

TUVNORD

MSPO CERTIFICATION SUMMARY REPORT

NEGRI SEMBILAN OIL PALMS BERHAD

SURVEILLANCE 04

Onsite Audit Date: 28/03/2023 & 30/03/2023

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MSPO Certification Summary Report

Company Name: Negri Sembilan Oil Palms Berhad
Certifying Unit: Gula Estate POM & Maran Estate POM
Client Number: 92-183
Audit Type: ASA 04
Mode of Audit: Onsite

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Abbreviations

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

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1. INTRODUCTION

Negri Sembilan Oil Palms Berhad has commissioned TUV NORD (Malaysia) Sdn Bhd to carry out surveillance four (04) audit for its palm oil mills according to MS 2530-4:2013 Part 4 General principles for palm oil mills.

1.1. Objective

The objective of this surveillance four (04) audit is to assess palm oil mills by an independent certification body with the aim for compliance of the standards.

1.2. Scope

The certification is based on the documentation established by Gula Estate Palm Oil Mill and Maran Estate Palm Oil Mill.

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

The documents and information are reviewed against the requirements and criteria based on MS 2530-4:2013 Part 4 General principles for palm oil mills. TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

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

1. Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mill audit guidance;
2. Palm Oil Supply Chain Traceability Requirements.

1.3. Appointment and Qualification of team members

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

Qualification of the Lead Auditor: Khairul Anwar Bin Ismail

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology;	Graduate in Agricultural Science

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Carried out at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	5 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.

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Requirement	Qualifications
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers online course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

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	Ariff bin Lokman	Graduate in Plantation Industry and Management.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
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)	Ariff bin Lokman	7 years working experience in oil palm plantation.	Yes
	Mohammad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations	
Successfully completed MPOCC endorsed lead auditor training	Ariff bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	

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Requirement	Assessor	Qualification	Compliance
Carried out 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.	Ariff bin Lokman	Qualified as auditor based on audit log.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Good Milling Practices. Palm oil milling working experience or auditing experience	Ariff bin Lokman	Qualified and appointed as lead auditor for MSPO scheme.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed ISO 9001:2015 Lead Auditor course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Ariff bin Lokman	Successfully completed SA 8000 Basic training.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed Basic SA 8000 training.	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 Lead auditor course.	

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Requirement	Assessor	Qualification	Compliance
Attended High Conversation Value Assessment training	Ariff bin Lokman	Attended and completed the HCV-HCS for producers' course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Attended and completed the HCV-HCS for producer online course.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Ariff bin Lokman	Able to communicate in both Bahasa Malaysia and English.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Able to communicate in both Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

Surveillance Audit

The surveillance four (04) audit carried out onsite on 28/03/2023 & 30/03/2023 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below;
 - Policies;
 - Mills location maps;
 - Land titles;
 - Standard Operating Procedures including Mill Operation Manual;
 - Work Flow Charts;
 - Management Plans;
 - Operating licenses and approvals;
 - Operating records;
 - Training records;
 - Applicable Legislation Documents ;
- Inspection, observations and inspection of mills facilities and activities;

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- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised in last audit;
- Assessment reporting.

On-site Assessment

The audit of the mills are carried out according to the MS 2530-4: 2013 Part 4: General principles for palm oil mills.

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

Non-conformance:

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

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

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3. ORGANISATION INFORMATION

Negri Sembilan Oil Palms Berhad Head Office located at Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470, Kuala Lumpur, Malaysia.

The certified mills are listed at the below table.

The both mills operating capacity of 20 MT per hour.

Name of Mills	Location	Coordinates
Gula Estate POM	Eng Thye Plantations Berhad, Ladang Gula, 34350 Kuala Kurau, Perak, Malaysia	4.954158 N, 100.469106 E
Maran Estate POM	Timor Oil Palm Plantation Berhad, Maran Estate, Batu 4, Jalan Sekolah, 26500 Maran, Pahang, Malaysia	3.634964 N, 102.765808 E

3.1. Production volume

Gula Estate Palm Oil Mill

Volume for the past year Jan 2022 to Dec 2022			Actual volume Jan 2023 to February 2023			Projected volume March 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
34,026.89	6,181.77	1,565.65	5,468.12	953.11	237.98	38,702	7,307.00	1,838.00

Maran Estate Palm Oil Mill

Volume for the past year Jan 2022 to Dec 2022			Actual volume Jan 2023 to March 2023			Projected volume March 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
17,467.23	3,079.53	822.00	3,598.17	598.87	174.48	18,932	3,569.00	952.00

