



# MSPO CERTIFICATION SUMMARY REPORT

SPOC J39 BULUH KASAP, GEMAS,  
GEMEREH, JABI, JEMENTAH, POGOH,  
SERMIN, SUNGAI SEGAMAT

SURVEILLANCE 02

Onsite Audit Date: 10/08/2020 – 13/08/2020

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# MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board  
Certifying Unit: SPOC J39 (Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segamat)  
Client Number: 92-053  
Audit Type: ASA 02  
Mode of Audit: Onsite

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## ABBREVIATIONS

<b>CHRA</b>	Chemical Health Risk Assessment
<b>CPO</b>	Crude Palm Oil
<b>CSR</b>	Corporate Social Responsibility
<b>DOE</b>	Department of Environment
<b>EFB</b>	Empty Fruit Bunch
<b>EIA</b>	Environment Impact Assessment
<b>FFB</b>	Fresh Fruit Bunch
<b>GAP</b>	Good Agriculture Practices
<b>GPS</b>	Global Positioning System
<b>HBV</b>	High Biodiversity Value
<b>IPM</b>	Integrated Pest Management
<b>ISO</b>	International Standard Organisation
<b>LKN</b>	Latihan Khidmat Nasihat
<b>MPOB</b>	Malaysian Palm Oil Board
<b>NC</b>	Non Conformity
<b>OSH</b>	Occupational Safety and Health
<b>P&amp;C</b>	Principle and Criteria
<b>PPE</b>	Personal Protective Equipment
<b>RTE</b>	Rate, Threatened and Endangered
<b>SA8000</b>	Social Accountability 8000
<b>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>SPOC</b>	Sustainable Palm Oil Cluster
<b>WHO</b>	World Health Organization

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## 1. INTRODUCTION

MPOB has commissioned TÜV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for SPOC J39 Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segama according to MS 2530-2:2013 Part 2 General Principles for Independent Smallholders.

### 1.1. Objective

The objective of this audit is to assess the MPOB Cawangan SPOC J39 Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segama as group manager managing the independent smallholders by an independent certification body for compliance of the applied standard.

### 1.2. Scope

The assessment is based on the documentation established by MPOB Cawangan SPOC J39 Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segama in managing the independent smallholders' scheme.

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 mentioned below. TÜV NORD has employed a risk-based approach in the verification, focusing on the identification of significant risks and reliability of the monitoring and reporting.

The assessment is carried out on the basis of the MS 2530-2:2013: Part 2: General principles for independent smallholders.

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

1. Kod Amalan Baik (GAP) Perkebun Kecil, Malaysia Palm Oil Board
2. Guidelines for Development of a Standard Operating Procedure for Oil Palm Cultivation on Peat.
3. Malaysian Sustainable Palm Oil Part 2: General Principles for Independent Smallholders Audit Guidance.

### 1.3. Appointment & Qualification of Audit Team Members

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

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

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture;	Graduate in Agricultural Science

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Requirement	Qualifications
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	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MS 2530 series of standards training	Successfully completed MS 2530 series standards training.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as auditor for MSPO scheme. Lead Auditor in training
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and/ or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	5 years working experience in oil palm plantations
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantations.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management	Successfully completed IMS ISO 9001, 14001 and 45001 LA course and auditor for MSPO scheme.

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Requirement	Qualifications
Systems (EMS) or High Conservation Value (HCV)	

## 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	Zul Hairi Bin Abu Hassan	Graduate in Diploma in Plantation Industry Management.	Yes
	Jasmandy Bin Syahrul	Graduate in Plantation Management	
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)	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantations.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations	
Successfully completed MS 2530 series of standards training	Zul Hairi Bin Abu Hassan	Successfully completed MS2530 series of standards training.	Yes
	Jasmandy Bin Syahrul	Successfully completed MS2530 series of standards training.	
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.	Zul Hairi Bin Abu Hassan	Qualified and appointed as auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Auditor in training	

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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, English and / or any other local language.	Zul Hairi Bin Abu Hassan	Able to communicate in Bahasa Malaysia and English.	Yes
	Jasmandy Bin Syahrul	Able to communicate in Bahasa Malaysia and English.	
Field working experience in the palm oil sector, or demonstrable equivalent	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantations.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations	
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantations.	Yes
	Jasmandy Bin Syahrul	9 years of 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	Zul Hairi Bin Abu Hassan	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	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	Zul Hairi Bin Abu Hassan	Successfully completed Basic SA 8000 training.	Yes
	Jasmandy Bin Syahrul	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)	Zul Hairi Bin Abu Hassan	Successfully completed ISO 45001:2018 Lead Auditor course and auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	

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## 2. METHODOLOGY

The audit approach onsite audit consists of the following steps:

- Contract review;
- Appointment of team members and reviewer / certifier;
- 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
- Certifying, final approval and issuance of certificate.

