

# MSPO CERTIFICATION SUMMARY REPORT

## PERLADANGAN JAYASAMA SDN BHD

### STAGE 2 – CERTIFICATION AUDIT

Remote Audit 1 Date: 03/08/2020

Remote Audit 2 Date: 09/11/2020

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# MSPO Certification Summary Report

Company Name: Peladangan Jayasama Sdn.Bhd

Certifying Unit: Perladangan Jayasama Sdn.Bhd

Client Number: 92-148

Audit Type: Stage 2 - Certification Audit

Mode of Audit: Remote



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### Abbreviations

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

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## 1. INTRODUCTION

Peladangan Jayasama Sdn.Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an initial certification audit for its oil palm estate(s) according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

### 1.1. Objective

The objective of this certification audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

### 1.2. Scope

The assessment is based on the documentation established by the group office.

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

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

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

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

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

### 1.3. Appointment and qualification of team members

The audit team appointed one team leader and one team member for both remote audits. Remote audit one (1) (03/08/2020) team consist of Chan Shi Lie as trainee Lead Auditor and Sheron Pui Ling Wui as team member while remote audit two (2) (09/11/2020) team consist of Navin Baskram as trainee Lead Auditor and Chan Shi Lie as team member. The audit team member contributed to the review of documents, the assessment of the project activity and preparation of the report.

#### Qualification of the Lead Auditor (Trainee): Navin Baskram

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;	Bachelor in Biotechnology and Master in Environmental Management.

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Requirement	Qualifications
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)	Four (4) years working experience in oil palm plantation and two (2) years' experience as sustainability executive and Internal Auditor. Two (2) years' experience in RSPO accreditation for RSPO scheme accreditation body.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standard for Lead Auditors.
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.	Completed 20 man days requirement to qualify as auditor. Currently undergoing process of completing 15 man days as trainee lead auditor for qualification as Lead Auditor.
Field working experience in the palm oil sector or demonstrable equivalent	Four (4) years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Four (4) years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO9001 standard for Lead Auditors.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Pending completion of ISO 45001 training.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Pending completion of SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Pending ISO 14001 training.

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Requirement	Qualifications
Completed High Conversation Value assessment	Successfully completed High Conservation Value assessment.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in both Bahasa Malaysia and English.

### Qualification of Team Member(s)

Requirement	Name of 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	Chan Shi Lie	Graduate in Bachelor of Media Technology (Major in Broadcasting)	Yes
	Sheron Pui Ling Wui	Bachelor in Medical Science	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Sheron Pui Ling Wui	4 years working experience in QA, QMS and internal audit, and 2.5 years working experience in MSPO audit experience.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Chan Shi Lie	Successfully completed MS2530 series of standard for Lead Auditors	Yes
	Sheron Pui Ling Wui	Successfully completed MS2530	Yes

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Requirement	Name of Assessor	Qualification	Compliance
		series of standard for Lead Auditors	
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.	Chan Shi Lie	Qualified as auditor after completion of 20 man days as trainee auditor.	Yes
	Sheron Pui Ling Wui	Qualified as auditor after completion of 20 man days as trainee auditor.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Sheron Pui Ling Wui	4 years working experience in QA, QMS and internal audit, and 2.5 years working experience in MSPO audit experience.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Sheron Pui Ling Wui	Qualified and appointed as MSPO OPMC auditor.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Chan Shi Lie	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Sheron Pui Ling Wui	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Chan Shi Lie	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Sheron Pui Ling Wui	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Chan Shi Lie	Successfully completed SA 8000 Basic training.	Yes
	Sheron Pui Ling Wui	Successfully completed SA 8000 Basic training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Chan Shi Lie	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Sheron Pui Ling Wui	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Completed High Conversation Value assessment	Chan Shi Lie	Qualified and appointed as MSPO OPMC auditor.	No
	Sheron Pui Ling Wui	Successfully completed High Conversation Value assessment.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Chan Shi Lie	Able to communicate in both Bahasa Malaysia and English.	Yes
	Sheron Pui Ling Wui	Able to communicate in both Bahasa Malaysia and English.	Yes