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3.2. Maps of Mill Location

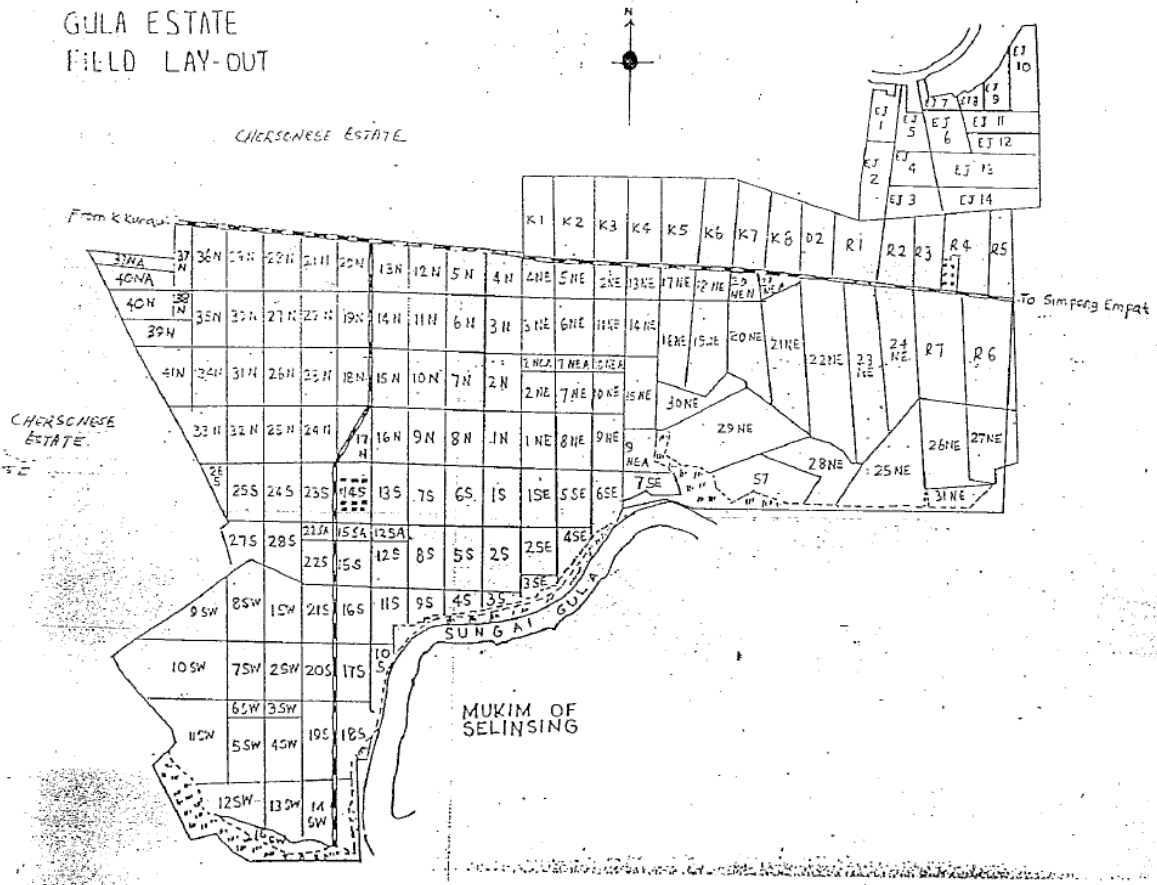


Figure 1: Gula Estate Palm Oil Mill Map

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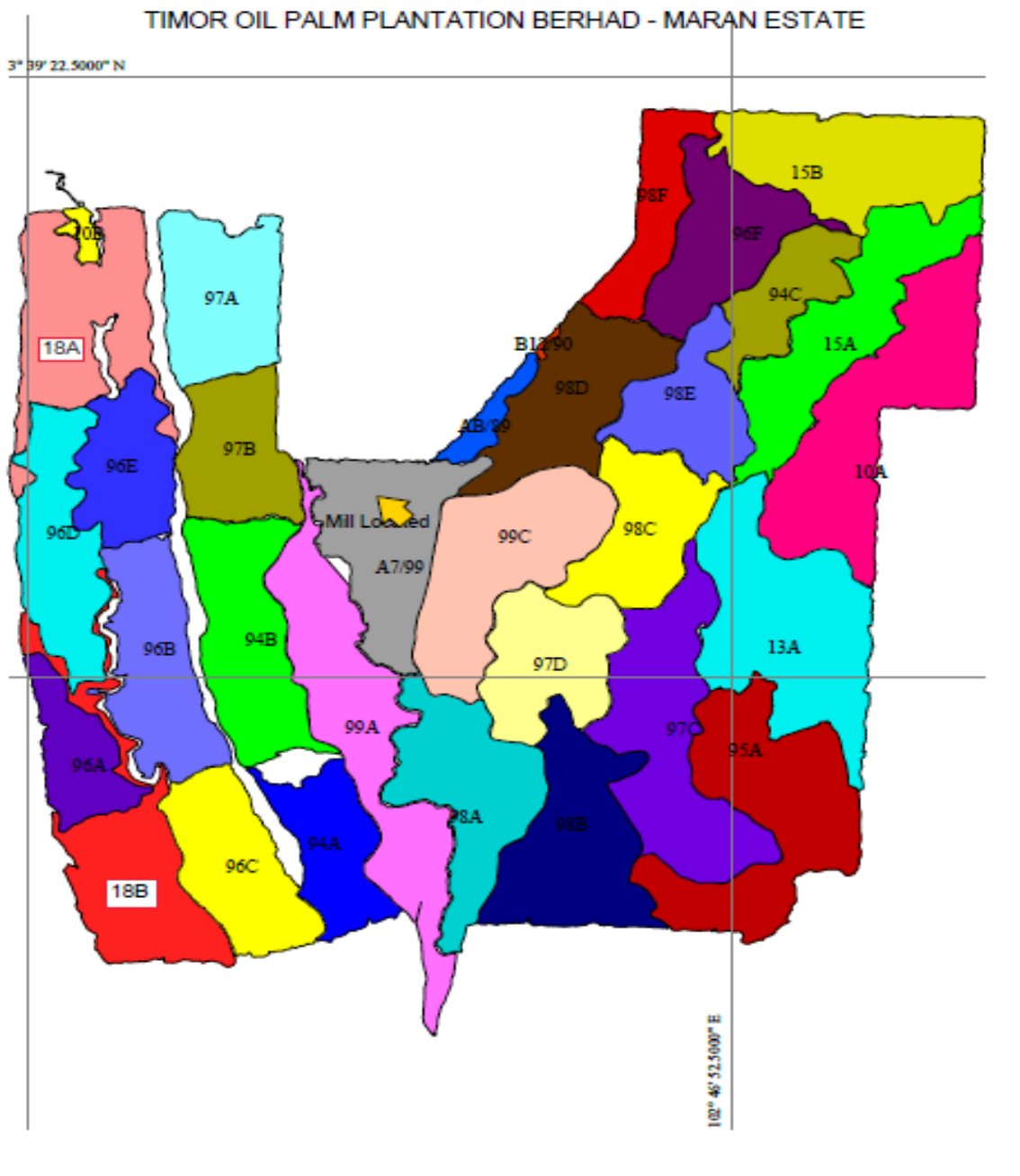


Figure 2: Maran Estate Palm Oil Mill

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4. CERTIFICATION ASSESSMENT

4.1. ASA 04

The objective of the audit is to assess the activities of the mills are in compliance with MS 2530-4: 2013 Part 4: General principles for palm oil mills.

4.1.1. Surveillance Four (04) Audit:

The surveillance four (04) audit is carried out on 28/03/2023 to 30/03/2023.

During the last surveillance three (03) audit, there are 4 Opportunities for Improvement (OFIs) are raised.

During this surveillance 04 audit, two (02) Opportunities for Improvements (OFIs) were identified.

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

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

4.2. Stakeholders' Consultation

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

Therefore, there is no physical stakeholders consultation carried out for this surveillance audit.