### Surveillance 02 Audit:

Surveillance 02 audit conducted on 10/08/2020 – 13/08/2020 covers the following activities but not limited to below:

#### Onsite:

- Onsite visit, observations and inspections of farms management and activities;
- Interview smallholders;
- Reviewed revised and updated documentation established and implemented;
- FFB production records;
- Training records;
- Land titles and land application approvals;
- Work plans established;
- Stakeholders consultation meeting;
- Review and closed out of observations raised during stage 1 audit;
- Assessment reporting;

### On-site Assessment

The audit of the smallholders is conducted according to the MS 2530-2:2013 Part 2 for Independent Smallholders.



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The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of smallholders, SPCO officers, review of documentation and data.

MSPO guidance documents are used to guide the collection of information. Any comments from external stakeholders were considered in the assessment.

For this onsite audit, the selected independent smallholders are based on the formula  $S = \sqrt[n]{n}$  where S = sample size and n = number of group members which is in accordance to MSPO certification procedure.

The group of smallholders consists of 500 new members and 347 old members.

Based on the formula, the sample size  $S = 1.5\sqrt[5]{500} = 33.54$  for new members and  $S = 1.5\sqrt[3]{347} = 27.94$  number for old members. Therefore, the total of new smallholders 34 and old members are 28 round up to the next integral. Thus, a total of 62 smallholders selected for the onsite assessment and inspection listed in Table 2-1 below:

**Table 2-1: List of Sampled Independent Smallholders**

Name of independent smallholders	GPS Coordinates
Noor Sufiawati Binti Khairani	2.473022°N; 102.734233°E
Lim Siew Giat	2.535553°N; 102.712725°E
Haslinda Binti Sarip	2.672892°N; 102.762600°E
Yu Sek Chik@Yew Kim Chip	2.494183°N; 102.791214°E
Abu Bin Joran	2.466111°N; 102.883889°E
Tina Pee	2.475445°N; 102.848878°E
Tee Kai Tuan	2.383856°N; 102.832436°E
Tan Boon Lay	2.477598°N; 102.823648°E
Ghazali Bin Mohd Musuri	2.441741°N; 102.832901°E
Kuang Chem Hwa@Kwong Kuw Tay	2.465712°N; 102.723098°E
Zainodin Bin Daud	2.422133°N; 102.655547°E
Ling I Yeng	2.443622°N; 102.725838°E
Ng Kian Pey	2.475358°N; 102.896042°E

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How Chue Huat@Bak Sew Ha	2.494714"N; 102.732494"E
Md Salleheen Bin Mohamad	2.451578"N; 102.843692"E
Lee Boon Leong	2.465575"N; 102.688856"E
Fatimah Bte Ab Hamid	2.562390"N; 102.822400"E
Seri Realty	2.556331"N; 102.710539"E
Soh Eng Joo	2.482400"N; 102.811360"E
Mohd Amin Bin Amir	2.616961"N; 102.631500"E
Gan Yen Kaw	2.430617"N; 102.659900"E
Wong Chee Keong	2.502192"N 102.820300"E
Hoo Thi Siang	2.501014"N 102.730925"E
Fong Zhen Cong	2.490414"N; 102.710740"E
Soon Lay Teong@Joy Soon Lay Teong	2.492480"N; 102.677390"E
Hoo Yoi Nam	2.509261"N; 102.894930"E
Kambali @Hambali Bin Parjan	2.502455"N; 102.875170"E
Muzaparshah Bin Mustafa	2.461750"N; 102.776940"E
Seh Lee Yong	2.578968"N;102.830540"E
Pee Boon Tick	2.504250"N; 102.887444"E
Chua Keh	2.504250"N; 102.887444"E
Ng Gern Whey	2.578611"N; 102.845833"E
Wong Siong Look	2.541765"N; 102.720029"E
Goh Moi	2.514531"N; 102.831550"E
Lai Poon Liong	2.453880"N; 102.683640"E