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## 2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- 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 operational personnel, workers, stakeholders, contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Peer review
- Address Peer Review Comments
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

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

### Stage 1 Audit:

Stage 1 audit is conducted on 16/12/2019 covers desk review activities:

- Background investigation
- Review of documentation established but not limited to below
  - Policies
  - Estate map(s)
  - Land titles
  - Land usage
  - Standard Operating Procedures
  - Work Flow Charts
  - Work Plans
  - Licenses and permits
  - Training records
  - Applicable Legislation Documents

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- Interviews of relevant operation personnel
- Assessment reporting

### Stage 2 Certification Audit:

Stage 2 certification audit is conducted on 03/08/2020 for 1<sup>st</sup> remote audit and on 09/11/2020 for 2<sup>nd</sup> remote audit for Perladangan Jayasama Sdn.Bhd covering the following activities but not limited to below:

#### Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual Review of documentation established but not limited to below
  - Policies
  - Estate map(s)
  - Land title(s)
  - Standard Operating Procedures
  - Work Flow Charts
  - Management Plans
  - Operating licenses and approvals
  - Operating records
  - Training records
  - Applicable Legislation Documents
- Virtual inspection of estate facilities and field activities;
- Virtual interview operation personnel and field workers for understanding of work assigned;
- Virtual stakeholders communication; If required
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit

### Remote Assessment

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

The methodology for collection of objective evidence included site inspections via pictorial or video evidences, observation of tasks and processes via pictorial or video evidences, interview workers and operation personnel via telephone calls, interviews of stakeholders, communities via telephone calls, review of documentation and data. Checklists and questionnaires were

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used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

This remote audit is conducted in accordance to MPOCC Updated Circular (27 October 2020) Guidance on Remote Audits due to Covid-19 Pandemic on travelling restrictions.

The remote audit follow the IAF MD4:2018 and as guided by the ISO 9001 Auditing Practices Group Guidance on Remote Audits

The communication tool applied for the remote audits is WhatsApp & telephone.

For the certification audit, Perladangan Jayasama Sdn.Bhd has 2 divisions. Therefore, no selection required as both divisions are covered during the audit.

**Table 2-1: Division(s) Selected**

Name of Division	Coordinates
Perladangan Jayasama division	N 6° 34'47.6400", E 117°18'38.5200"
Inai Lambang division	N 6° 33'38.5200", E 117°18'37.4400"

### Non-conformance:

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

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

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### 3. ORGANISATION INFORMATION

Perladangan Jayasama Sdn. Bhd. is an oil palm plantation company with office located at Lot 18, Utama Zone 3 Commercial, Jalan Dataran BU3, Bandar Utama Batu 6, 90000 Sandakan, Sabah.

The details of the divisions as below:

Name of Division	Location	Coordinates
Perladangan Jayasama division	Kampung Mapat, Beluran, Sabah	N 6° 34'47.6400", E 117°18'38.5200"
Inai Lambang division	Paitan, Sabah	N 6° 33'38.5200", E 117°18'37.4400"

#### 3.1. Production volume

Name of Divisions	Area (Ha)		Projected FFB Production (mt) (January 2020 to December 2020)
	Total*	Production**	
Perladangan Jayasama division	243.13	223.29	1,348.05
Inai Lambang division	186.78	186.78	876.00
<b>Total</b>	<b>429.91</b>	<b>410.07</b>	<b>2,224.05</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Division

Year / Division	Perladangan Jayasama Division	Inai Lambang Division
2008	104.12	0
2011	0	186.78
2014	46.68	0
2015	72.48	0
<b>Total Mature</b>	<b>223.29</b>	<b>186.78</b>
<b>Total Immature</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>223.29</b>	<b>186.78</b>

#### 3.3. Replanting program for each division

No replanting for the next five years as palm are still in mature stage.

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## 3.4. Maps of Division (s) Location



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### 4. CERTIFICATION ASSESSMENT

#### 4.1. Certification Audit

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

##### 4.1.1. Stage 1 Audit:

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

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

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

These organization shall undergo both Stage I and II audit

Perladangan Jayasama Sdn.Bhd do not has any certification, therefore, has to undergo Stage I audit.