4.3. Summary of Findings

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	Gula Estate Palm Oil Mill (GEPOM) and Maran Estate Palm Oil Mill (MEPOM) adopted Negri Sembilan Oil Palms Berhad (NSOPB) MSPO policy signed by Executive Chairman in 2019 and updated on 01/03/2023 describes the 7 MSPO Principles.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The policy is publicly displayed at Mill notice boards.</p> <p>Training on MSPO policy at GEPOM and MEPOM carried out on 24/03/2023 and 21/02/2023 respectively to the staff and workers.</p> <p>Site interviews with boiler operators informed they understand the MSPO policy.</p>	
4.1.1.2	NSOPB MSPO policy had also clearly stated the company's commitment which included continual improvement in the overall aspects of palm oil mill management and community development.	Yes
4.1.2.1	<p>GEPOM and MEPOM adopted NSOPB Internal Audit Procedure MSPO-P1-C2; Rev. 1.02 dated 01/03/2021. The procedure stated that audit shall be planned and carried out once a year.</p> <p>GEPOM latest internal audit carried out from 14/02/2023 – 16/02/2023 with no findings and two (2) OFI raised.</p> <p>MEPOM latest internal audit is carried out from 21/02/2023 – 22/02/2023 with no findings raised.</p>	Yes
4.1.2.2	<p>GEPOM carried out internal audit from 14/02/2023 – 16/02/2023 with no findings and two (2) OFI raised.</p> <p>MEPOM latest internal audit is carried out from 21/02/2023 – 22/02/2023 with no findings raised.</p> <p>The summary of internal audit has identified the strong and weak points for further improvement in the next audit.</p>	Yes
4.1.2.3	GEPOM and MEPOM internal audit reports presented in the management review dated 16/03/2023.	Yes
4.1.3.1	<p>GEPOM and MEPOM carried out management review dated 16/03/2023. The frequency of management review is once a year after the internal audit.</p> <p>The management review agenda includes;</p> <ol style="list-style-type: none"> 1. Internal audit results; 2. External audit results; 3. Policies; 4. Customers feedback; 5. Resources issues; 6. Recruitment; 7. Pay rates. 	Yes
4.1.4.1	<p>GEPOM and MEPOM established CIP year 2023.</p> <p>The CIP includes legal requirements, environmental and safety & health.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The CIP established consist of aspect, plan, PIC, dateline and status</p> <p>Example:</p> <p>Aspect: Safety & Health;</p> <p>Plan: To send 3 mill's staffs and workers to attend Authorised Entrant and Standby Person for Confined Space (AESP) Course;</p> <p>PIC: Mill Engineer/ Safety Supervisor;</p> <p>Dateline: April 2023;</p> <p>Status: Completed.</p> <p>Review the AESP Course certificate for 3 workers dated 14/08/2022 for Patiban Subramaniam, Mohd Zubri Bin Sauddin & Sagiswaran Vijayan.</p>	
4.1.4.2	<p>NSOPB established Latest Technology and Systems, Standards and Practices; MSPO-P1-C4 dated 01/01/2019.</p> <p>Site interviews with Mill Engineers informed there is no new technology implemented.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>NSOPB established Stakeholder Communication & Consultation Procedure document number: MSPO-P2- C2, ver. 1.00, rev. 1.02, dated 8/5/2019.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> 1. Inform stakeholders; 2. Consult stakeholders; 3. Engage stakeholders; 4. Resolution. <p>Example:</p> <p>GEPOM & MEPOM carried out stakeholders meeting on 09/03/2023 and 15/02/2023 respectively. The agenda, attendance and feedback from internal and external stakeholders is documented.</p> <p>Agenda includes company policies, environmental issue, social, safety and other issues.</p> <p>The meeting attended by stakeholders, mill management, estate management, contractor, government agencies, suppliers and mill and estate employees.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.2	<p>NSOPB established List of Publicly Available document number: MSPO-P2-C1 dated 01/01/2019. The list includes publicly available documents and confidential documents.</p> <p>Examples of publicly available document:</p> <ol style="list-style-type: none"> 1. Company policies; 2. Safety and health plan; 3. Permit and License; 4. Complaints and grievances records. <p>Site visit observed the Policy, OSH manual, permit & license and accident report are display at the mill notice board.</p> <p>Site interviews with mill engineers informed the mill budget, staff personal file and manpower report are confidential documents and will be share to third party upon request and approval from top management.</p>	Yes
4.2.2.1	<p>NSOPB established Stakeholder Communication and Consultation Procedure document number: MSPO-P2-C2, ver. 1.01 dated 08/05/2019.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> 1. Inform stakeholders; 2. Consult stakeholders; 3. Engage stakeholders; 4. Resolution. <p>Example:</p> <p>MEPOM stakeholders meeting carried out on 15/02/2023 discussed MSPO audit, company policies, SOP for communication and consultation and SOP complaint and grievance.</p> <p>Site interviews with boiler man and sterilizer operator informed they have been briefed and understand the communication & consultation procedure.</p>	Yes
4.2.2.2	<p>NSOPB established Grievances & Complaints Handling Procedure revision 1 dated 08/05/2019.</p> <p>The procedure describes person responsible for internal and external communication is the Mill Engineer.</p> <p>Appointment letters for consultation and communication representatives have been reviewed and verified.</p> <p>Appointment dates are as below:</p> <ol style="list-style-type: none"> 1. GEPOM: 01/02/2019; 2. MEPOM: 01/01/2019. 	Yes