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Tan Beng Tong&Sons Sdn Bhd	2.560086"N; 102.711444"E
Mazalin Bt Norman	2.578876"N; 102.860623"E
Razif Bin Lockman Hakim	2.516701"N; 102.765299"E
Lockman Hakim Bin Daem	2.519035"N; 102.765349"E
Lee San@Neo Tai San	2.515129"N; 102.830308"E
Tapri Bin Chakro	2.511330"N; 102.838350"E
Zahrah Binti Abd Rahman	2.766210"N; 102.718910'E
Soh Seng	2.603744"N; 102.780656"E
Mohd Shah Ruslan	2.567520"N; 102.815020"E
Tan Swee Heong	2.543031"N; 102.830389"E
Parry A/L P.Retnam	2.566925"N; 102.883022"E
Chu Keu@Choo Chu Chuan	2.621154"N; 102.775833"E
Chew Hai Yun	2.631944"N; 102.796389"E
Mohd Zain@Mohd Zin Abas	2.568081"N; 102.828121"E
Lee Kian Chong	2.556192"N; 102.843261"E
Sipon Bin Pit	2.616770"N; 102.818598"E
Pertubuhan Penganut Dewa Goh Sian Kong	2.522761"N; 102.770203"E
Khoo Kok Chai	2.543160"N; 102.747478"E
Latipah @Latifah Bt Mohamad	2.557222"N; 102.872778"E
Lee Kim Huan	2.594879"N; 102.767706"E
Mahathir Bin Abdullah	2.633889"N; 102.807778"E
Lim Teck Hu	2.617023"N; 102.808186"E

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Anuar Bin Jaharadak	2.552836"N; 102.824113"E
Balakrishnan A/L Subramaniam	2.631255"N; 102.775776"E
Md Yusof Bin Taib	2.608622"N; 102.859719"E
Akmal Bin Alus	2.627500"N; 102.836667"E
Chua Lei Choo	2.482200"N; 102.829240"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 Improvements (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 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 during the next audit.

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## 3. ORGANISATION INFORMATION

MPOB Cawangan SPOC J39 Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segama is a branch of MPOB located at Pejabat MPOB Cawangan Segamat, No 34, Tingkat Atas, Jalan Genung Perdana, 85000 Segamat, Johor, Coordinate N 2°29'23" E 102°50'49" is managed by a group manager and supported by a team officers to manage the cluster providing technical support, estate management skills and training as well as develop the independent smallholders' scheme around the Segamat district.

The locations for the smallholders are in Segamat as shown in the below maps.



