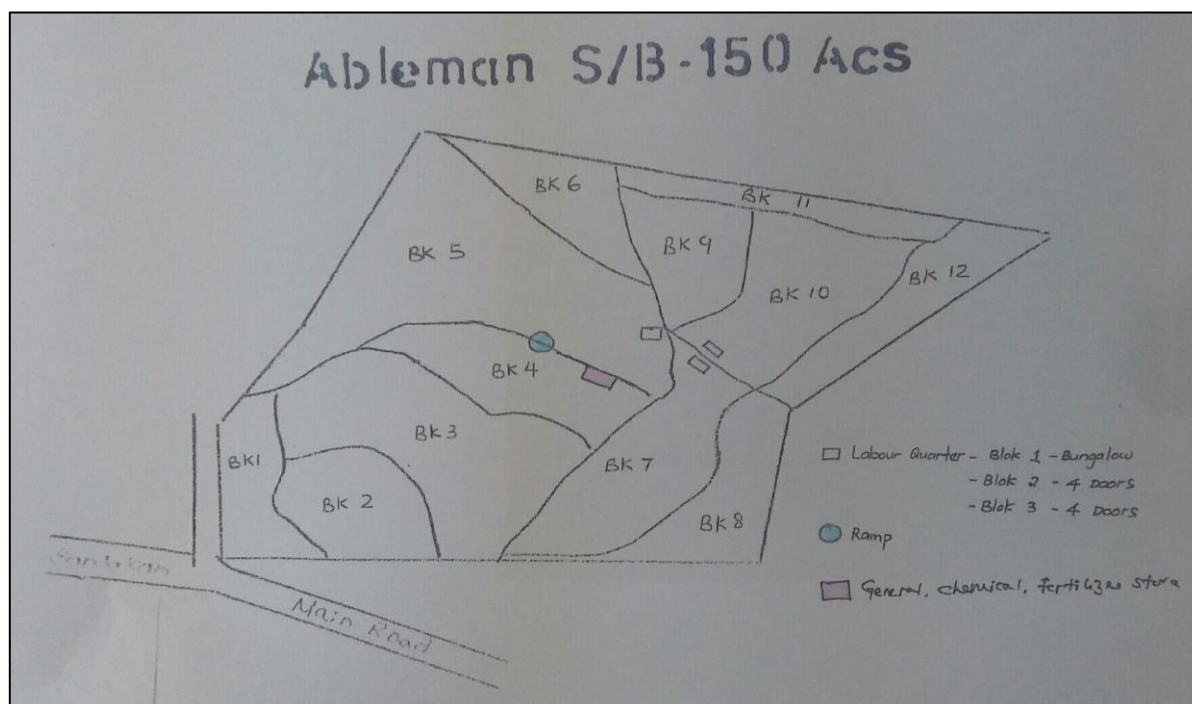


Figure 3: Ableman estate



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Figure 4: Newco estate - Telupid Division

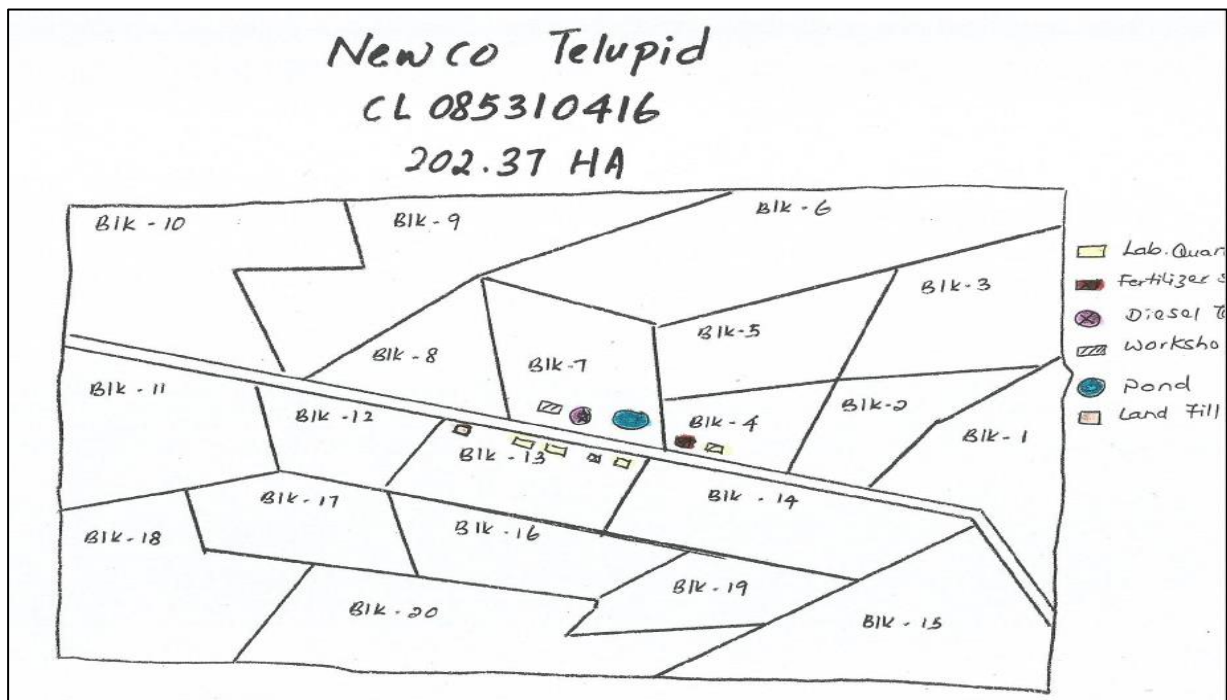
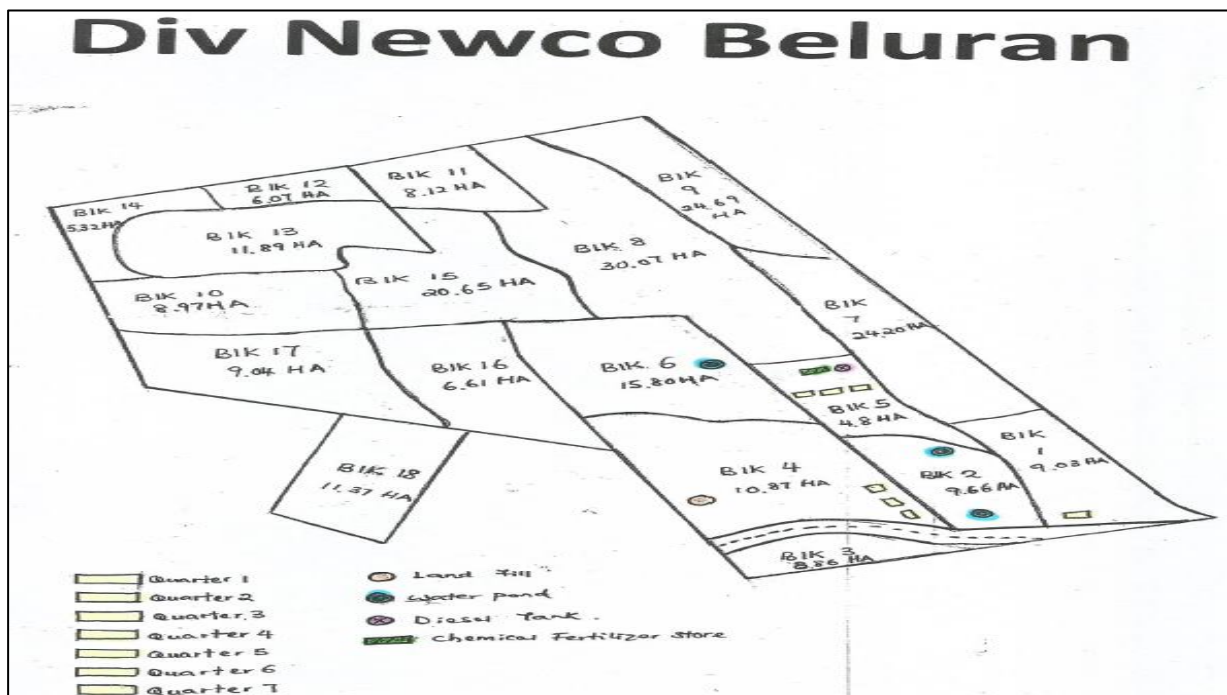