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Indicator	Summary of Assessment	Compliance
	The organization charts has been displayed at mills office notice boards were reviewed and verified.	
4.2.2.3	<p>NSOPB established Stakeholder Communication and Consultation Procedure document number: MSPO-P2-C2, ver. 1.01 dated 08/05/2019.</p> <p>The frequency of external and internal stakeholders meeting is annually.</p> <p>Review on the minutes of external and internal stakeholders' consultation meeting confirmed that meetings were conduct at both mills.</p> <p>NSOPB group established list of stakeholders updated 06/03/2023 for GEPOM and 10/01/2023 for MEPOM. List of external stakeholders had includes government agencies, internal stakeholders, local villages, neighbouring estates, suppliers and contractors.</p> <p>Review the complaint and grievance record, no complaint lodged by internal and external stakeholder.</p>	Yes
4.2.3.1	<p>NSOPB established Traceability for Estate / Palm Oil Mill Procedure, document number: MSPO-P3-C3, rev 1.01 dated 30/08/2019.</p> <p>The SOP describes;</p> <ol style="list-style-type: none"> 1. FFB from estate; 2. Weighbridge; 3. FFB grading; 4. FFB processing; 5. CPO / PK storage; 6. Sales of CPO / PK. <p>Example of documents for sales and delivery for GEPOM;</p> <p>Incoming FFB from FFB Supplier:</p> <p>Internal supplier: Gula Estate</p> <p>Date: 08/03/2023</p> <p>Transporter vehicle number: 39/69</p> <p>Field Block number: K3</p> <p>Mill Weighbridge ticket no: 346958</p> <p>Outgoing CPO:</p> <p>GEPOM weighbridge ticket number: 14516 dated 03/03/2023. DO: 34555.</p> <p>Sighted buyer's receipt dated 03/03/2023, indicates same information.</p> <p>Delivery order number: 34555</p> <p>Type of materials: CPO – Crude Palm Oil</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Vehicle plate number: BLG 5513</p> <p>Net Weight: 41.02 tons.</p> <p>Outgoing PK:</p> <p>GEPOM weighbridge ticket number: 14514 dated 27/02/2023, DO: 34553.</p> <p>Sighted buyer's receipt dated 27/02/2023, indicates same information</p> <p>Delivery order number: 34553</p> <p>Type of materials: Palm Kernel</p> <p>Vehicle plate number: ALC 1030</p> <p>Net Weight: 26,960 tons.</p> <p>Example: Maran Estate POM</p> <p>Incoming FFB from FFB Supplier:</p> <p>Internal supplier: Maran Estate</p> <p>Date: 09/03/2023</p> <p>Transporter vehicle number: CCR 2911</p> <p>Field Block number: 10 A</p> <p>Mill Weighbridge ticket no: 78078</p> <p>Date: 09/03/2023</p> <p>Vehicle no: CCR 2911</p> <p>Net Weight: 3.530 mt</p> <p>Document review on the records of FFB delivery note, CPO & PK delivery order, mill weighbridge ticket and receiving notes of PK & CPO from refinery confirmed the traceability system of GEPOM are well maintained.</p> <p>Site interviews with PIC of traceability informed they understand the traceability procedure and well maintained.</p>	
4.2.3.2	<p>NSOPB established Traceability for Estate / Palm Oil Mill Procedure, document number: MSPO-P3-C3, rev 1.01 dated 30/08/2019.</p> <p>Example:</p> <p>GEPOM carried out internal audit dated 14/02/2023 – 16/02/2023 include traceability system.</p> <p>There is no finding raised on traceability during the internal audit.</p> <p>Site interviews with PIC of traceability informed they will monitor the traceability system on daily basis.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.3	<p>NSOPB organization charts and job responsibilities of employees have been well defined for the implementation and maintenance of the traceability procedure.</p> <p>Example:</p> <p>Document review on appointment letter verify GEPOM appointed Mill Office Clerk as PIC for traceability dated 01/02/2019.</p> <p>Duty and responsibility of the appointed person is to carry out regular inspection on compliance with the established traceability system on daily basis.</p>	Yes
4.2.3.4	<p>NSOPB maintained records of storage, sales and delivery on daily basis.</p> <p>Document review on mill weighbridge ticket confirmed FFB delivery note number is included in the weighbridge ticket.</p> <p>Delivered palm products are traceable to contracts and crosschecked with delivery notes and weighbridge tickets issued from mill against weighbridge tickets from buyers.</p> <p>Document reviews and interviews with PIC of traceability informed all weighbridge tickets kept at the mills office.</p> <p>Reviewed 2020 and 2021 weighbridge tickets, FFB delivery notes, and CPO & PK delivery orders.</p> <p>Documents are well maintained.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>NSOPB established SOP Compliance to Legal Requirements document number: MSPO –P3-C1, dated 01/01/2019 for group of estates and mills.</p> <p>NSOPB group established legal register for group of estates and mills with latest review on 17/03/2023.</p> <p>NSOPB established list of applicable permits and licenses for its mills.</p> <p>Examples as below:</p> <p>GEPOM</p> <ol style="list-style-type: none"> MPOB license validity from 01/04/2023 till 31/03/2024; “Permit Barang Terkawal Berjadual” for diesel storage with validity from 22/09/2022 till 21/09/2023; “Lesen Premis Kilang Minyak Sawit”, license number: 004231, valid from 01/07/2022 until 30/06/2023. <p>MEPOM</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> 1. MPOB license number 500019204000 with validity until 31/03/2024; 2. Permit Barang Terkawal Berjadual for diesel storage quantity 18,000 litre with validity until 27/06/2023; 3. Lesen bagi pemasangan persendirian mill (diesel genset) with validity until 17/02/2024; 4. Weighbridge calibration until 11/04/2023. 	
4.3.1.2	<p>NSOPB established legal register with latest update on 17/03/2023.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Workers Minimum Standard of Housing & Amenities ACT 1990; 2. Prevention and control Infectious Disease ACT 1988; 3. Minimum Wage Order 2022; 4. Occupational Safety and Health Act 1994. 5. Employment (Amendment) Act 2022. <p>Document review on list of legal documents confirm the applicable Laws and Regulations are included and update.</p>	Yes
4.3.1.3	<p>NSOPB established SOP Compliance to Legal Requirements document number: MSPO –P3-C1, dated 01/01/2019 for group of estates and mills.</p> <p>Example updated of laws and regulations:</p> <ol style="list-style-type: none"> 1. Workers Minimum Wages Order 2022; 2. Employment (Amendment) Act 2022. 	Yes
4.3.1.4	<p>NSOPB appointed person in charge of compliance legal requirement for each of mill.</p> <p>Example:</p> <p>Mill: Gula Estate POM;</p> <p>Person In charge: Chief Clerk.</p> <p>Date of appointed: 01/01/2019.</p>	Yes
4.3.2.1	<p>NSOPB land titles are consist of lease and free hold titles. Land titles for each respective estates are owned by the company and available at estate office.</p>	Yes
4.3.2.2	<p>NSOPB land titles are lease hold and free hold titles issued by state land authority. The use was for oil palm cultivation and the land titles are available at estate office.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.3	Each land title has a map with the title number and size in hectare. The boundary stone numbers are stated in the land titles. Site verification on boundary stone condition is well maintained.	Yes
4.3.2.4	NSOPB land titles, and stakeholder meeting has been reviewed, there is no disputed regarding land for the sites.	Yes
4.3.3.1	NSOPB land titles are free hold and lease issue by state land authorities. No customary land titles listed in the summary of land titles. Therefore, no customary right encumbered.	Yes
4.3.3.2	NSOPB land titles are free hold and lease titles. No customary land titles listed in the summary of land titles. Therefore, no maps established.	Yes
4.3.3.3	NSOPB land titles are free hold and lease. No customary land titles listed in the summary of land titles. 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	<p>NSOPB established Social Impact Assessment includes information from the survey and meeting feedback from the internal and external stakeholders.</p> <p>Example:</p> <p>GEPOM established Social Impact Assessment dated 21/03/2023 includes information from the survey and meeting feedback from the internal and external stakeholders.</p> <p>Internal and external stakeholders meeting has been carried out on 09/03/2023 include Social Impact Assessment for NSOPB group.</p> <p>The SIA includes a summary of positive and negative impacts. The actions and implementations is the responsibility of the mill engineer.</p> <p>The SIA will be reviewed once a year with feedback from the stakeholders.</p> <p>Example:</p> <p>Positive impact: NSOPB group have gradually upgrade and build new quarters for staff and workers;</p> <p>Action taken: NSOPB group are committed to continuously support and provided good facilities to all workers and staff;</p> <p>Negative impact: Monitoring on effluent discharge follow the environmental standard;</p> <p>Action taken: To ensure effluent discharge always complied to the environmental standard.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Site verification and interviews with mill managements confirmed no issue regarding effluent water discharge.	
4.4.2.1	<p>NSOPB established Complaints and Grievances Handling Procedure document number: MSPO-P4-C2 dated 08/05/2019 which is applicable to all mills.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> 1. Mill engineer to ensure the procedure is fully implemented and adhere by management; 2. Deadline for addressing complaint and grievance are based on category. Example addressing critical and high impact complaint required within 3 days. <p>Complaint form is available in the office.</p> <p>The complaint procedure is displayed at the GEPOM and MEPOM notice boards.</p>	Yes
4.4.2.2	<p>NSOPB established 'Borang Aduan dan Sungutan' for complainant to fill up the complaint and grievances.</p> <p>Document review on complaint and grievance record, there is no complaint lodge by workers or stakeholders.</p>	Yes
4.4.2.3	<p>NSOPB Complaint and Grievances Procedure and forms are displayed at mills office notice board.</p> <p>Site inspection at mill notice board, the complaint forms are available next to complaint box.</p> <p>Site interviews sterilizer operator workers informed, they are briefed on complaint and grievance procedure.</p>	Yes
4.4.2.4	<p>NSOPB Grievance Procedure and Flow Chart are displayed on mills notice board and guardhouse.</p> <p>Example:</p> <p>GEPOM complaint and grievance procedure has includes in the MSPO training carried out on 24/03/2023.</p> <p>Site interviews with boiler man informed, they understand and been briefed on complaint and grievances procedure.</p>	Yes
4.4.2.5	<p>NSOPB established complaint log book for internal and external stakeholders.</p> <p>Example:</p> <p>MEPOM complaints and grievances record book is kept since 2020 and well maintained to capture any complaint received.</p>	Yes
4.4.3.1	NSOPB has provided job opportunities to local communities by hiring workers, security guards, office staffs and drivers.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Review on list of workers stated there are local workers hired by the GEPOM and MEPOM.</p> <p>Site interviews with sterilizer operator and boiler man informed, MEPOM hired locals as their workers and staffs.</p>	
4.4.4.1	<p>GEPOM and MEPOM adopted NSOPB Safety and Health Policy signed by the Executive Chairman dated 13/05/2019. The policy states commitment to comply with the Occupational Safety and Health Act 1994 and Factory and Machinery Act 1967 towards achieving zero incidences.</p> <p>The policy is publicly displayed at office notice board.</p> <p>This policy come in dual language, English and Bahasa Malaysia for effective implementation to workers and stakeholders.</p> <p>This Policy have 7 target or objective such as ameliorate risk by identification of the potential hazards and initiate risk assessment and recommendation of suitable remedial measures.</p>	Yes
4.4.4.2	<p>a</p> <p>GEPOM and MEPOM occupational safety and health plan was available in record this planning or programmed included to comply with legal compliance, vehicle safety, OSH reporting / evaluation, OSH training, ERP and others.</p> <p>Example:</p> <p>Safety and health policy been communicated on 07/03/2023 to the staff and workers at GEPOM.</p>	Yes
	<p>b</p> <p>The risks for all operation at GEPOM and MEPOM been assessed in HIRARC and reviewed as per below:-</p> <p>Reviewed the latest revised HIRARC on risk level and additional type of hazard dated 19/01/2022.</p> <p>Example:</p> <p>MEPOM</p> <p>Activity: Installation and maintenance of electrical panels; Hazard: Electric shock; Effect: injury or death;</p> <p>Existing Control: hire qualified electricians for installation or maintenance work; provided protective gear (PPE) for workers; Risk evaluation: L (4) x S (4) = 16 High;</p> <p>Recommendation Control: Conduct regular training; implement permit to work; provide rubber mat as electrical insulation.</p>	Yes