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

The Stage 1 audit is conducted on 16/12/2019 at Perladangan Jayasama Sdn.Bhd covering the following activities:

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

##### 4.1.2. Stage 2:

The Stage 2 remote audits is conducted on 03/08/2020 and 09/11/2020 covering Perladangan Jayasama Division and Inai Lambang Division.

During the Stage 2 Remote audits, there are 6 Majors, 1 Minor Non-Conformity and 10 Opportunities for Improvement (OFI) are raised in total from both remote audits.

During this audit, the major and minor non-compliance raised in remote audit 1 on 03/08/2020 has been reviewed by means of inspection of division(s) via video and pictorial evidence, conduct phone and video call interviews, review and verify documents that are established, corrected and implemented appropriately by the plantation management. The corrective measures implemented could be verified as appropriate.

The major non-conformances raise during the audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

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Action plan is submitted for Minor non-conformance with implementation review during the next audit.

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

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

### 4.2. Stakeholders' Consultation

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 stakeholders 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.

Stage 2 Audit or any concerns or complaints or disputes raised prior to this audit, Stakeholders consultation shall be conducted.

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 14/09/2020 as to accommodate stakeholder's consultation for Perladangan Jayasama Sdn.Bhd to provide comments. As at audit date on 09/11/2020 there are no comments received.

The topics of discussion are as below:

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

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

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

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4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information

The contractors who provides maintenance and service could confirm they are briefing on MSPO requirements.

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

The list of stakeholders who were interviewed by telephone refer to Table 7-1:

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	During interviews with stakeholders, they are aware of PJSB is in the process of MSPO certification.	Positive comment
2	Social issues	There are no social issues or concerns raised during stakeholders interviews.	Positive comment
3	Type of land title – Country Leased, Provisional Leased, Native title, Customary Land	The land titles are country leased by the State of Sabah. Neighbouring local community have informed that physical boundary markers has been established by PJSB and there are no land disputes.	Positive comment
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	No negative impact of MSPO certification as stakeholders are aware regarding advantages such as job opportunities, improvement on amenities such as housing conditions.	Positive comment
5	Does MSPO largely benefits the local community?	Local communities acknowledged there is improvement in relationships as transparency level and communications has largely improved.	Positive comment
6	Environmental understanding	There is increase in environmental awareness among the stakeholders as they have exchange the knowledge via stakeholder meeting held by PJSB.	Positive comment



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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
7	Awareness towards species, habitats, and high conservation values	There is increase in biodiversity conservation awareness among the stakeholders as they have exchange the knowledge via stakeholder meeting held by PJSB. Besides, PJSB has also stressed on no hunting activities within and surrounding PJSB's compound.	Positive comment
8	Are there any plantation management practices that affect you?	There are no plantation activities that are being carried out by PJSB which affects stakeholders. This has been verified interviews with stakeholders.	Positive comment
9	Do you consider management is in conflict with the MSPO principles and criteria?	There are no conflicts highlighted by the stakeholders during interviews.	Positive comment
10	Do you have any suggestions for the estate management?	Local community has highlighted that they would appreciate if PJSB can contribute to the road maintenance more frequently rather than annually.	PJSB has mentioned that the road grading activities can only be carried out according to their allocated budget as this is a government road and they have covered approximately 11 KM annually. They will discuss and seek further assistance from the respective government body in this matter.