Figure 5: Newco estate - Beluran Division



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Figure 6: Emmal estate - Beluran Division

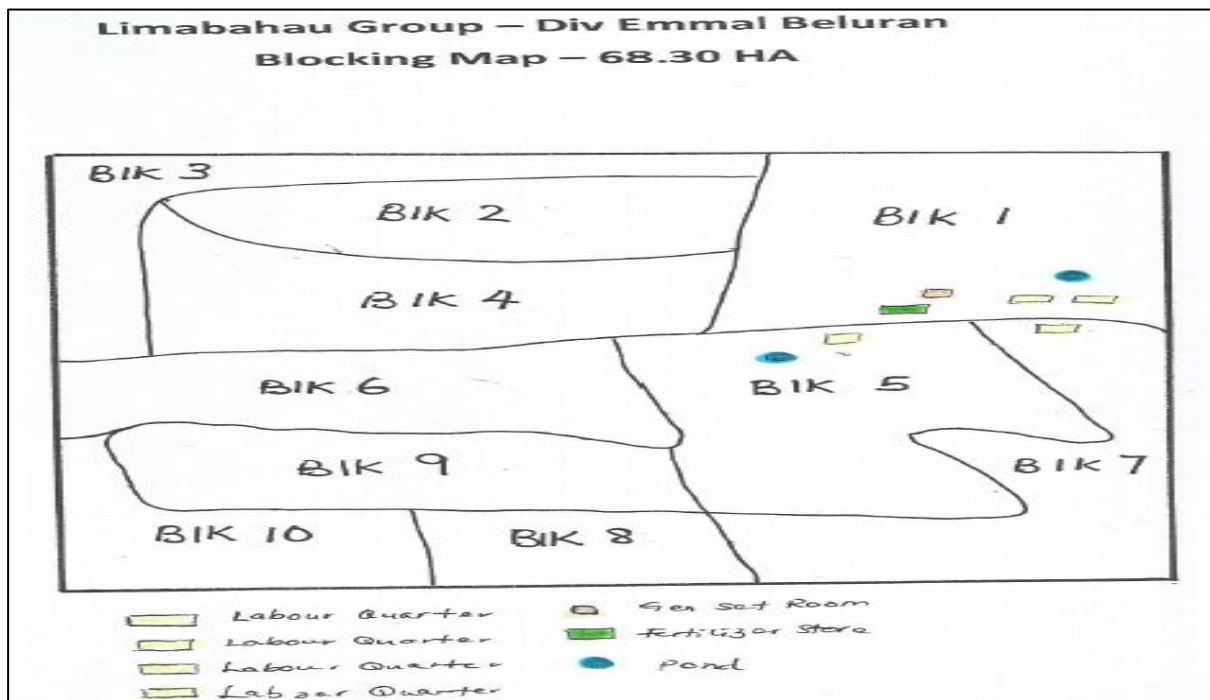
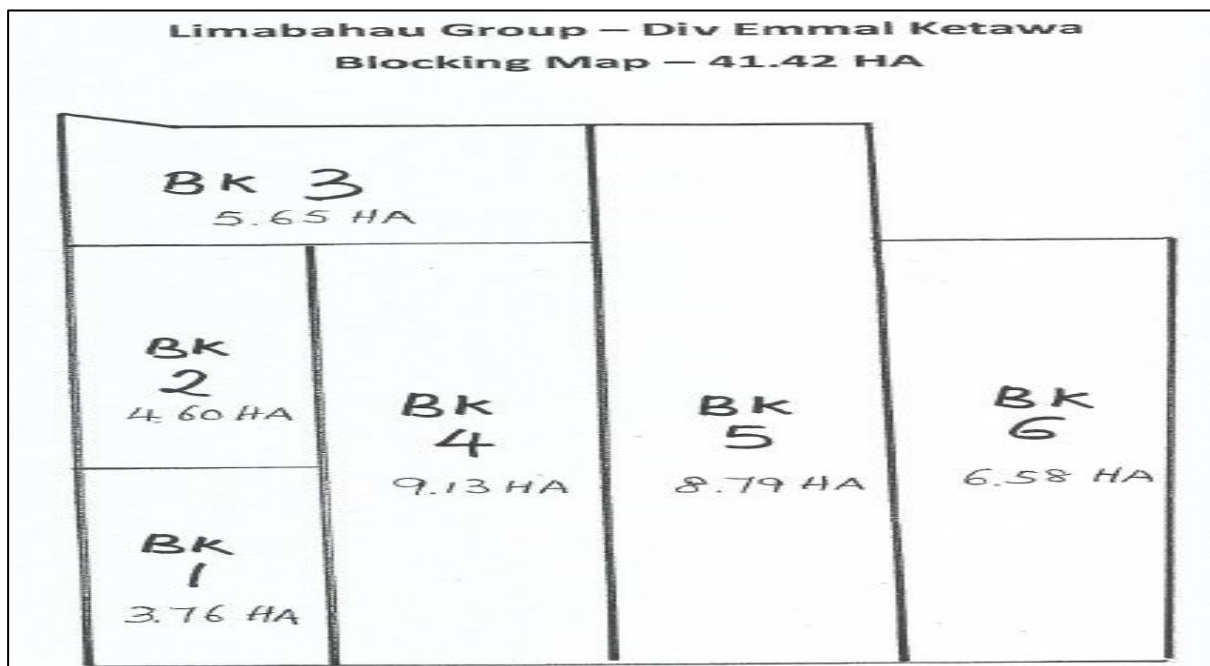