Figure 1



Figure 2



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Figure 3



Figure 4



Figure 5

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Figure 6



Figure 7



Figure 8



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Figure 9



Figure 10



Figure 11



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Figure 12



Figure 13

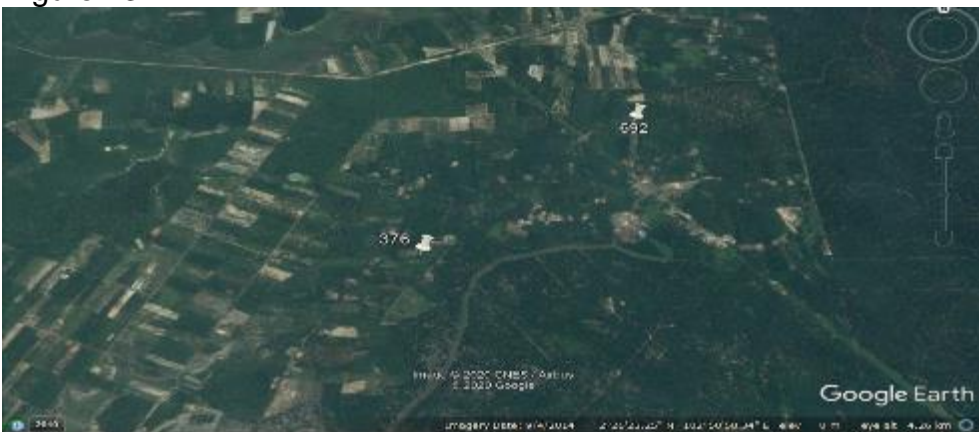


Figure 14

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Figure 15

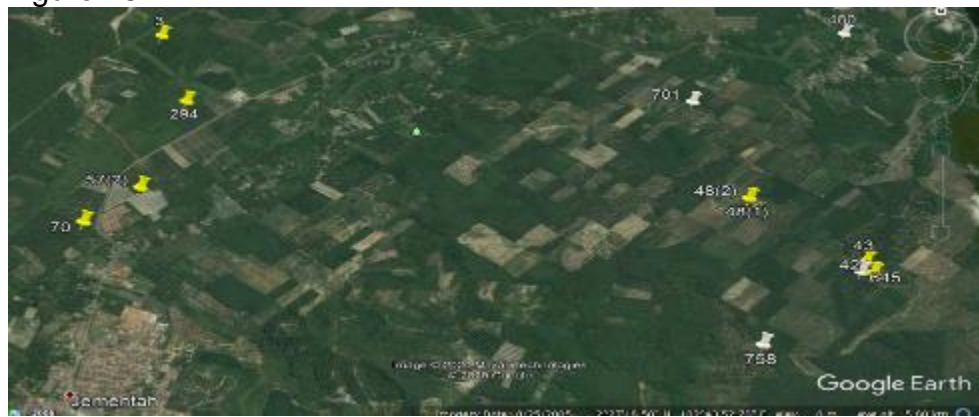


Figure 16



Figure 17

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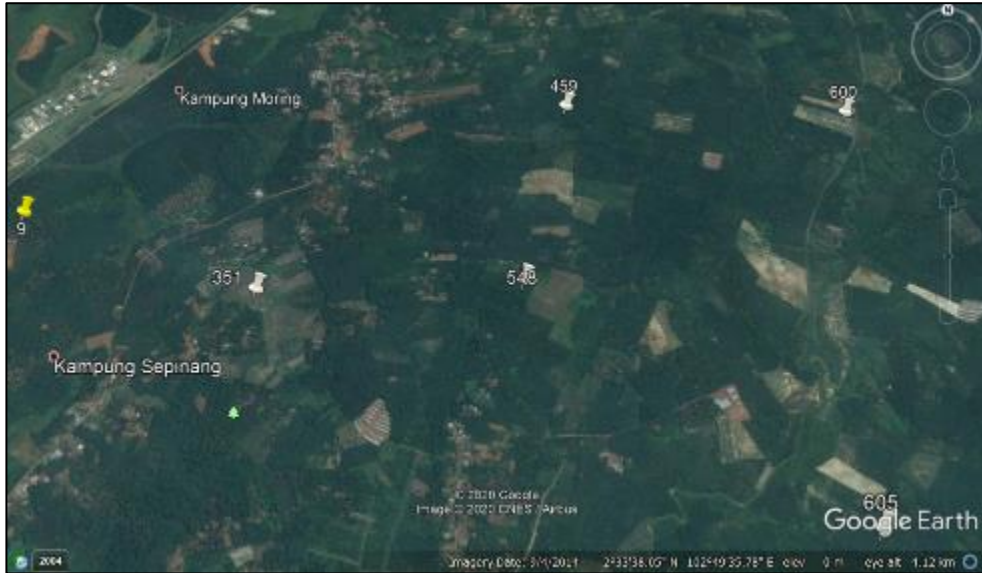


Figure 18



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## 4. CERTIFICATION ASSESSMENT

### 4.1. ASA 02

The objective of the audit is to assess the activities of MPOB Cawangan SPOC J39 Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segama are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

#### 4.1.1. Surveillance :

There are 847 smallholders joined the certification during ASA 02 audit.

The total number of smallholders 347 remain the same during surveillance audit.

During this surveillance audit, 500 of smallholders join the program.

The surveillance audit is conducted on 10/08/2020 to 13/08/2020 that include inspection of the smallholders farms, interviews, conduct stakeholders' consultation and review of the findings raised in the last audit.

The audit team has applied the Malaysian Sustainable Palm Oil Part 2: General Principles for Independent Smallholders Audit Guidance to assess the establish documents against the Principles and Criteria of the standard.

The details of assessment of the indicators are at the summary of assessment in this report.

During the onsite the following were verified.

1. Compliance to legal requirements on the land title, land use rights and customary rights
2. Training and competence
3. Environmental management
4. Waste management and disposal
5. Best practice – farm management including fertilising, chemical spraying and harvesting.

During the surveillance audit, there are not findings raised..

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

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

### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 08/07/2020 as to accommodate stakeholder's consultation meeting for SPOC J39 Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segama to provide comments. As at audit date on 10/08/2020 there are no comments received.

Invitation letters are sent on 08/07/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 10/08/2020 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:

- a. Introduction of objectives of MSPO standard certification for smallholders.
- b. Development of smallholders farms in area;
- c. Wildlife management area and impact to the smallholders;
- d. Environmental issues on the impact of river contamination;
- e. Type of wildlife around area;
- f. Support from processing palm oil mills at area/

There are no issues raised during the stakeholders' consultation that need to be addressed by the SPOC management office.