### 4.3. Summary of Assessment

#### Principle and Criteria Assessment Summary

The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-3. The summary of the assessment as below, where the "Findings/Comments" column reflects the findings in accordance with each indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p><b>Remote Audit 1: 03/08/2020</b> PJSB established MSPO policy dated 01/11/2019 signed by Director. The policy states that management strive to ensure that all oil palm activities operate in sustainable manner.</p> <p><b>Remote Audit 2: 09/11/2020</b> Review on photo submitted observed the MSPO policy is available at estate notice board. Interview with workers via phone called feedback they are aware on the MSPO policy.</p>	Yes
4.1.1.2	<p><b>Remote Audit 1: 03/08/2020</b> PJSB established MSPO policy dated 01/11/2019 signed by Director. PJSB will strive to implement these principles to ensure continuous improvement in the company.</p> <p><b>Remote Audit 2: 09/11/2020</b> Review on photo submitted observed the MSPO policy is available at estate notice board.</p>	Yes
4.1.2.1	<p><b>Remote Audit 1: 03/08/2020</b> PJSB established document internal audit and management review dated 15/06/2020. In section 1 (1) states that internal audit to be conduct once a year. PJSB conduct latest internal audit on 14/06/2020 has identified weak point and improvement plan.</p>	Yes
4.1.2.2	<p><b>Remote Audit 1: 03/08/2020</b> Review on internal audit documents, SOP for internal audit was not available.</p> <p><b>Major Non-Conformity</b> PJSB did not established Internal audit procedure.</p> <p><b>Remote Audit 2: 09/11/2020</b> PJSB established internal audit flow chart dated 01/09/2020.</p>	No
4.1.2.3	<p><b>Remote Audit 1: 03/08/2020</b> PJSB conducted Management review meeting on 20/06/2020 has include discussion on the internal audit results.</p>	Yes
4.1.3.1	<p><b>Remote Audit 1: 03/08/2020</b> PJSB conduct Management review meeting on 20/06/2020 has include agenda as follow:</p> <ul style="list-style-type: none"> <li>• Performance of internal audit</li> <li>• Findings</li> <li>• Time frame</li> </ul>	Yes
4.1.4.1	<p><b>Remote Audit 1: 03/08/2020</b></p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>PJSB conduct MRM on 20/06/2020 has identified matters to be covered in CIP include social, environmental, safety and health and best practice.</p> <p><b><u>Remote Audit 2: 09/08/2020</u></b></p> <p>PJSB established Continuous Improvement Plan (CIP) dated 20/09/2020 cover main social and environmental impacts.</p> <p>Example:</p> <p>Social</p> <p>Point no.6: Communicate with employee on environmental, safety and health issues.</p> <p>Action: To carry out two way communications with the employees through morning muster call.</p> <p>Time frame: Once a month</p> <p>PIC: Estate manager</p> <p>Interview with workers via phone called feedback there is two way communications between the management and workers to discuss any issues related to social and environmental.</p>	
4.1.4.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established flow chart for new technique, information and techniques dated 03/06/2020.</p> <p>The flowchart describes as follows:</p> <ul style="list-style-type: none"> <li>• The initial part of communication with new technology supplier or product until the implementation and monitoring for further improvement.</li> <li>• To involve with workers on the implementation of new technology, information and technique; as well as training need; once being implemented.</li> </ul> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview with workers via phone call feedback they are aware of the flow chart for new technique, information and technology. Currently no implementation of new technique, technologies or information.</p>	Yes
4.1.4.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established flow chart for new technique, information and techniques dated 03/06/2020.</p> <p>Flow chart describes that will involve workers on the implementation of information, new technology and technique. Training will be provided once implementation commence.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Interview with workers via phone call feedback that are no new techniques or technologies implemented in the estate.	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established list of stakeholders dated 29/06/2020 include government bodies, local communities, neighboring estates, suppliers, school and NGOs.</p> <p>Example</p> <p>Government agency: Balai Polis Sungai-sungai</p> <p>School: SK Maidan</p> <p>Local community: Kg Maidan</p> <p>Neighbouring estate: Srimas Plantation Sdn Bhd</p> <p>Supplier: Agri Blossom Sdn Bhd</p> <p>NGO: Klinik Pantai</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Stakeholders meeting was conducted on 26/08/1010 with Participants include representatives from Lembaga Getah, Neighbouring local community and neighbouring plantations. Pictorial evidence of stakeholders meeting is verified.</p> <p>Notification of stakeholders meeting dated on 03/03/2020 for an initial stakeholder meeting is available. However, this could not take place due to Covid-19 outbreak and movement restrictions. The invitation for the rescheduled stakeholders consultation on the 26<sup>th</sup> of August 2020 was carried out via phone call.</p> <p>The stakeholders meeting minutes discussed importance of environmental management such as avoidance of open burning, cooperation and awareness on Covid-19 mitigation and cooperation within local community in adhering SOPs and social issues such as road repairs.</p>	Yes
4.2.1.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established list of publicly available and confidential documents dated 03/06/2020.</p> <p>Example of publicly available documents:</p> <ul style="list-style-type: none"> <li>• Estate map</li> <li>• Company policies</li> </ul> <p>Example of confidential documents:</p> <ul style="list-style-type: none"> <li>• Budget</li> </ul>	Yes