Figure 7: Emmal estate - Ketawa Division



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Figure 8: Tahid Jaya estate

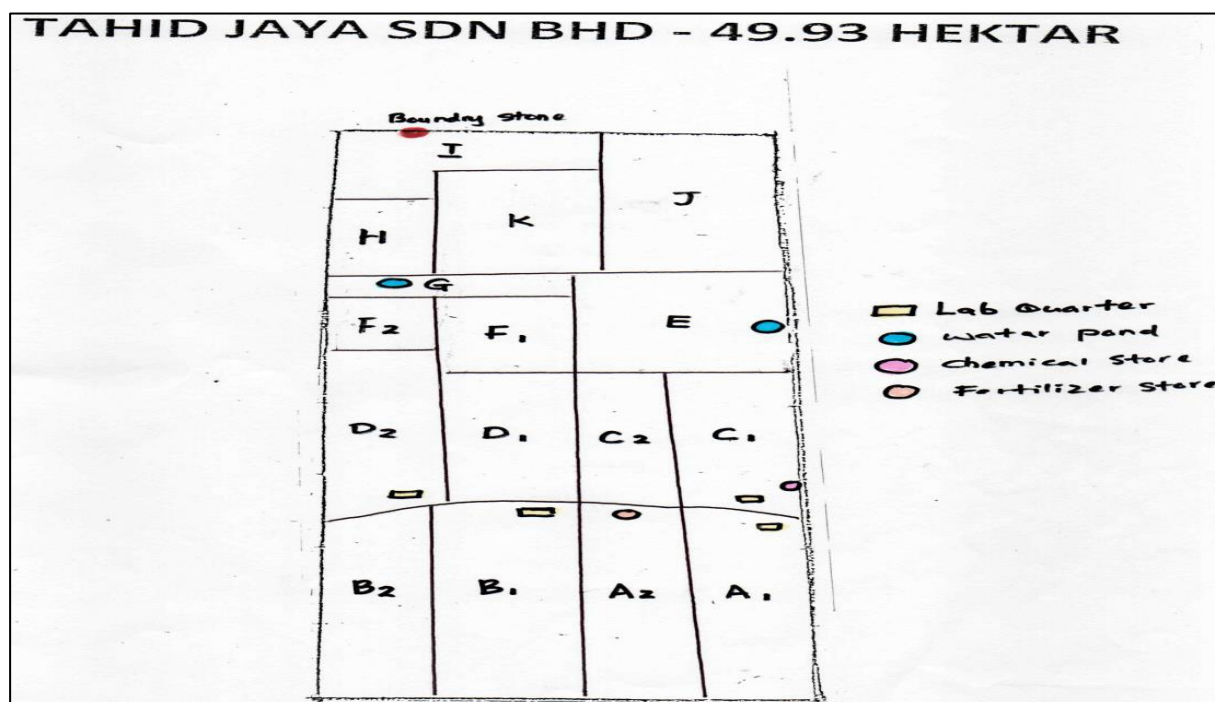
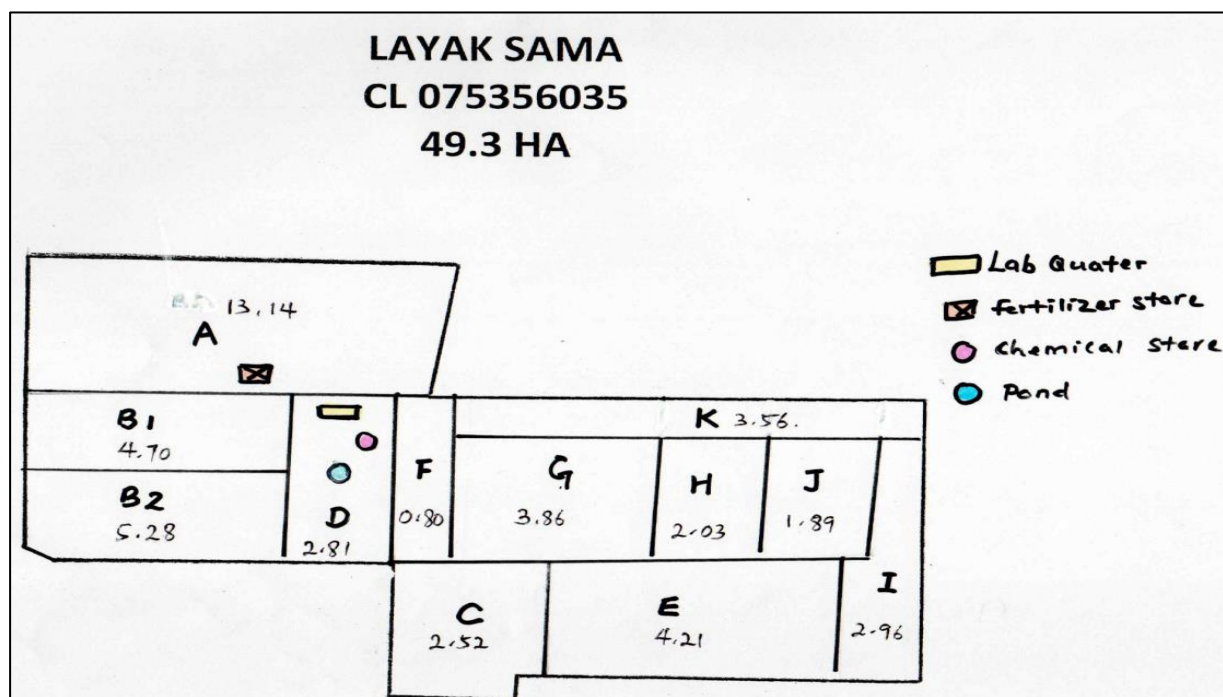


Figure 9: Layak Sama estate



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Figure 10: Emson 100 estate

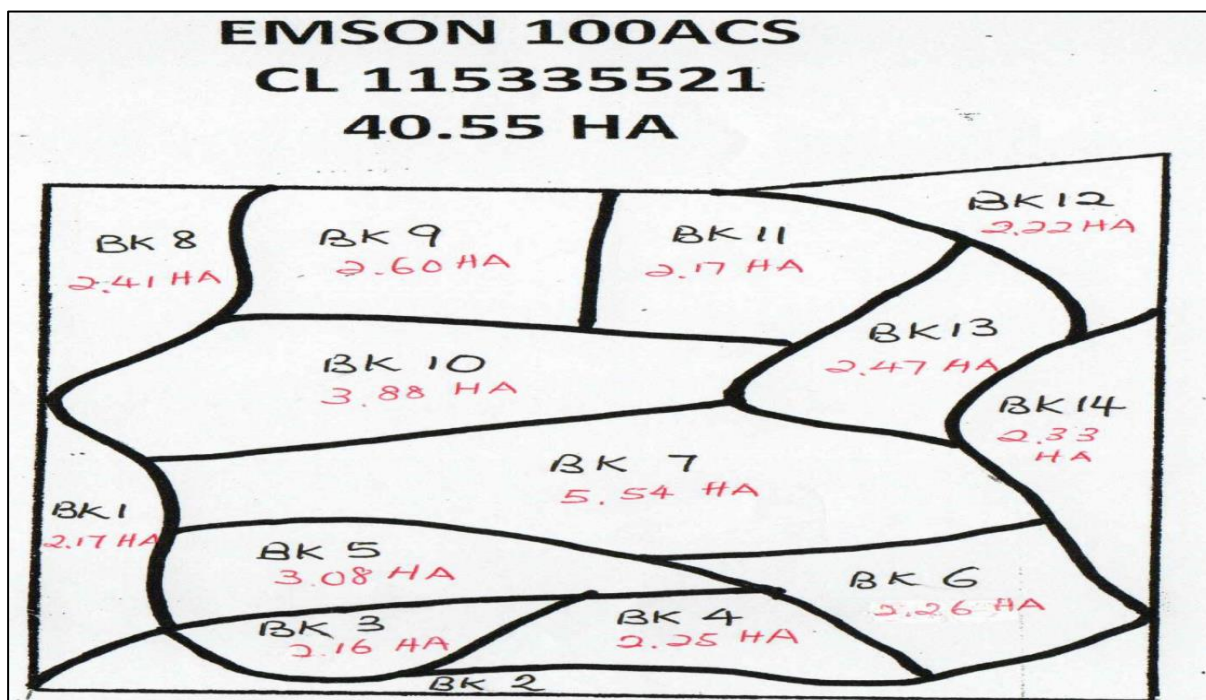
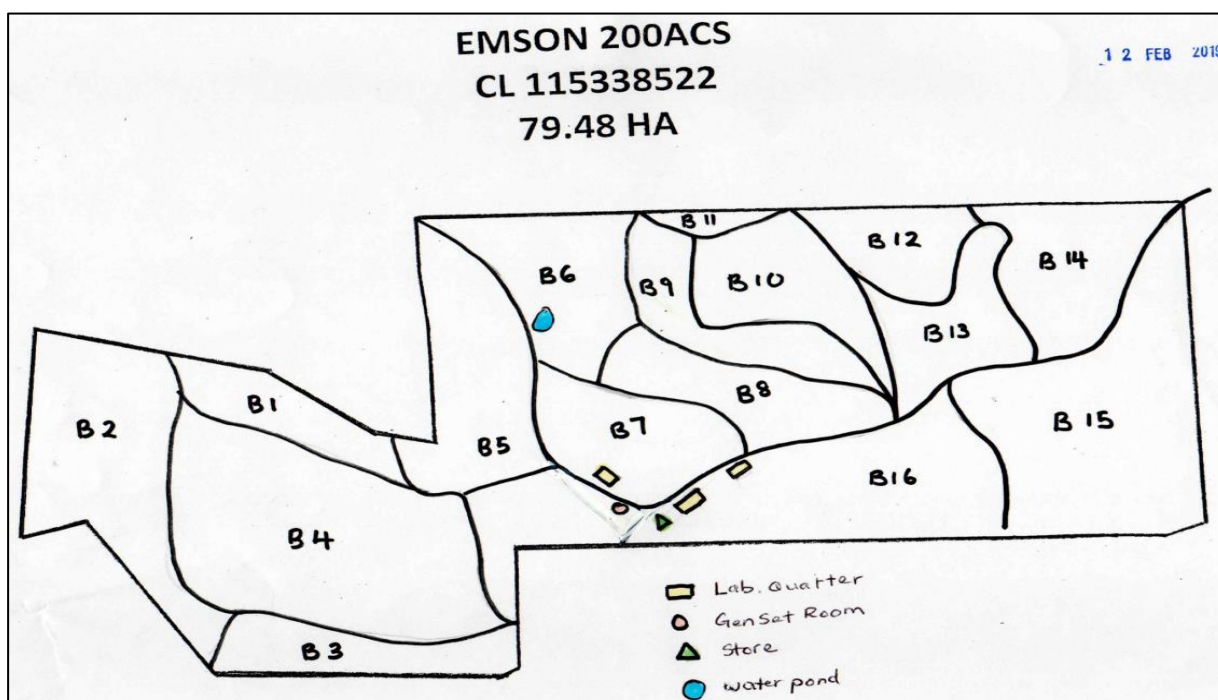