It can be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

The List of Stakeholders who attended the meeting refer to table 7.1.

Item	Subject discussed	Audit team finding	Comments or Feedback to SPOC
1	Any information from Group Manager for MSPO audit?	Stakeholders are aware regarding the MSPO awareness and able to demonstrate understanding of social, environment and safety & health	No action required
2	Social issues	Interviewed stakeholders are not local communities. Therefore, no input for this topic.	No action required
3	Understanding of Land Title – Native, Customary Land, Freehold, Leased, Land application (LA)	Interviewed stakeholders are not local communities. Therefore, no input for this topic.	No action required
4	Economy / Livelihood Is there any impact on livelihood after the introduction of MSPO?	There is no impact to livelihood after the introduction of MSPO.	No action required
5	Does MSPO largely benefits the local communities?	The stakeholder highlighted there is improvement of FFB quality from the smallholders after the MSPO Implementation	No action required
6	Any environment awareness provided by SPOC	Interviewed stakeholders are not local communities. Therefore, no input for this topic.	No action required
7	Any wildlife awareness by SPOC	Interviewed stakeholders are not local communities. Therefore, no input for this topic.	No action required

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8	FFB quality	There are no issues on FFB quality since smallholders are aware on the ripeness standard to harvest only riped bunches. The stakeholder highlighted there is improvement of FFB quality from the smallholders.	No action required
9	Are there any plantation or mill management practices that affect you?	Interviewed stakeholders are not local communities. Therefore, no input for this topic.	No action required
10	Do you consider any management conflict with the MSPO principles and criteria?	Stakeholders informed there is no conflict in between SPOC J39 Buluh Kasap group management and MSPO requirement.	No action required
11	Do you have any suggestions for SPOC management?	.The stakeholder suggest SPOC J39 to continue promote the MSPO certification.	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 all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-2. The summary of the assessment is 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	<p>SPOC J39 Buluh Kasap established MSPO policy dated 01/07/2019 signed by group manager and display at SPOC office notice board.</p> <p>SPOC J39 Buluh Kasap adopted MPOB MSPO certification application form with the MSPO policy included in the form duly agreed and signed by smallholders and acknowledged by the group manager.</p> <p>Smallholders are brief on MSPO Policy during MSPO awareness programme conducted on 09/08/2020.</p> <p>During site verification, interviewed smallholders understands and aware of MSPO requirements.</p>	Yes
4.1.2.1	<p>SPOC J39 Buluh Kasap established continual improvement plan, List of Social, Environmental and Action Impact Plans. Document no: MSPO/SPOC/L-04/ISP, issue no 3, rev 3 date effective: 01/06/2020</p> <p>The table include topic on activity, social impact and improvement plan.</p> <p>SPOC J39 Buluh Kasap established CIP include monitoring of the land use conversion.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.2.2	<p>SPOC J39 Buluh Kasap distribute Warta Sawit to smallholders during MSPO awareness training and LKN Visit.</p> <p>During interview with smallholders, they obtained new information from group manager and from the Warta Sawit</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC J39 Buluh Kasap established Guidelines for Economic and Financial Plans, doc no MSPO/SPOC/GP-01/PEK, issue no: 3 rev: 3 dated 01/06/2020.</p> <p>The guideline has a flow chart describing the step approach for delivery of FFB to ramp operator / collection center or mill with the type of documents.</p> <ol style="list-style-type: none"> <li>1. Sales receipt</li> <li>2. Weighbridge ticket</li> <li>3. Enter to BRL</li> <li>4. Keep Receipt</li> </ol> <p>SPOC will collect records and prepare summary.</p>	Yes
4.2.1.2	<p>SPOC J39 Buluh Kasap maintain records of FFB production and sales of each smallholders.</p> <p>Review sales records kept by the group manager consist of summary of deliveries and sales invoice from dealers or ramp operators to smallholders.</p> <p>SPOC J39 Buluh Kasap monitor FFB pricing on monthly basis obtain from dealers and ramp operators.</p> <p>Interview smallholders inform FFB sales and delivery records available and copies are kept.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC J39 Buluh Kasap establish list of applicable legal documents Document no. MSPO/SPOC/L-01/SKU, issue 3, rev: 3, effective date: 01/06/2020</p> <p>Example:</p> <p>Act 127: Environmental Quality Act 1974 update year 2006</p> <p>Act 342: Prevention and Control of Infectious Disease Act 1988</p> <p>Smallholders are brief on legal requirements during MSPO awareness programme conducted on 09/08/2020.</p>	Yes