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Indicator	Summary of Assessment	Compliance
c. i	<p>The OSH programmed included the training for all workers includes on legal requirements, building inspection, ERP, vehicles safety, OSH reporting/evaluation and OSH course.</p> <p>Example: MEPOM carried out chemical handling training dated 29/03/2023 to the lab operator, kernel plant operator and boiler operator. Training material, attendance and photos are documented.</p>	Yes
c. ii	<p>GEPOM and MEPOM OSH programmed included the training for all workers includes on legal requirements, building inspection, ERP, vehicles safety, OSH reporting/evaluation and OSH course.</p> <p>Site inspections at chemical stores observed SDS is available and well maintained.</p>	Yes
d	<p>GEPOM and MEPOM established records of PPE issuances to monitor and ensure workers are provide with proper PPEs. The records are documented and maintained.</p> <p>GEPOM PPE issuance record is available and latest record dated 21/02/2022 for oil room workers. PPE included in the recommendation from HIRARC reviewed dated 19/1/2023.</p> <p>Site interviews with sampled mill operators informed they are provided with PPE according to individual task.</p>	Yes
e	<p>GEPOM and MEPOM adopted 'Manual Keselamatan & Kesehatan Pekerjaan Bahagian Ladang' (Vision 4):2021. The manual covers handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>Example: Training on chemical handling has been carried out on 16/03/2023 at GEPOM workers; Training on chemical handling has been carried out on 29/03/2023 at MEPOM workers.</p>	Yes
f	<p>NSOPB appointed person in-charge for safety and health as follows: GEPOM: Safety supervisor appointed as person in-charge dated 01/02/2019. MEPOM: Safety & Environment supervisor appointed as person in-charge dated 15/12/2022.</p>	Yes
g	<p>NSOPB carried out OSH meeting on quarterly basis in compliance to DOSH requirements.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>GEPOM: Sequence of OSH meeting carried out on 31/03/2022, 27/06/2022, and 30/09/2022 and latest on 29/12/2022.</p> <p>MEPOM: Sequence of OSH meeting carried out on 13/04/2022, 12/10/2022, 28/12/2022 and latest on 02/03/2023.</p> <p>OSH meeting agenda includes reporting on previous meeting issues, worksite inspection, accidents and injury reporting, training and programmed carried out and other matters.</p>	
h	<p>NSOPB established Standard Operating Procedure for accident and emergency and documented in Emergency Response Plan (Pelan Tindakan Kecemasan); Appendix F5, Major Spillage (Appendix F6), Incident (Appendix F2), Physical Injury (Appendix F1).</p> <p>Site inspections observed the emergency layout plan and contact details is displayed at mill notice board.</p>	Yes
i	<p>GEPOM appoint mandores as person in charge of first aid kit.</p> <p>Site inspections at mills operations are equipped with first aid approved content. Last training carried out was on 07/12/2022. All first aider was attending the course.</p> <p>MEPOM appoint Hospital Assistant (HA) and Field Supervisor as person in-charge for first aid kit.</p> <p>Site inspections at mills operations are equipped with first aid approved content. Last training carried out was on 16/02/2022. All first aider was attending the course.</p>	Yes
j	<p>GEPOM and MEPOM has done submission of JKPP 8 form to DOSH for year 2022.</p> <p>GEPOM: The record of JKPP 8 form is available at GEPOM dated 13/01/2023</p> <p>There is '1' accident case reported in the JKPP 8 for GEPOM.</p> <p>Document review, all medical leave and SOCSO claim has been paid accordingly.</p>	Yes
4.4.5.1	<p>NSOPB established Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy described:</p> <p>1. Compliance with minimum retirement age policy;</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>2. Provide employees with the relevant training and development associated with their rules and responsibility;</p> <p>3. Provide equal opportunities and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>Site inspections observed, Social and Human Rights Policy is displayed at mills office notice boards.</p> <p>Site interviews with weighbridge operators informed they understand and has been briefed on Social Policy.</p>	
4.4.5.2	<p>NSOPB established Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy stated on the commitments which includes providing equal opportunities and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>Site interviews with sterilizer operator, boiler man and foreman informed the management does not support discrimination at work place.</p>	Yes
4.4.5.3	<p>NSOPB established employment contracts and signed by mill management and workers.</p> <p>The employment contract stated daily rate according to workers job description.</p> <p>The employment contract is written in Bahasa Malaysia and understood by Malaysian and Indonesian workers.</p> <p>Site interviews with weighbridge operators and store keepers, they are able to explain the wage provided by company.</p>	Yes
4.4.5.4	<p>NSOPB monitored contractors' workers for CPO transporter and PK transporter wage through payslip provided for month of January and February 2023 and kept at mill office for reference.</p> <p>Site interviews with contractor workers informed wage is paid as per agreed terms and conditions.</p>	Yes
4.4.5.5	<p>NSOPB established workers list containing worker name, gender, date of birth, date joined, and type of work, wages and period of employment.</p>	Yes
4.4.5.6	<p>NSOPB established employment contract for every workers recruited. Employment contract is reviewed and confirmed sign by mill engineer and workers.</p> <p>Site interviews with store attendants, informed they are briefed on the employment contract terms and conditions, wage, job description and copy is provided.</p>	Yes
4.4.5.7	<p>NSOPB established punch card system and checkroll book for all workers for time recording system.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Punch card machine is located at guardhouse and mills office.</p> <p>Example:</p> <p>Day shift working hours:</p> <p>7:30 am – 16:00 pm;</p> <p>11:00 am – 12:00 pm (break).</p>	
4.4.5.8	<p>NSOPB established working hours of 7.5 hours works for each shift and complying with Employment Act 1955 (Amend) 2022 and Malayan Agricultural Producers Association (MAPA).</p> <p>Review on GEPOM overtime record confirmed overtime rate is 1.5 times hourly rate for normal working days.</p>	Yes
4.4.5.9	<p>NSOPB established payslip as a record to document the wages of workers.</p> <p>Payment of overtime is at rate of one and a half times the hourly rate of pay on normal working days and two times the hourly rate on rest day.</p> <p>Site Interviews with sterilizer operators informed they understand their wages calculation and payslip has been provided for reference.</p>	Yes
4.4.5.10	<p>NSOPB workers are provided benefits such as annual leave, medical leave and SOCSO.</p> <p>Site interviews with general workers informed they are provided with benefits by their employer.</p>	Yes
4.4.5.11	<p>Site inspections observed NSOPB group provide workers with housing, free water and electricity, sports facility and place of worship.</p> <p>Site interviews with sterilizer and store attendant informed NSOPB has provide all amenities stated above.</p>	Yes
4.4.5.12	<p>NSOPB established Social and Human Rights Policy signed by Executive Chairman on 02/01/2019.</p> <p>Example:</p> <p>GEPOM established Gender Community joint by among the employer and employee representative.</p> <p>Site visits observed the policy is displayed at mills office notice boards.</p> <p>Document review on minutes of meeting for Gender Committee Year 2023 carried out on 24/02/2023.</p> <p>The meeting agenda includes discussion on committee's activities, reporting procedure sexual harassment and child health monitoring.</p> <p>Site interviews with female general workers informed they are briefed on sexual harassment and violence policy. Workers inform no related cases lodged.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.13	<p>NSOPB established Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy stated company recognize and respects employee's rights and freedom to join or to refrain from joining organization of their own choosing, to associate freely and bargain collectively.</p> <p>Site interviews with weighbridge operators, boiler man and store attendants informed, they have been briefed on their rights to form union.</p>	Yes
4.4.5.14	<p>NSOPB established Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The Social and Human Rights policy stated company is committed to comply with the law and regulation and ensure all children are equally protected.</p> <p>Site inspections and interviews of sampled mill operators at GEPOM office and operational area observe, there are no young workers below 18 years been hired.</p>	Yes
4.4.6.1	<p>GEPOM and MEPOM established training programme year 2023 dated 01/01/2023 and 02/01/2023 respectively.</p> <p>Example: MEPOM</p> <p>List of training programme been carried out:</p> <ol style="list-style-type: none"> 1. HIRARC training dated 29/03/2023; 2. Scheduled waste training dated 21/02/2023; 3. Induction of new workers 16/02/2023. <p>Review on training documents year 2022, the implementation is according to schedule.</p> <p>Site interviews with sterilizer operator and boiler man, workers are able to explain their job scope.</p>	Yes
4.4.6.2	<p>NSOPB established training matrix year 2023 based on job training description and work condition.</p> <p>Training need analysis includes assessment on:</p> <ol style="list-style-type: none"> 1. Effectiveness of training carried out; 2. Suitability of training for workers; 3. Preparation of training materials and training arrangement. <p>Review on Individual Employee Training Record of oil room operators and general clerk verified on the implementation of training programme 2023 to provide the specific skill and competency based on their job description.</p> <p>Site interviews with sterilizer operator informed, training has been carried out by mills management team.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.6.3	<p>GEPOM and MEPOM established training programme year 2023 dated 01/01/2023 and 02/01/2023 respectively.</p> <p>Example:</p> <p>GEPOM</p> <ol style="list-style-type: none"> 1. Confined Space training on December 2023; 2. ERP training on May 2023; 3. Safety handling of chemicals on September 2023. 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>NSOPB established Environment Policy dated 02/01/2019 signed by Executive Chairman.</p> <p>The policy describes:</p> <ol style="list-style-type: none"> 1. To carry out estate and palm oil milling operations, in accordance with established legal and regulatory framework, with respect to environmental quality and in the context of current industrial practices; 2. To prevent pollution and encourage recovering and recycling where feasible; 3. To plan, implement, monitor and measure predetermined activities to mitigate environmental impacts and greenhouse effects; 4. To promote and provide awareness of environmental conservation through training to all employees and stakeholders. <p>During onsite review, environmental policy is displayed at mills notice boards and workers housing.</p> <p>Site interviews with sterilizer operator and boiler man confirm they have been briefed on company environmental policy and environmental impact in mill.</p>	Yes
4.5.1.2	<p>a</p> <p>NSOPB established Environment Policy dated 02/01/2019 signed by Mr Goh Wei Lei, Executive Chairman.</p> <p>The policy states on company committed to protect environment and conserve biodiversity for further generation.</p> <p>NSPOB established Environmental Aspect and Impact assessment dated 21/02/2023.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services								
Indicator	Summary of Assessment	Compliance						
b	NSOPB mills established Environmental Aspect and Impact assessment dated 10/03/2022 includes aspects and impacts of its operations. Example (GEPOM):	Yes						
	<table border="1"> <thead> <tr> <th>Activities</th> <th>Environmental aspects</th> <th>Environmental impacts</th> </tr> </thead> <tbody> <tr> <td>Storing of lubricating oil.</td> <td>Spillage of lubricating oil</td> <td>Pollution of soil and watercourse.</td> </tr> </tbody> </table>		Activities	Environmental aspects	Environmental impacts	Storing of lubricating oil.	Spillage of lubricating oil	Pollution of soil and watercourse.
	Activities		Environmental aspects	Environmental impacts				
	Storing of lubricating oil.		Spillage of lubricating oil	Pollution of soil and watercourse.				
	Action Plans: Housekeeping of the area and spent oil recovery at the sump pit.							
MEPOM established EAIA dated 15/02/2023. Example (MEPOM):								
<table border="1"> <thead> <tr> <th>Activities</th> <th>Environmental aspects</th> <th>Environmental impacts</th> </tr> </thead> <tbody> <tr> <td>Transportation</td> <td>Gaseous emission from tractors/ lorries</td> <td>Pollution of air</td> </tr> </tbody> </table>	Activities	Environmental aspects	Environmental impacts	Transportation	Gaseous emission from tractors/ lorries	Pollution of air		
Activities	Environmental aspects	Environmental impacts						
Transportation	Gaseous emission from tractors/ lorries	Pollution of air						
4.5.1.3	NSOPB established Environmental Aspect Impact Assessment, Guideline Example: GEPOM EAIA dated 21/02/2023 included list of activities, aspects, impacts towards environment and action plan. Example: Issue: Release of steam to the atmosphere (Sterilization of FFB); Negative Impact: Noise pollution; Action Plan: 1. Modification of chamber to reduce the noise generated for the release of steam; 2. To carry out annual noise boundary surveillance.	Yes						
4.5.1.4	NSOPB established Continual Improvement Plan which includes environmental matters. Example: GEPOM CIP established dated 27/03/2023. Plan: To install Air Pollution Control System (APCS) to ensure dust emission from Boiler below 150mg/N ³ ;	Yes						