Figure 11: Emson 200 estate



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4. CERTIFICATION ASSESSMENT

4.1. Annual Surveillance 01

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

4.1.1. Annual Surveillance 01:

The surveillance 01 audit is conducted on 24/08/2020 to 25/08/2020 covering 3 selected estates - Tahid Jaya, Layak Sama and Emson estates.

During the surveillance 01 audit, there is no Major, no Minor NC and 4 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 24/07/2020 as to accommodate stakeholder's consultation meeting for Limabahau Sdn. Bhd. to provide comments. As at audit date on 24/08/2020 there are no comments received.

Invitation letters are sent on 24/07/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 24/08/2020 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

During onsite audit, stakeholders consultation was conducted on 24/08/2020 via phone calls and received comment by email.

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.

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 are aware regarding the MSPO awareness which is able to demonstrate in term of social, environment and safety & health	No action required
2	Social issues	There are no social issues or concern raised during stakeholders meeting.	No action required
3	Type of land title – Country Leased, Provisional Leased, Native title, Customary Land	No issues raised by the stakeholders.	No action required
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders are not local community, therefore no input for the topic.	No action required
5	Does MSPO largely benefits the local community?	Stakeholders are not local community, therefore no input for the topic.	No action required
6	Environmental understanding	Stakeholders are aware on environmental requirement	No action required

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
		such as riparian zone protection.	
7	Awareness towards species, habitats, and high conservation values	Stakeholders are aware not to hunt or kill wildlife species and to conserve the riparian area.	No action required
8	Are there any plantation management practices that affect you?	Stakeholders are confirmed there is no negative impact from the estate operation.	No action required
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders are informed the management had taken effort to meet the MSPO requirements.	No action required
10	Do you have any suggestions for management?	No suggestion from the stakeholders since only positive comments been given during the stakeholder meeting.	No action required