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<b>Principle 2: Transparency</b>		
<b>Indicator</b>	<b>Summary of Assessment</b>	<b>Compliance</b>
	<ul style="list-style-type: none"> <li>Company account book</li> </ul>	
4.2.2.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Consultation and communication flow chart, document no.PJ02/19 dated 01/11/2019.</p> <p>The flowchart describe:-</p> <ol style="list-style-type: none"> <li>Communication to employee and stakeholders</li> <li>Enquiry / issue from employee and stakeholders</li> </ol> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>The flowchart has been displayed on the notice board for stakeholders and outsiders to access the communication and consultation process.</p> <p>During interview sessions via video call with workers and telephone call with stakeholders, they informed that issues are usually discussed with the Estate Manager and resolved within 2-3 days except for road grading issues as this will be carried out by the company on an annual basis.</p>	Yes
4.2.2.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB appoints admin clerk as person in-charge for consultation and communication dated 29/06/2020.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>At the Estate level, the Estate Manager handles all consultation and communication matters. Awareness level of the Estate Manager and admin clerk during the interview session via telephone call provided insights on their ability to demonstrate understanding on job scope and process of communication and handling of issues related to communication and consultations related to the company as established in the procedure.</p>	Yes
4.2.2.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Review on documents related to stakeholders it was found that stakeholders meeting minute was not available at time of audit.</p> <p><b><u>Major Non-Conformity</u></b> Stakeholders meeting minutes is not available during the audit.<b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>List of stakeholders dated 28/08/2020 is reviewed. The stakeholders list has been revised to include additional information such as oil mill representative. List of stakeholders include sections such as government bodies, NGOs, Village Head, school, neighbouring plantations, collection centre, oil mill and suppliers.</p> <p>Issues highlighted by stakeholders during the stakeholder meeting on 26/08/2020 were donations request by local community for festive seasons and road repairs and grading for access. Telephonic interview sessions with stakeholders confirmed that the company does contribute on road grading activities which is carried out annually. The stakeholders informed</p>	No