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Positive Impacts: Monitoring of emission from boiler; Responsibility: Mill engineer; Timeframe: May 2023.</p> <p>The Air pollution control system is allocated for Year 2023 Capital Expenditure.</p> <p>MEPOM CIP established dated 27/03/2023.</p> <p>Plan: Carry out final discharge testing – to comply with Jadual Pematuhan DOE; Positive Impacts: Monitoring of final discharge; Responsibility: Lab assistant; Timeframe: Weekly.</p> <p>Latest Jadual Pematuhan issued by DOE validity 01/07/2022 until 30/06/2023. Final discharge water test carried out on 07/02/2023.</p>	
4.5.1.5	<p>NSOPB established Training programme for year 2023.</p> <p>Example:</p> <p>GEPOM established training program for year 2023 include environment and policy training.</p> <p>Example:</p> <ol style="list-style-type: none"> MSPO environmental awareness carried out on 24/03/2023; Environmental policy carried out 24/03/2023. <p>Site interviews with sterilizer operator and boiler man informed they understand company environmental policy and environmental impact in mill.</p> <p>MEPOM Policy training carried out on 21/02/2023.</p>	Yes
4.5.1.6	<p>NSOPB carried out environmental meeting once a year participated by mill management teams to discuss on environmental issues and action plan.</p> <p>GEPOM carried out latest environmental meeting on 16/03/2023, and MEPOM carried out meeting on 02/03/2023.</p> <p>The topics include in the environmental meeting are mill activities would affect the environmental such as Effluent discharge analysis, Boiler Chimney's Emission, Scheduled Wastes Management other matters.</p>	Yes
4.5.2.1	<p>NSOPB established fossil fuels management plan records include baseline for diesel consumption from 2019 to 2021.</p> <p>The baseline from 2019 to 2021 are used for monitoring diesel consumption in year 2022..</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																		
Indicator	Summary of Assessment	Compliance																
	<p>Example:</p> <p>GEPOM established graph pattern and summary of diesel consumption on monthly and yearly basis for monitoring purpose.</p> <p>Average diesel consumption (2019-2021): 44,300 L; Diesel consumption FY 2020: 45,411 L; Diesel consumption FY 2021: 43,268 L; Diesel consumption FY 2022: 48,293 L.</p> <p>CPO and PK production by years:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>CPO (MT)</th> <th>PK (MT)</th> <th>Baseline L/CPO</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>6,181.70</td> <td>1,565.65</td> <td>7.34</td> </tr> <tr> <td>2021</td> <td>7,352.25</td> <td>1,871.00</td> <td>5.88</td> </tr> <tr> <td>2020</td> <td>7,187.13</td> <td>1,843.24</td> <td>6.71</td> </tr> </tbody> </table>	Year	CPO (MT)	PK (MT)	Baseline L/CPO	2022	6,181.70	1,565.65	7.34	2021	7,352.25	1,871.00	5.88	2020	7,187.13	1,843.24	6.71	
Year	CPO (MT)	PK (MT)	Baseline L/CPO															
2022	6,181.70	1,565.65	7.34															
2021	7,352.25	1,871.00	5.88															
2020	7,187.13	1,843.24	6.71															
4.5.2.2	<p>NSOPB mills established budget for diesel consumption year 2023.</p> <p>Mills recorded the actual diesel consumption compared against the budgeted.</p> <p>The actual diesel consumption record for the month of January and February 2023 is archived and maintained.</p>	Yes																
4.5.2.3	There are no new renewable energy apply at GEPOM and MEPOM.	Yes																