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

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

Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	Limabahau Sdn Bhd (LSB) group established MSPO Policy dated 15/03/2019 signed by Director. Policy is displayed at the estate notice board at Tahid Jaya, Layak Sama and Emson estates. Established policy available in Bahasa Malaysia and English. Training on MSPO policy conducted on 02/08/2020 to all workers. Interview during the site visit, the workers understand the MSPO policy.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.2	<p>Limabahau Sdn Bhd group established MSPO Policy dated 15/03/2019 signed by Company Director.</p> <p>The policy states, commitment to complying with the MSPO requirement and strive for continual improvement by harnessing its resource of people, processes and technology to ensure the continuous production of oil palm products in sustainable manner.</p>	Yes
4.1.2.1	<p>LSB group established an internal audit plan for 2020.</p> <p>Internal audit conducted once a year.</p> <p>Example:</p> <p>An internal audit conducted on 05/08/2020 for Tahid Jaya estate with 3 non-conformities raised. The time frame to close the findings sighted.</p>	Yes
4.1.2.2	<p>LSB group established SOP internal audit doc no: LB-4.1.2-1 dated 01/07/2019 with a flow chart indicating the internal audit process.</p> <p>Stated in the SOP the frequency for internal audit is once a year.</p> <p>Sighted summary of the internal audit states strong and weak points.</p> <p>Example:</p> <p>Strong point: Encourage workers to use empty chemical container for recycle purpose.</p> <p>Weak point: Chemical mixing area plan to have a proper washing area for better safety area.</p>	Yes
4.1.2.3	<p>Internal audit results are available and presented during the management review meeting on 15/08/2020.</p>	Yes
4.1.3.1	<p>Management review meeting conducted on 15/08/2020.</p> <p>Agenda includes:</p> <ol style="list-style-type: none"> 1. Confirmation of last management meeting 2. Internal audit result 3. Other business <p>The frequency for management review meeting is once a year after internal audit.</p> <p>Minutes of management review are available for review.</p>	Yes
4.1.4.1	<p>LSB group established Continual Improvement Plan (CIP) dated 17/08/2020 and topic discussed includes social, environmental and safety matters.</p> <p>Example:</p> <p>A. Social</p> <p>Activity: Upgrading Labour Quarters</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Completed date: 05/08/2020 PIC: Estate Manager</p> <p>B. Environment</p> <p>Activity: Upkeep of Chemical Mixing Area Start date: 01/09/2020 Due date: 31/08/2021 PIC: Estate Manager</p> <p>C. Safety and Health</p> <p>Activity: Medical Surveillance Start date: 01/08/2020 Due date: 30/11/2020 PIC: Sustainability Coordinator</p>	
4.1.4.2	<p>LSB group established SOP for Identification and Implementation of New Procedure and Technique or New Industry Standards and Technology updated 01/07/2019.</p> <p>The SOP describe process for implementation of new technology:</p> <ul style="list-style-type: none"> • Identification • Implementation and control (including training and evaluation) <p>As at audit date, there is no new techniques or technology used at LSB group.</p>	Yes
4.1.4.3	<p>LSB group established SOP includes training must be conducted before implementation of any new technique or technology.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>LSB group established Consultation and Communication Procedure dated 20/04/2019.</p> <p>The procedure describe any request of information from stakeholders will be response within 14 days.</p> <p>LSB group established stakeholders list dated 05/08/2019 includes surrounding communities, government authorities, suppliers, mills and NGOs.</p> <p>LSB group external stakeholders meeting conducted on 27/07/2020. The meeting minutes review there is no request from stakeholders.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	During interview with workers they are aware of the SOP.	
4.2.1.2	<p>LSB group established List of Transparency and Information Document dated 20/05/2019.</p> <p>The list categorized transparency documents and confidential documents. Transparency documents are documents can be shared with stakeholders while confidential documents are for internal use and need approval from management when any request.</p> <p>The list is communicated to stakeholders on 27/07/2020.</p>	Yes
4.2.2.1	<p>LSB group established Consultation and Communication procedure dated 20/05/2019.</p> <p>The procedure states the Group Estate Manager is in charge of the communication and consultation.</p> <p>Stakeholders meeting conducted on 27/07/2020 include the Consultation and Communication procedure.</p> <p>Site interviews with workers informed they understand the procedure.</p>	Yes
4.2.2.2	<p>The appointed person in charge is the group estate manager to handle communicate and consultation with stakeholders.</p> <p>Stakeholders' consultation confirmed stakeholders aware the appointed PIC is estate manager.</p>	Yes
4.2.2.3	<p>LSB group established list of stakeholders dated 05/08/2019 includes surrounding committee, government agencies, supplier and miller, neighbouring estate and NGOs.</p> <p>External stakeholder meeting conducted on 27/07/2020.</p> <p>There is no request from stakeholders found till the audit date.</p>	Yes
4.2.3.1	<p>LSB group established SOP for Traceability doc no: LB-4.2.3 dated 20/04/2019 updated 01/07/2020 for FFB delivery from field to mill.</p> <p>Describe in the flow chart:</p> <ul style="list-style-type: none"> Field/ harvester bunches Loading chit/ loader Delivery note to mill Record FFB in sale book Weighbridge ticket from mill 	Yes
4.2.3.2	<p>LSB group conducted Internal audit on 05/08/2020 that include traceability system. There are no findings for traceability.</p> <p>LSB group conduct monthly monitoring on FFB traceability records.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.3	LSB group appointed the group estate manager as person in charge for traceability systems dated 10/04/2019.	Yes
4.2.3.4	<p>LSB group established records of sales and delivery verified by group estate manager on a daily basis. The records are kept for a period of 7 years.</p> <p>Example:</p> <ul style="list-style-type: none"> • FFB logbook • FFB weighbridge ticket <p>Review on the records such as harvesting chit to mill weighbridge are available. Unique identification number in the delivery note is stated in the mill weighbridge ticket.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>LSB group established legal register dated 01/04/2019 and updated on 01/07/2020.</p> <p>LSB group established list of permit and licenses dated 15/03/2020.</p> <p>Trading and MPOB licenses reviewed confirmed within validity period.</p> <p>Example of legal register and regulations:</p> <ul style="list-style-type: none"> • Malaysia Palm Oil Board Act 1998 • Sabah Labour Ordinance Cap 67 • Prevention and Control of Infectious Disease 1988 	Yes
4.3.1.2	<p>LSB group established the legal register dated 01/04/2019 updated 01/07/2020.</p> <p>Example:</p> <ul style="list-style-type: none"> • Occupational Safety and Health Act 1994 • Sabah Labour Ordinance Cap 67 	Yes
4.3.1.3	The legal register is established on 01/04/2019 and latest updated on 01/07/2020.	Yes
4.3.1.4	Appointed person for updating legal documents, regulations and licenses is admin manager.	Yes
4.3.2.1	<p>LSB group land titles are country lease and provisional lease issues by Sabah Land Authority.</p> <p>Type of activity: Agriculture crop of economic value.</p> <p>Land title tenure: 99 years.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Therefore, will not diminish land use rights of other users.	
4.3.2.2	LSB group land titles are issued by Sabah land authority with of 99 years tenure and for agriculture crop or cultivation of oil palm.	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 at LSB group estates.	Yes
4.3.2.4	No dispute from previous owners since the land titles are country or provisional leased issued by Sabah Land Authority.	Yes
4.3.3.1	LSB group land titles are country and provisional 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 LSB group. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land lease or owned by LSB group. 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	LSB group established SIA report which includes information from survey and meeting feedback from internal and external stakeholders. The assessment report includes summary of positive and negative impacts and the timeline to monitor the completion period. The action and monitoring are the responsibility of estate manager and supervisor. The positive impacts are continuously promoted while negative impacts are mitigated with time frame to carry out the action. Negative impacts include in the CIP for monitoring purpose. The SIA will be reviewed once a year with feedback from stakeholders.	Yes
4.4.2.1	LSB group established the procedure for Complaint and Grievance, doc no: LB-4.4.2 dated 01/02/2019 and displayed at the estate notice board. The SOP indicates the PIC and timeline to resolve the complaint.	Yes
4.4.2.2	The established procedure states that mandore needs to resolve any complaint received within 3 days. Alternatively, it will be elevated to the estate manager to resolve within 13 days.	Yes
4.4.2.3	The complaint and grievance book are available at the office and accessible by all workers and stakeholders.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
4.4.2.4	Briefing to workers on complaint and grievance procedure conducted on 05/09/2019. Site interviews with workers at Tahid Jaya, Layak Sama and Emson estates, workers can demonstrate their awareness on the procedure and complaint could be lodged at any time.		Yes
4.4.2.5	Review of complaint records there is no complaint lodged as at audit date.		Yes
4.4.3.1	LSB group provides job opportunity to local communities for estate operation and office admin work.		Yes
4.4.4.1	LBS group established Safety and Health Policy dated 25/02/2019 updated on 15/04/2020 signed by Director. The policy states company promote of occupational health and safety and protecting and maintaining the quality of the environment as an integral part of the company operations. The policy is available at the estates notice boards. Records of briefing on safety policy and PPE usage conducted on 28/07/2020 and 02/08/2020.		Yes
4.4.4.2	a	The safety and health policy is available at the notice boards. Workers are briefed on the policy on 28/07/2020 and 02/08/2020.	Yes
	b	Risk assessment HIRARC established dated 15/03/2019 updated on 01/07/2020, doc no: LB-4.4.4-4 includes all relevant field activities 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. Example Activity: Pruning near power lines Hazard: Electrocution fatality Risk: 12 (High) Existing: Clear palm along power wire, training and briefing	Yes
	c i	Records of training on safety and PPE usage conducted to workers on 28/07/2020 and 02/08/2020 are reviewed.	Yes
	c ii	SDS is available at the chemical, fertilizer and diesel stores. Example: Glyphosate IPA41% dated 02/01/2017 Miracle S240 dated 10/03/2017 SDS available in English and Bahasa Malaysia	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Store is in good condition and locked. The liquid chemicals are placed on tray below powder chemicals.</p> <p>All chemicals containers with original labels.</p>	
d	<p>Records of PPEs issuance are maintained and sighted.</p> <p>Example:</p> <ul style="list-style-type: none"> • Helmet • Sickle Cover • Chisel Cover • Apron <p>During site visit all workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA.</p> <p>CHRA is conducted by certified assessor report reference No: HQ/10/DOC/00/167 dated 25/10/2019.</p>	Yes
e	<p>LSB group established Chemical Storage and Handling SOP dated 25/03/2019.</p> <p>LSB group adopts the SDS for handling of chemicals and storage.</p>	Yes
f	<p>Appointed person for safety and health is estate manager dated 10/04/2019.</p>	Yes
g	<p>The latest OSH meeting conducted on 02/08/2020 at Emson and 28/07/2020 at Tahid Jaya and Layak Sama.</p> <p>The meeting agenda includes work safety, MSPO, EMP, PPE, operation SOPs, premix of chemical, COVID-19 and accidents/injuries.</p> <p>Meeting minutes and attendance records sighted.</p>	Yes
h	<p>LSB group established emergency respond plan dated 01/02/2019 suing a flowchart.</p> <p>LSB group established fire emergency plan dated 01/02/2019 using a flowchart.</p> <p>Map of emergency assembly point and contact details available at office and housing notice boards.</p>	Yes
i	<p>First aid training conducted by Malaysia Red Crescent Sandakan district centre dated 23/06/2019 attended by 2 persons.</p> <p>Contact details for emergency available at estate notice boards.</p> <p>During site observation, first aid kit available at office, and operations site.</p>	Yes
j	<p>LSB group established record book for accidents and injuries.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		JKKP reported for year 2019 on 10/01/2020 with no accident or injury reported.	
4.4.5.1	LSB group established Good Social Practice policy dated 15/03/2019 signed by Director. The policy states Respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations. The policy displayed at estate noticeboards and available in English and Bahasa Malaysia language. During site verification and interview with workers, they are aware of the policy.		Yes
4.4.5.2	LSB group established Good Social policy dated 15/03/2019 that states company does not engage in or support discrimination practices and provide equal opportunity regardless race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. The policy is displayed at the notice board. During interview with workers they informed there is no discrimination practices.		Yes
4.4.5.3	LSB group established contract agreement for workers in accordance to Sabah Labour Ordinance. The contract agreement states the pay rate of RM5.37 per hour in accordance to the Minimum Wage Order 2018 and piece rate. The working contracts are signed by workers and management. The pay slips review confirmed worker pay in accordance with piece rate mutually agreed by worker and management.		Yes
4.4.5.4	LSB group do not engage contractors for any field operations. Therefore, no contractor worker wage available for review.		Yes
4.4.5.5	LSB group established list of workers that contain name, gender, date of birth, date joined, job description and others.		Yes
4.4.5.6	LSB group established worker contract for every worker recruited. The management provide fair contract duly signed by both parties. The worker is briefed on the terms and conditions, wage, position of the work contract and copy is provided. During site interview with workers informed they are briefed on the contract terms and conditions and received a signed copy.		Yes