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<b>Principle 3: Compliance to legal requirements</b>		
Indicator	Summary of Assessment	Compliance
	Copy of online approval of MPOB license kept on file in each smallholders and in the database.	
4.3.2.1	SPOC J39 Buluh Kasap smallholders land titles are either freehold or lease title of 99 years issued by Land Office Segamat.  SPOC GM has submitted letters to MPOB HQ for land use conversion of 287 lots dated 05/08/2020.	Yes
4.3.3.1	SPOC J39 Buluh Kasap smallholders land titles are either freehold or lease title of 99 years issued by Land Office Segamat and title in the name of smallholders.	Yes
4.3.3.2	Map in land title indicate size, location and boundary marker.	Yes

<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.1.1	SPOC J39 Buluh Kasap adopted MPOB guidelines Complaint and Grievance, doc no. MSPO/SPOC/SOP-01/AR, issue 03, revision 02 dated 01/06/2020.  Smallholders are brief on complaint and grievance guidelines during MSPO awareness programme conducted on 09/08/2020.  Records book review there are no complaints since last surveillance audit in July 2019.  Interview smallholders inform aware on grievance procedure.	Yes
4.4.1.2	SPOC J39 Buluh Kasap adopted MPOB guidelines Complaint and Grievance, doc no. MSPO/SPOC/SOP-01/AR, issue 03, revision 02 dated 01/06/2020.  The procedure has a table listing the activities to resolve any complaints.  The group manager is the responsible person to handle and manage any complaints.  A flowchart describe the steps and timeline to manage and respond any complaint received.  The total days to resolve is 14.  Any complaint outside the scope of the group manager it will refer to other parties or MPOB HQ to handle the matter.  Smallholders are brief during MSPO awareness programme conducted on 09/08/2020.  Interview smallholders inform they are aware on complaint process and timelines to resolve the complaints.	Yes
4.4.2.1	SPOC J39 Buluh Kasap adopt MPOB Guidelines Occupational Safety & Health, document no. MSPO/SPOC/GP-02/KKP, issue: 3, revision: 0 effective date: 01/06/2020.	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Scope of the guideline describe:</p> <p>Responsibilities of the group manager and smallholders / workers.</p> <p>Safety work practices for harvesting, chemical spraying and fertilizer application.</p> <p>Smallholders are brief on safety and health during MSPO awareness programme conducted on 09/08/2020.</p> <p>Site interviewed with smallholders confirmed that they aware on safe work practices. Smallholders informed they use personnel protective equipment for field activities such as chemical spraying.</p>	
4.4.3.1	<p>SPOC J39 Buluh Kasap adopted MPOB Employment Terms document no: MSPO/SPOC/SMP-01, rev-01 for hiring of field workers by smallholders.</p> <p>The document describe the requirements for hiring of workers.</p> <p>SPOC J39 Buluh Kasap adopt MPOB document Employment Agreement MSPO/SPOC/TPP-01, rev. 01, for hiring or workers.</p> <p>Interview smallholders inform they are aware prior commencement of work, a mutual verbal agreement on the price rate.</p> <p>Majority of smallholders operate on family based or subcontract to FFB dealer for harvesting, chemical spraying and fertilizing activities.</p>	Yes
4.4.3.2	<p>SPOC J39 Buluh Kasap MSPO application form with a statement “provide equal opportunity and treatment regardless of race, colour, sex, religion, political affiliation, nationality, social origin and shall not engage in or support discriminatory practices.</p> <p>In addition, SPOC J39 Buluh Kasap adopt MPOB Hiring Workers Conditions document no. MSPO/SPOC/SMP-01, rev-01 signed by the group manager with a statement “provide equal opportunity and treatment regardless of race, colour, sex, religion, political affiliation, nationality, social origin and shall not engage in or support discriminatory practices.</p> <p>Interviewed smallholders inform they are aware about the policy on discrimination.</p>	Yes
4.4.3.3	<p>SPOC J39 Buluh Kasap adopted MPOB Employment Terms document no: MSPO/SPOC/SMP-01, rev-01 for hiring of field workers by smallholders describes point to note during hiring as in below:</p> <ul style="list-style-type: none"> <li>• Payment rates must be agreed by smallholders and workers</li> </ul> <p>Interviewed smallholders inform they sub-contract to FFB dealers for harvesting activities with an agreed rate.</p>	Yes
4.4.3.4	<p>There are no living quarters observed during onsite visits to smallholders.</p>	Yes
4.4.3.5	<p>SPOC J39 Buluh Kasap adopt MPOB Hiring Workers Conditions document no. MSPO/SPOC/SMP-01, rev-01 signed by GM with a statement “No hiring or allow children below age of 15 years to work in the farm.</p>	Yes