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																
Indicator	Summary of Assessment	Compliance														
4.5.3.1	<p>NSOPB established waste management plan for mills operations.</p> <p>Example:</p> <p>GEPOM established list of wastes generated and management plan latest review on 06/02/2023.</p> <p>The table describe the type of wastes and sources as below:</p> <table border="1"> <thead> <tr> <th>Type of waste</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Spent lubricating oil</td> <td>Vehicles Engine's Used Lubricants</td> </tr> <tr> <td>Used Chemical/Pesticides Containers</td> <td>Vehicles used oil filter</td> </tr> <tr> <td>Household Rubbish</td> <td>Line site</td> </tr> <tr> <td>Palm Oil Mill Effluent</td> <td>Effluent generated from Palm Oil Mill Processes</td> </tr> <tr> <td>Clinical waste</td> <td>Waste from dispensary</td> </tr> <tr> <td>Mixed of IPA, Hexane, IsoOctane Wastes</td> <td>House, office and mill workshop</td> </tr> </tbody> </table>	Type of waste	Source	Spent lubricating oil	Vehicles Engine's Used Lubricants	Used Chemical/Pesticides Containers	Vehicles used oil filter	Household Rubbish	Line site	Palm Oil Mill Effluent	Effluent generated from Palm Oil Mill Processes	Clinical waste	Waste from dispensary	Mixed of IPA, Hexane, IsoOctane Wastes	House, office and mill workshop	Yes
Type of waste	Source															
Spent lubricating oil	Vehicles Engine's Used Lubricants															
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Clinical waste	Waste from dispensary															
Mixed of IPA, Hexane, IsoOctane Wastes	House, office and mill workshop															
4.5.3.2	<p>a NSOPB established waste management plan to monitor and managing waste generated by mills.</p> <p>Example:</p> <p>GEPOM established list of wastes and management plan dated 18/04/2022.</p> <p>Example one (1):</p> <p>Type of waste: POME;</p> <p>Source of waste: Effluent generated from palm oil mill processes;</p> <p>Pollutions: Seeping of oil into the ground can affect the quality of ground water;</p> <p>Monitoring plan:</p> <ol style="list-style-type: none"> 1. Ensure the treated effluent is within the safe discharged parameter; 2. To carry out monthly by the accredited laboratory on the discharged effluent quality; <p>PIC: Mill engineer and QA supervisor;</p> <p>Final discharge analysis carried out by Eurofins dated 09/03/2023.</p> <p>Example two (2):</p> <p>Type of waste: Palm kernel shell;</p>	Yes														

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Source: Extraction of CPO; Issue: Generation of shell; Management plan: Sell and utilize for boiler fuel; Period: Continuous; Responsibility: Mill supervisor.</p>	
	<p>b GEPOM and MEPOM use kernel shell and fiber as boiler fuel. EFB and boiler ash are used by own estates as part of recycling programmer as organic fertilizer.</p>	Yes
4.5.3.3	<p>NSOPB established SOP for scheduled wastes, SOP version 3.0, dated 2019. The SOP stated: All spent solvent generated from laboratory and mini-laboratory in testing operations shall be transferred to scheduled waste store. Site visit to scheduled waste stores confirm all scheduled wastes item are labeled, and store properly and within permissible amount by DOE. Latest scheduled waste consignment was made on 01/02/2023 by Kualiti Alam Sdn. Bhd. for waste SW 322. MEPOM, latest disposal of scheduled waste, SW 305- spent lubricating oil by Pentas Flora Sdn. Bhd., dated 20/10/2022.</p>	Yes
4.5.3.4	<p>NSOPB manage domestic waste via landfill or sending to authorised waste collector. Example: GEPOM domestic wastes are collected and disposed by Majlis Daerah Kerian. Sighted payment for domestic waste disposal service by Ladang Gula to Majlis Daerah Kerian, bill number 03210003, dated 21/03/2023. Latest updated scheduled waste inventory dated 29/03/2023, file reference number; JAS.CHQ 600-3/1/27</p>	Yes
4.5.4.1	<p>NSOPB established GHG management plan, dated 18/02/2023. The management plan includes: 1. Sources of GHG; 2. Impacts of emission; 3. Mitigation measure; 4. Monitoring plan; 5. And person in charge. Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services				
Indicator	Summary of Assessment	Compliance		
	MEPOM established GHG Management Plan dated 23/03/2023.			
4.5.4.2	<p>NSOPB established GHG management plan, dated 18/02/2023.</p> <p>Example of action plan:</p> <p>Source of GHG: Treatment of palm oil mill effluents;</p> <p>Impacts: Contributes to Global Warming via Methane gas /Air Pollution;</p> <p>Action plan: To carried out feasibility study of installing Bio-gas plant;</p> <p>Status: December 2023;</p> <p>PIC: Mill engineer;</p> <p>Example:</p> <p>MEPOM established GHG Management plan, dated 23/03/2023.</p> <p>Source of GHG: Emission from boiler for electrical and steam supply;</p> <p>Impacts: Contributes to Global Warning via (Sox and NOx)/ Air pollution;</p> <p>Action taken:</p> <ol style="list-style-type: none"> 1. Ensure regular maintenance for fuel burning equipment and air pollution control; 2. Quarterly assessment of stack emissions; 3. Daily monitoring of black smoke through CEMS; <p>CEMS monitoring sighted dated 15/03/2023.</p>	Yes		
4.5.4.3	<p>NSOPB treated POME using open pond system before final discharge to water course.</p> <p>Example:</p> <p>GEPOM engage with 3rd party laboratory to conduct final discharge POME test on 09/03/2023.</p> <p>MEPOM engage with 3rd party laboratory to conduct final discharge POME test on 30/01/2023.</p> <p>Site visit and interview with mill management observed the treated POME discharge to water course.</p>	Yes		
4.5.5.1	<p>a NSOPB established water management plan which includes identification of water sources, usage and optimization plan.</p> <p>Example:</p> <p>GEPOM established Water Management Plan updated on 12/02//2023.</p> <p>The plan has identified source of water and water usage.</p> <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">Source of water</td> <td style="width: 50%;">Use of water</td> </tr> </table>	Source of water	Use of water	Yes
Source of water	Use of water			