4.4.5.7	LSB group established the 'Masa Kerja Di Ladang' and displayed at notice boards. The working hours starts from 5:30am to 2:00pm with rest time from 11:00am to 11:30am.		Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Workers work time is recorded using the morning muster check roll.</p> <p>Working hours and overtime are stated in work contract.</p> <p>Overtime rate is according to Sabah labour ordinance requirements of 1.5 times daily rate for normal workdays 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>	
4.4.5.8	<p>LSB group established the 'Masa Kerja Di Ladang' and displayed at the estates notice board.</p> <p>The working hours is from 5:30am to 2:00pm with rest time from 11:00am – 11:30am.</p> <p>Reviewed on pay slip, contract and check roll of workers for working hours and any overtime complied to Sabah Labour Ordinance.</p> <p>During field visit workers feedback, they understand the working hours and overtime.</p>	Yes
4.4.5.9	<p>Reviewed on the pay slip, contract and check roll of workers for working hours complied and no OT conducted.</p> <p>During field visit workers feedback, they understand the working hours and overtime time.</p>	Yes
4.4.5.10	<p>LSB group provide benefits to workers such as medical care, SOCSO, housing, water and electricity.</p>	Yes
4.4.5.11	<p>LSB group housing follow the industry best practices.</p> <p>Site observation on the worker's living quarters has basic amenities such as water, electricity and gardening area.</p>	Yes
4.4.5.12	<p>LSB group established Good Social Practice policy dated 15/03/2019.</p> <p>The policy states prevent sexual harassment and any others forms of violence against women, workers and community.</p> <p>The policy is displayed at estates notice boards.</p> <p>The policy briefing to workers conducted on 02/08/2020 and 28/07/2020.</p> <p>No complaint lodged for related issue.</p>	Yes
4.4.5.13	<p>LSB group established Good Social Policy dated 25/02/2019 states respect employees that have rights and freedom to form or join trade union.</p> <p>During the interview with workers there is no union form in LSB group. However, worker meeting is conducted annually as communication tools between workers and management team.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	LSB group conducted workers meeting on 02/08/2020 at Emson and 28/07/2020 at Tahid Jaya and Layak Sama. The meeting attended by management team and all workers.	
4.4.5.14	<p>LSB group Good Social policy dated 15/03/2019 states ensure no child or young person under age 18 shall be or permitted to be, engaged in any employment other than those allowed by the laws.</p> <p>Worker personal file and workers master list do not have child labour employed by the estates.</p> <p>Onsite observation, no child labour or young person employed by LSB estates. All workers are above 18 years prior joining the estates.</p>	Yes
4.4.6.1	<p>LSB group established training plan 2020 dated 15/09/2019.</p> <p>Trainings are provided to staff and workers.</p> <p>Example of training record:</p> <p>Policies, PPE, complaint and grievance procedure, working SOPs, safety and health, Emergency plan, COVID-19 conducted on 02/08/2020.</p>	Yes
4.4.6.2	<p>LSB group estates established training based on job task.</p> <p>Training matrix is established for individual worker to identify training need.</p> <p>Example of training matrix has allocation for all related training for chemical applicable workers.</p>	Yes
4.4.6.3	<p>Continuous training program plan for year 2020 and 2021 dated 15/09/2019 and 01/08/2020 are established for all workers based on job function.</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>LSB group established environmental policy dated 01/07/2020 signed by Director.</p> <p>The management is to minimize the environmental impact of its operations and understands the importance of conserving natural resources. Management shall strive to promote environmental improvements whenever practical that will ensure a sustainable future.</p> <p>LSB group established environmental aspect and impacts assessment, dated 05/08/2020.</p> <p>The plan includes the relevant laws and regulations.</p> <p>The policy is displayed at estate notice board.</p> <p>Interview with workers informed they are aware of environmental policy and recycle awareness.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
4.5.1.2	a	<p>LSB group established environmental policy dated 01/07/2020 signed by Director.</p> <p>The policy objective is to minimize the environmental impact of its operations and understands the importance of conserving natural resources. Management shall strive to promote environmental improvements whenever practical that will ensure a sustainable future.</p>	Yes
	b	<p>LSB group established environmental aspect and impacts assessment, dated 05/08/2020.</p> <p>Include aspects and impacts that covers activity, issue, impacts, plan and monitoring program, CIP, responsibility, timeframe.</p>	Yes
4.5.1.3	<p>LSB group has established environmental aspect and impacts assessment, Tahid Jaya on updated 05/08/2020. Layak Sama updated on 04/08/2020 and Emson updated 01/07/2020.</p> <p>Negative impacts and how it is mitigated and monitored had been included in EMP.</p> <p>Example:</p> <p>Activities: Chemical spray</p> <p>Environmental aspect: Negative impact – water pollution and soil quality – chemical residue washed into water and over spraying and chemical.</p> <p>Action plan, monitoring and CIP: To reduce blanket spraying only apply at palm circle and working path.</p> <p>Start weeding using grass cutter around labour quarter.</p> <p>Timeline: Mandore will keep checking and monitoring the workers once spraying work is going on.</p> <p>Site inspection at field and worker quarters sighted grass cutting has been implemented to reduce the chemical usage.</p>		Yes
4.5.1.4	<p>LSB group has established environmental aspect and impacts assessment, Tahid Jaya on updated 05/08/2020. Layak Sama updated on 04/08/2020 and Emson updated 01/07/2020.</p> <p>The programme to promote positive is listed in the environmental table in CIP.</p> <p>Example: Emson</p> <p>Activity: Empty fertilizer bag</p> <p>Positive impact: Reused for loose fruit collection and collecting waste and recycle waste</p> <p>CIP: Training provided to the workers</p> <p>Time frame: Mandore will keep checking and monitoring the workers once manuring work going on.</p>		Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	PIC: Manager/ Mandore Training provided to workers for recycle conducted on 02/08/2020.	
4.5.1.5	Training plan includes company policy, PPE, spraying, manuring, chemical mix, scheduled waste. Training conducted for environmental policy on 28/07/2020 at Tahid Jaya and Layak Sama, 02/08/2020 at Emson.	Yes
4.5.1.6	LSB group has conducted environmental meeting dated 28/07/2020. Example of topics discussed recycle matters, waste management, triple raising containers.	Yes
4.5.2.1	LSB group established 4 years baseline for fossil fuel usage for year 2016 to 2019. The baseline is a guideline to monitor and compare against the actual usage. The diesel usage is for the operations and transport of FFBs to oil mill for LSB. The baseline from 2018 to 2019 are used for monitoring diesel usage in year 2020. Sighted fuel consumption records for month of January until June 2020 compared with baseline established. There are fluctuation due to volume of crop production	Yes
4.5.2.2	LSB group established budget for diesel usage for year 2020 dated 10/07/2020 for Tahid Jaya. Records of diesel consumption on monthly basis is reviewed that include estimate used and actual usage for operations and FFB productions.	Yes
4.5.2.3	LSB group installed solar panels as renewable energy for worker quarters to reduce diesel usage.	Yes
4.5.3.1	LSB group established source and type of wastes list dated 01/07/2019. Example: Gaseous waste Source: Farm tractor Waste Type: Smoke Gases: Carbon Monoxide	Yes
4.5.3.2	a LSB group established source and type of wastes list dated 01/07/2019. Example: Tahid Jaya Identification: Empty pesticide containers	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Environmental impacts: Harm to human and animals if reused as storing water/food</p> <p>Plans: Empty chemical containers are reused for pre-mix chemicals.</p>	
	<p>b LSB group established source and type of wastes list dated 01/07/2019.</p> <p>The estate has utilized of source and recycling example:</p> <p>Fertilizer bag: Reused rubbish bag</p> <p>Wheelbarrows: Scrap metal</p> <p>Fertilizer bag: Reused for loosed fruit collection</p> <p>Chemical container: Reused for premix of chemicals, fertilizer application.</p>	Yes
4.5.3.3	<p>LSB group established SOP work safety for storage and handling of chemical document no. 4.6.1-10 dated 01/03/2019.</p> <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> <p>Site inspection at scheduled wastes store sighted there are record of inventory maintained by each estates.</p>	Yes
4.5.3.4	<p>LSB group established SOP work safety for empty pesticides containers handling dated 05/05/2019.</p> <p>The SOP describe:</p> <p>No reuse of empty chemical containers except as flowerpot or waste bins.</p> <p>Empty chemical containers stored in scheduled waste store.</p> <p>Triple rinsing for all used empty containers before stored at scheduled waste stores.</p> <p>During visit at chemical store sighted empty chemical containers are rinsed, mark (X) in red colour and reused for spraying activities.</p>	Yes
4.5.3.5	<p>LSB group established SOP Domestic wastes that describes segregate for recycling and those cannot be recycle will be dispose at designated landfill.</p> <p>Domestic waste dispose at public rubbish bin at Mile 32 for Tahid Jaya and Layak Sama, Jalan Dam for Emson estate.</p> <p>Domestic waste collection schedule is twice per week.</p>	Yes
4.5.4.1	<p>LSB group established assessment for relevant pollution activities dated 01/07/2019</p> <p>Example:</p> <p>Solid waste.</p> <p>Sources: Household</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Type: Domestic waste / food waste Disposal: Rubbish bin Treatment: Plastic, glass and paper recycle.	
4.5.4.2	Waste management plan established dated 01/07/2019. The plan includes the action plan for significant pollutants and emissions. Example: Positive impact: Steps to reduce net GHG emissions have positive impacts on emission saving Action plan: <ul style="list-style-type: none"> To improve fuel efficiency of transport vehicles. To reduce running hours of generator sets to reduce power. To investigate improved ways of reducing fertilizer use. LSB established monthly records diesel usage for all vehicle for to monitor efficient fuel consumption.	Yes
4.5.5.1	a LSB group established water management plan dated 05/08/2020. The water source is from pond and rain. The usage of water as follows: Pond: Estate operations for chemical application and nursery Rain: Domestic usage	Yes
	b LSB group do not have streams, rivers or waterways within the estates. Therefore, no monitoring establishes for outgoing water	Yes
	c Piping system are in good order during inspection at housing and facilities area. Triple rinse water from empty chemical containers are reuse for pre-mix.	Yes
	d Field observation and review of estate map, there is no river or stream within the estate.	Yes
	e The estates do not have river or stream passing through.	Yes
	f No bore water being used for water supply during site inspection at the housing area and facilities.	Yes
4.5.5.2	Site inspection and interview with workers, confirm there are no river within estates.	Yes
4.5.5.3	Water harvesting is practice throughout the facilities and housing.	Yes
4.5.6.1	a LSB group established the Plan 'Bersama – sama Memerangi Permburuan Haram'.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>List of protected wildlife established doc no: 4.5.6-1 date 17/06/2020.</p> <p>Proper signage installed to inform workers of the protected area. During field visits, sighted monitor lizard.</p> <p>BGSB established monitoring records of wildlife sighted. The records are display at estate notice board and workers are brief during muster.</p> <p>During site interview, it was confirmed by workers they will inform the management on wildlife sighted.</p>	
	<p>b LSB group monitor wildlife in and surrounding of the estates.</p> <p>The list is displayed at the estates notice board.</p> <p>Example of wildlife found: Pied Hornbill, water monitor lizard.</p> <p>During field visits, sighted monitor lizard.</p>	Yes
4.5.6.2	<p>a LSB group established the notification 'Bersama – sama Memerangi Pemburuan Haram'.</p> <p>The notification includes the Wildlife department guideline on penalty for hunting or capturing of protected wildlife. The notification is displayed on estates notice boards.</p> <p>During site interview, workers understand on wildlife conservation.</p> <p>They confirmed sighted any wildlife to feedback to estate management.</p>	Yes
	<p>B LSB group established Environment Policy dated 25/02/2019.</p> <p>Point 7 stated educating and enhancing awareness pertaining to protection of environment and biodiversity of all related stakeholders through regular trainings and communication.</p> <p>LSB group establish monitoring records to monitor wildlife in and around the estates.</p> <p>Workers and communities has been informed on the species available in estate duringstakeholders meeting dated 02/08/2020 at Emson and 28/07/2020 at Layak Sama and Tahid Jaya.</p>	Yes
4.5.6.3	<p>LSB group established monitoring records to monitor wildlife in and around the estates.</p> <p>Wildlife monitoring records dated 20/08/2020 is review</p>	Yes
4.5.7.1	<p>LSB group established Zero burning policy dated 01/03/2019 signed by Director.</p> <p>The policy describes zero burning activities of any kinds and includes domestic waste, agricultural waste and biomass or by products generated and when necessary written prior approval from the relevant authorities must be obtained.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	Site inspection at Layak Sama, Tahid Jaya and Emson estates sighted there is no open burning occur.	
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	Yes
4.5.7.3	LSB group has establish Policy of zero burning dated 01/03/2019 signed by Director. There are no application documents for approval of controlled burning sighted.	Yes
4.5.7.4	LBS group adopt the field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as a guideline for replanting practices. There is no new planting and replanting in year 2020 during site verification at Layak Sama, Tahid Jaya and Emson.	Yes

Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	LSB has established SOP for best practice. Example: <ul style="list-style-type: none"> • SOP Harvesting doc no: 4.6.1-6, dated 01/03/2019 • SOP Spraying Operation, doc no: 4.6.1-2, dated 01/03/2019 • SOP Fertilizer Operation doc no: 4.6.1-4, dated 01/03/2019 Training on harvesting, spraying, manuring, chemical mixing and slashing procedure conducted on 28/07/2020. Record of the attendance are available for review. During site inspection, the company able to maintain good palm canopy and clean palm circle.	Yes
4.6.1.2	LSB group adopt Field Handbook Oil Palm Series Volume 2, Immature dated 1999, doc no: ISBN: 981-04-1433-1 as guideline for planting at slope area. Page 54 stated Terraces of platform are constructed in steeper areas to: <ul style="list-style-type: none"> • Facilitate effective establishment, maintenance and harvesting of palms • Minimize soil erosion • Reduce rainwater runoff and nutrient losses • Increase water infiltration 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Conserve moisture and increase water infiltration Provide each palm with equal access to light, nutrients and water <p>Procedure:</p> <p>To prevent erosion, cover plant should be established on slopes as soon as possible after land clearing.</p> <p>On slope <6°, contour bunds of varying configurations can be constructed to control surface water flow and improve water infiltration. Platform may be required in places.</p> <p>Type of soil problem:</p> <p>Soil on steep terrain (Land above 25° or 50% steep)</p> <p>Manage the problematic soil, soil on steep terrain, ensure that terraces are well constructed, ensure that cover crops are established, Use empty fruit bunches.</p> <p>During site observation and crosscheck with estate map, there are planting on slopes below 25° at Emson.</p> <p>Layak Sama and Tahid Jaya planted on undulating area.</p>	
4.6.1.3	LSB group established permanent block markers for each block with information of block number, block size, date of planting and planting material.	Yes
4.6.2.1	<p>LSB group established management financial and budget for 5 years from 2019 to 2023.</p> <p>Established budget includes:</p> <ul style="list-style-type: none"> Financial Projection Crop Production Operation Expenditure Continual Improvement Plan Replanting Expenditure 	Yes
4.6.2.2	<p>LSB group established annual replanting programme dated 01/01/2019 for estate due for replanting.</p> <p>Example:</p> <p>Emson 100: 2021 to 2023</p> <p>Emson 200: 2036 to 2039</p>	Yes
4.6.2.3	<p>LSB group established management financial and budget for 5 years from 2019 to 2023.</p> <p>Established budget includes:</p>	