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<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
	<p>Smallholders are brief on restriction on hiring child labour during MSPO awareness programme conducted on 09/08/2020.</p> <p>Interviewed smallholders inform no child labour working in the field. All harvesting, fertilizing and spraying activities are carried out either by smallholders, among family members or dealers' workers.</p>	
4.4.4.1	<p>SPOC J39 Buluh Kasap establish annual training programme for 2020 dated 30/01/2020</p> <p>Smallholders are brief during MSPO awareness programme conducted on 09/08/2020.</p> <p>Advisory visit (LKN) for smallholders was conducted on 11/02/2020.</p>	Yes

<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SPOC J39 Buluh Kasap adopt MPOB List of Social and Environment Impacts and Action Plan, document number MSPO/SPOC/L-04/ISP, issue 3, revision: 3 effective date 01/06/2020.</p> <p>The document include a section for Environmental Impact and Action Plan.</p> <p>During site visit smallholders field confirm there is no chemical spraying and manuring carried out besides the stream.</p> <p>Interview smallholders inform the environmental impact and the environmental topics such as no chemical spraying at buffer zone area and stream was briefed by group manager during LKN or MSPO training.</p>	Yes
4.5.2.1	<p>SPOC J39 Buluh Kasap smallholders do not use renewable energy at site.</p>	Yes
4.5.3.1	<p>SPOC J39 Buluh Kasap adopt MPOB List of Scheduled and Domestic Wastes MSPO/SPOC/L-03/SRD Issue 3 rev 0 effective date 01/06/2020.</p> <p>The list consists of solid, liquid and gaseous wastes.</p> <p>Waste generated from agricultural inputs: Fronds</p> <p>Waste generated not from agricultural inputs: Empty chemical containers</p> <p>During site visit and interviewed, smallholder are aware that empty chemical containers can be recycle and reused after triple rinsing.</p>	Yes
4.5.3.2	<p>SPOC J39 Buluh Kasap adopted MPOB SOP Pengurusan Bahan Buangan Terjadual', doc no: MSPO/SPOC/SOP-03/BT issue 3 revision 3 effective date 01/06/2020.</p> <p>The SOP objective 'Monitor and ensure the waste management process and disposal of waste for responsible individuals can be implemented in an orderly, efficient and safe manner'.</p> <p>A flowchart describing the steps in managing and disposal of scheduled wastes.</p> <p>The procedure describe:</p>	Yes

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<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> <li>To conduct triple rinsing for each empty chemical container before disposed.</li> <li>To put marking on empty chemical container for chemical mixing purposes.</li> <li>All wastes disposal shall follow the Peraturan Kualiti Alam Sekitar (Bahan Terjadual) 2005 Akta Kualiti Alam Sekitar.</li> </ol> <p>Smallholders are briefed on managing and disposal of empty chemical containers during MSPO awareness programme conducted on 09/08/2020.</p> <p>Interview smallholders inform the empty chemical containers are triple rinsed and punctured before dispose.</p>	
4.5.4.1	<p>SPOC J39 Buluh Kasap adopt MPOB Guidelines River Buffer Zone, doc no: MSPO/SPOC/GP-03/ZPS, issue 3, revision 0 dated 01/06/2020.</p> <p>Smallholders are brief on restriction chemical application at buffer zone area during MSPO awareness programme conducted on 09/08/2020.</p> <p>Smallholders interviewed are aware to maintain the water quality and its importance.</p>	Yes
4.5.4.2	<p>SPOC J39 Buluh Kasap smallholders practice rain harvesting for operation such as using pits and culvert.</p>	Yes
4.5.5.1	<p>SPOC J39 Buluh Kasap established list of wildlife in and around Segamat district.</p> <p>Example: Monkeys and wildboars.</p> <p>Smallholders are brief list of wildlife during MSPO awareness programme conducted on 09/08/2020.</p> <p>Interview smallholders informed there are monkeys and wildboars in their fields.</p>	Yes
4.5.6.1	<p>SPOC J39 Buluh Kasap adopted MPOB Guidelines Zero Burning Practices, doc. No. MSPO/SPOC/GP-04/APS, issue 3 rev. 01, effective date 01/06/2020.</p> <p>Smallholders are brief on zero burning practices during MSPO awareness programme conducted on 09/08/2020.</p> <p>Field visit observe no open burning occur and smallholders are aware that open burning is restricted by the law.</p>	Yes