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Principle 5: Environment, natural resources, biodiversity and ecosystem services						
Indicator	Summary of Assessment	Compliance				
	<table border="1"> <tr> <td>Sungai Kurau</td> <td>Raw water for palm oil milling.</td> </tr> <tr> <td>Lembaga Air Perak</td> <td>For household usage For mill boiler operation</td> </tr> </table> <p>Onsite visit to GEPOM housing area observed each houses provided with water tanks.</p> <p>Site interviews with sterilizer operator and boiler man informed, they received treated water supply from Lembaga Air Perak (LAP).</p> <p>MEPOM established Water Management Plan dated 27/03/2023, includes points; issue and management action.</p>	Sungai Kurau	Raw water for palm oil milling.	Lembaga Air Perak	For household usage For mill boiler operation	
Sungai Kurau	Raw water for palm oil milling.					
Lembaga Air Perak	For household usage For mill boiler operation					
	<p>b</p> <p>The water management plan includes monitoring of outgoing water generated by mill activities.</p> <p>Example:</p> <p>GEPOM established Water Management Plan updated on 12/02/2023.</p> <p>Final discharge POME analysis carried out by external laboratory dated 09/03/2023 stated the result met the DOE discharge limits where BOD is below 100mg/l.</p>	Yes				
	<p>c</p> <p>NSOPB established water management plan which includes optimization of mill's water usage.</p> <p>Example:</p> <p>GEPOM established Water Management Plan updated on 12/02/2023 continuous improvement plan.</p> <p>Management action: Record Lembaga Air Perak (LAP) water consumption in the palm oil mill;</p> <p>Status: On-going monthly basis;</p> <p>Responsibility: Mill engineer.</p>	Yes				
4.5.5.2	<p>NSOPB established water management plan which includes managing POME discharge.</p> <p>GEPOM established Water Management Plan updated on 12/02/2023 describes as follows:</p> <ol style="list-style-type: none"> GEPOM discharge treated POME for Gula river; Final discharge water quality testing will be carry out by internal laboratory as per Department of Environment (DOE) requirements. <p>During document review, POME final discharge test dated 09/03/2023 stated result met the DOE discharge limits with BOD below 100mg/l.</p>	Yes				

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>GEPOM adopted (Sin Thye Management Sdn Bhd) Standard Operations Procedure (SOP) for Palm Oil Mill, version 3 released 2019.</p> <p>The SOP includes;</p> <ol style="list-style-type: none"> 1. Sterilization; 2. Digester; 3. Bunch Crusher. <p>There are training for SOP has been carried out as follow;</p> <ol style="list-style-type: none"> 1. Training for Vibrating screen has been carried out, dated 22/03/2023; 2. Training for FFB grader has been carried out, dated 22/02/2023; 3. Training for Workshop-forklift has been carried out on 21/02/2023. <p>Site interviews with ramp operator and boiler operator informed, they have been briefed on SOP.</p>	Yes
4.6.1.2	<p>GEPOM implement milling best practices.</p> <p>Example:</p> <p>Stack measurement for dust particulates and opacity emissions month of March 2023 using CEMS via online monitoring system in accordance to DOE requirements.</p> <p>Stack emissions report/Isokinetik stack sampling report dated 01/03/2023 results found to be well within the Environmental Quality (Clean Air) Regulation 2014 Regulation 13 ,third schedule, table A.</p> <p>Dark smoke observation on Ringlemann Chart No. 2 was below the specification of the Malaysian Environmental Quality (Clean Air) Regulations of below 5 min./hr. The permissible threshold are below 20% opacity and below 100mg/m³.</p> <p>Review on final discharge test dated 09/03/2023 the BOD level is in accordance to the DOE discharge limits with BOD below 100 mg/l.</p>	Yes
4.6.2.1	<p>GEPOM and MEPOM established 10 years business plan as guidance for the mill to conduct the daily operation and expenditure. The business plan was documented in 10 years production, expenditure and profit/loss projection in Budget.</p> <p>Items stated in the business plan as follows:</p> <ol style="list-style-type: none"> 1. Hectare statement; 2. FFB Process and FFB purchase (FFB, CPO, PK, OER, KER); 3. Production cost; 4. Cost/tons; 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>5. Dispatch (CPO and PK).</p> <p>The capital expenditure was documented in Financial Year Proposed Capital Expenditure (CAPEX).</p>	
4.6.3.1	<p>GEPOM and MEPOM managed and control purchase of products by receiving quotation from seller.</p> <p>Example:</p> <p>Documents review on quotation for purchasing of chemicals stated the proposed price with purchasing order issued based on the agreed price.</p>	Yes
4.6.3.2	<p>GEPOM and MEPOM purchases of chemicals using a quotation and purchase order system.</p> <p>The payment is made based on terms and conditions stated in the quotation provided by the supplier and issuance of purchase order to acknowledge and confirmation of the price.</p> <p>Example:</p> <p>MEPOM purchase order, delivery order and invoice of chemicals dated is documented and maintained.</p>	Yes
4.6.4.1	<p>GEPOM and MEPOM established contract agreement on transport of CPO and PK from mill to respective refinery and kernel crushing plant dated 01/01/2023 to 31/12/2023.</p> <p>GEPOM</p> <p>Contract agreement with Transporter A for transportation and delivery of palm kernel, effective from 01/01/2023 to 31/12/2023.</p> <p>Contract agreement with Transporter B for the transportation and delivery of crude palm oil, effective from 01/01/2023 to 31/12/2023.</p> <p>The contract agreement states contractor shall observe and comply with MSPO principles requirements with regards to the transportation of CPO and PK.</p> <p>All transporter has been trained in MSPO requirements.</p> <p>MEPOM</p> <p>Contract agreement with Transporter C for transportation and delivery of crude palm oil, effective from 01/01/2023 to 31/12/2023.</p> <p>Contract agreement with Transporter B for the transportation and delivery of crude palm oil, effective from 01/01/2023 to 31/12/2023.</p> <p>Example:</p> <p>Training to the CPO and PK transporters at MEPOM carried out includes MSPO requirements.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.2	GEPOM and MEPOM established contract agreement with CPO and PK transporter mutually agreed and signed by both parties on payments, term and conditions. Example: GEPOM and MEPOM agreements with CPO and PK transporter from 01/01/2023 – 31/12/2023.	Yes
4.6.4.3	GEPOM and MEPOM established contract agreement with contractors include a clause 2.1 (m) reserving the rights of the certification body to audit the outsourced contractor.	Yes

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

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Negri Sembilan Oil Palms Berhad operation or any on/off-products claim.

4.5. Status of Non-Conformities Previously Identified

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.
	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 or repeated, the finding will be raised to a Major non-conformity.</i> <i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i>	

4.6. Detail of Audit Findings Identified during last audit

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

4.7. Detail of Onsite Audit Findings Identified during This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones	Mill	NSOPB could improve assessment on SIA input feedback.
2.	4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period	Mill	NSPOB could improve the baseline assessment for non-renewable energy.

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5. CONCLUSION

Negri Sembilan Oil Palms Berhad has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit Gula Estate Palm Oil Mill and Maran Estate Palm Oil Mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

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

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-4:2013. Part 4 General principles for palm oil mills.

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

Certified CPO January to February 2023:	1,551.98	mt
Certified PK January to February 2023:	412.46	mt
Projected CPO March to December 2023	10,876.00	mt
Project PK March to December 2023	2,790.00	mt

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6. RECOMMENDATION

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

The structure of the audit was in accordance with the audit plan included into this summary report.

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

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

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

Puchong, 07/04/2023



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

Puchong, 08/05/2023



Navin Baskram
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF STAKEHOLDERS

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

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Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives	
<p>This report is sent by the certification body to the members of the audit team and the audit representative of the organisation. All documents (such as this report) regarding the certification procedure are treated confidentially by the audit team and the certification body. This audit report remains the property of the certification body.</p> <p>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.</p> <p>The responsibility for continuous effective operation of the management system always rests solely with the audited and certified organisation.</p> <p>Salvo clause:</p> <p>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.</p> <p>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.</p>	
Annex / Enclosures	
Annex / corresponding audit documentation	<input checked="" type="checkbox"/> P&C Audit Report / Checklist(s) <input checked="" type="checkbox"/> Audit Plan