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> FFB Production FFB Price/ tonne Operation Expenditure Continual Improvement Plan Yield/ Ha 	
4.6.2.4	The management plan effectively implemented with the goals and objectives are monitored for profit and loss report.	Yes
4.6.3.1	LSB group purchase fertilizer from the recognized supplier. Quotation, Purchase Order and Invoice dated 12/07/2020, 15/07/2020 and 23/07/2020 respectively are sighted and accepted by both parties. The quotation and purchase order describe the product pricing and payment terms.	Yes
4.6.3.2	LSB group documented records of quotation agreed by both parties on the terms and conditions. Payments are made on a monthly basis in timely manner. Review on payments record and made according to quotation terms and conditions.	Yes
4.6.4.1	LSB group does not engage contractors. Therefore, no documents established.	Yes
4.6.4.2	LSB group does not engage contractors. Thus, no contract agreement available for review.	Yes
4.6.4.3	LSB group does not engage contractors. Therefore, no agreement established.	Yes
4.6.4.4	LSB group does not engage contractors. Therefore, no documents established.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Planting statements, estates maps and land titles are reviewed. The first replanting starts in year 2013 at Layak Sama and Tahid Jaya Estates. First planting in year 1999 and latest replanting 2017 at Emson estate. Therefore, no new planting at high biodiversity value area in the estate. Observation during onsite visit, there is no new planting.	Yes
4.7.1.2	Planting statement, estate map and land titles are reviewed. There is no new planting.. The first replanting in year 2013 at Layak Sama and Tahid Jaya Estates. First planting in year 1999 and latest replanting 2017 at Emson estate. Therefore, no PMM or EIA established. Observation during onsite visit, there is no new planting.	Yes
4.7.2.1	Planting statement, estate map and land titles are reviewed there is no peat land in Tahid Jaya, Layak Sama and Emson estates. Observation during onsite visit, there are no peat land found.	Yes
4.7.3.1	Planting statement, estate maps and land titles are reviewed. There is no new planting in LSB. Therefore, no SEIA conducted.	Yes
4.7.3.2	Planting statement, estate maps and land titles are reviewed. There is no new planting in LSB. Therefore, no SEIA conducted.	Yes
4.7.3.3	Planting statement, estate maps and land titles are reviewed. There is no new planting in LSB. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholders scheme in LSB certification. Therefore, not applicable.	Yes
4.7.4.1	Review of planting statement and from field observations there is no new planting. Therefore, no soil and topographic map establish.	Yes
4.7.4.2	Review of planting statement and from field observations there is no new planting. Therefore, no soil and topographic map establish.	Yes
4.7.5.1	The planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore, no topography map establish.	Yes
4.7.5.2	The planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore, no SOP established. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.5.3	The planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore, no soil map established.	Yes

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4.7.6.1	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no FPIC conducted. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.2	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no management plan establish to maintain scared sites. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.3	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation establish. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.4	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation establish. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.5	Planting statement, estate maps and land titles are reviewed. There are no new planting, therefore, no mechanism establish. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.6	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation establish. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.7	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation plan established. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.8	Planting statement, estate maps and land titles reviewed and there are no new planting. Therefore, no impact to local communities. Observation during onsite visit, there no new planting being crosschecked in field.	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.
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	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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action	Office	LSB may consider improve format on internal audit result table.
2.	4.2.2.3	List of stakeholders, records of all	Office	LSB may consider improve the frequency to update stakeholder list.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.		
3.	4.4.4.2	The occupational safety and health plan shall cover the following: b) The risks of all operations shall be assessed and documented	Office	LSB may consider improve the HIRAC format for risk control.
4.	4.5.3.1	All waste products and sources of pollution shall be identified and documented.	Office	LSB may improve the domestic waste disposal location in waste management plan.

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5. CONCLUSION

Limabahau Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 01 audit for its 3 estates 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, workflow 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 fulfillment 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:	7	
Total certified production area:	954.51	Ha
Certified FFBs January to July 2020:	11,909.69	Mt
Project FFBs August to December 2020	10,811.31	Mt
Projection FFBs January to December 2021	24,208.00	Mt

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6. RECOMMENDATION

The audit team conduct a process-based audit focusing 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, 13/10/2020

Zul Hairi Bin Abu Hassan
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 13/10/2020

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.	Sime Darby Ladang Segaliud
2.	Neighbouring Smallholder

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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