<b>Principle 6: Best Practices</b>		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SPOC J39 Buluh Kasap conduct GAP briefing and LKN for harvesting, manuring, chemical application and PPE usage.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Field observation to smallholders' field indicates that smallholders implemented good agricultural practice such as: <ol style="list-style-type: none"> <li>1. Proper stacking of fronds.</li> <li>2. Good maintenance of harvesting path.</li> <li>3. Proper palm pruning.</li> </ol>	
4.6.1.2	SPOC J39 Buluh Kasap establish visual identification for each smallholder with information of smallholders' name, lot number, GPS coordinates, lot size and year of planting.	Yes
4.6.2.1	SPOC J39 Buluh Kasap adopted MPOB Guideline of Economic and Financial Plan, MSPO/SPOC/GP-01/PEK, issue 3, revision 3, dated 01/06/2020.  SPOC J39 Buluh Kasap establish budget for land conversions to MPOB HQ.  All other operation budgets and costs are under the control of MPOB HQ.	Yes
4.6.3.1	SPOC J39 Buluh Kasap monitors FFB pricing on monthly basis through input from selected ramp / dealers for fair price.  Interview with smallholders informed the FFB price obtain from the collecting center weighbridge through phone call.	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	SPOC J39 Buluh Kasap smallholders' database is review with first planting in 1989 and latest replanting in year 2019.  There are no new plantings for old members and new members.  Therefore, no data captured.	Yes
4.7.2.1	SPOC J39 Buluh Kasap smallholders' database is review with 1 <sup>st</sup> planting in 1989 and latest replanting in year 2019.  There are no new plantings for old members and new members.  SPOC J39 Buluh Kasap established the Map of Soil series to identify the smallholders field soil type for references.	Yes
4.7.3.1	SPOC J39 Buluh Kasap smallholders' database is review with 1 <sup>st</sup> planting in 1989 and latest replanting in year 2019.  There are no new plantings for old members and new members.  Therefore, no data for type of terrain available.	Yes

## 4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate correction and corrective action HAS implemented to address identified audit
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	findings. Details of the follow up action taken on stage 1 audit findings were recorded in the Stage 1 audit report.
	The last audit results of this system have been reviewed, in particular to assure appropriate correction and corrective action HAS implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate correction and corrective action HAS NOT been implemented effectively. Non-conformity will be re-raised.
<b>x</b>	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

Not Applicable. No Finding raised in last Audit

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

Not Applicable. No Finding raised during this audit

# MSPO Certification Summary Report

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## 5. CONCLUSION

Malaysia Palm Oil Board has commissioned TÜV NORD (Malaysia) Sdn Bhd to carry out the certification for the Sustainable Palm Oil Cluster (SPOC) for J39 Buluh Kasap, Gemas, Gemereh, Jabi, Jementah, Pogoh, Sermin, Sungai Segama consisting of 847 independent smallholders according to MS 2530-2:2013 Part 2 General Principles for Independent Smallholders.

There are no findings raised in this audit.

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 TÜV NORD (Malaysia) with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified organisation has been established, implement and continue to improve in managing the independent smallholders are in line with the Principles & Criteria of the applied standard MS 2530-2:2013 Part 2.

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

Total certified number of independent smallholders:	847
Total certified acreage of smallholders:	2,866.53 Ha
Certified FFBS output January to December 2019:	23,758.84 Mt
Actual FFBS output January to July 2020:	34,382.96 Mt
Projected FFBS output August to December 2020:	23,397.86 Mt

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## 6. RECOMMENDATION

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

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

The structure of the audit is in accordance with the audit plan included to 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 production and management 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 / Recertification
<b>x</b>	Recommended for Continuity of Certification
	Suspended of Certification

Puchong, 10/09/2020

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

Puchong, 10/09/2020

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

## MSPO Certification Summary Report

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### 7. List of Stakeholders

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

No.	Organisation
1.	Pusat Timbang Risda
2.	Yong Lee Oil Palm Trading Sdn. Bhd.



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

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

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

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

Salvo clause:

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

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

## Annex / Enclosures

Annex / corresponding audit documentation	<input type="checkbox"/> P&C Audit Report / Checklist(s) <input type="checkbox"/> Audit Plan <input type="checkbox"/> Additional annexes, number
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