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	road access are usually bad during the rainy seasons and the PJSM has contributed repair the road for an approximate of 11 Km on good will basis.	
4.2.3.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established traceability flow chart, document no.: PJ03/19 dated 01/11/2019.</p> <p>The traceability flow chart includes:</p> <ul style="list-style-type: none"> <li>• Loading chit</li> <li>• Estate delivery note</li> <li>• FFB record book</li> <li>• Mill weighbridge ticket</li> </ul>	Yes
4.2.3.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Internal audit report dated 14/07/2020 is reviewed and has included inspection for traceability system with no findings raised.</p>	Yes
4.2.3.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established management organization chart dated 15/08/2019 described the admin clerk 1s person in-charge for traceability.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>During the phone call interview sessions with admin clerk was able to explain role and job scope related to traceability which mainly monitoring of records of FFB dispatch and sales to the mill, while in field monitoring is done by the Estate Manager for Perladangan Jayasama and Assistant for Inai Lambai.</p>	Yes
4.2.3.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established records of sales and delivery and kept at estate office on daily basis.</p> <p>The estate dispatch note is crosschecked against the weighbridge ticket received from palm oil mill include details such as estate dispatch note number, date of delivery, transport details, weight of FFB delivered</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Sampled FFB delivery note and Mill weigh bridge ticket on the 03/09/2020 from Perladangan Jayasama Sdn.Bhd with information as below:</p> <p><u>FFB delivery note</u></p> <ul style="list-style-type: none"> <li>• Year of Planting</li> <li>• Date</li> <li>• Gross weight</li> <li>• Tare weight</li> <li>• Net weight</li> </ul>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>• Lorry number</li> <li>• Dispatch time</li> <li>• Dispatch receipt number / delivery number</li> </ul> <p><u>Mill weighbridge ticket</u></p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Dispatch note ticket number</li> <li>• MPOB number</li> <li>• Expiry date</li> <li>• Vehicle number</li> <li>• Product description</li> <li>• Time</li> <li>• Weight (1st weight, 2nd weight and net weight)</li> </ul>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established list of legal register dated 24/12/2019 updated on 05/05/2020.</p> <p>PJSB established list of permit and licenses dated 01/12/2019.</p> <p>Example of legal and regulations:</p> <p>Prevention and Control of Infectious Disease Act 1988</p> <p>Example of permit and licenses:</p> <p>MPOB licence remain valid dated 01/10/2019 – 30/09/2020.</p>	Yes
4.3.1.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established list of legal register dated 24/12/2019 updated 05/05/2020.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Malaysia Palm Oil Board Act 1998 (Act 582)</li> <li>• Prevention and Control of Infectious Disease Act 1988 (Declaration of infection Local Areas Order 2020)</li> <li>• Sabah Labour Ordinance Cap 67</li> </ul>	Yes
4.3.1.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established list of legal register dated 24/12/2019 updated 05/05/2020.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>New updated Act:</p> <ul style="list-style-type: none"> <li>Prevention and Control of Infectious Disease Act 1988 (Declaration of infection Local Areas Order 2020)</li> </ul>	
4.3.1.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB appoints admin clerk as person in charge for updating legal documents, regulations and licenses.</p>	Yes
4.3.2.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established list of land titles dated 01/11/2019.</p> <p>PJSB land titles are country lease titles issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users</p> <p>PJSB sub-leased native land titles for 30 years. Name of owner stated in land title that issue by Sabah Land Authority and subleased to PJSB.</p>	Yes
4.3.2.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB country lease land titles issued by Sabah Land Authority with a tenure of 99 years and for cultivation of oil palm.</p> <p>PJSB sub-leased native land titles for 30 years the document include name of owner and sublease to PJSB. The land states the land usage for agricultural of economic value.</p>	Yes
4.3.2.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Land title includes map stating the total area with boundary stone numbering.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Review on photos and documents submitted observed boundary markers are well maintained well both Perladangan Jayasama Sdn Bhd and Inai Lambang Sdn Bhd.</p>	Yes
4.3.2.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Review on the PJSB Country Lease land title sighted the history on land transfer from previous owner to PJSB.</p> <p>No dispute from previous owner and land title issued by Sabah Land Authority.</p> <p>Review on the sub leased agreement sighted is duly agreed and signed by bot lesser and lessor. No dispute of the owner for the sub lease land.</p>	Yes
4.3.3.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p>	Yes



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<b>Principle 3: Compliance to legal requirements</b>		
Indicator	Summary of Assessment	Compliance
	<p>PJSB land titles are country lease titles issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users</p> <p>PJSB sub-leased agreement is 30 years duly signed between owner and PJSB. The name of owner stated in land title that issue by Sabah Land Authority.</p>	
4.3.3.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB sub-leased agreement is 30 years duly signed between owner and PJSB. The name of owner stated in land title issued by Sabah Land Authority.</p> <p>There are no encumbered land titles. Therefore, no map established.</p>	Yes
4.3.3.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>There are no encumbered land titles. Therefore, no FPIC and negotiation established.</p>	Yes

<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established SIA dated 17/07/2020 includes a summary of positive and negative impacts and the timeline to monitor for completion.</p> <p>The action and implementation is the responsibility of the PIC in the table.</p> <p>The positive impacts are continuously promoted while negative impacts are mitigated within a time frame to carry out the action and included in CIP for monitoring.</p> <p>Interview with office admin confirm the SIA will be reviewed once a year.</p> <p><b><u>Minor Non-Conformity</u></b></p> <p>The SIA report did not include the assessment as follows:</p> <ul style="list-style-type: none"> <li>• Social impact related to infectious disease such as COVID-19</li> <li>• External stakeholder's feedback.</li> </ul> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Review on the action plan dated 20/08/2020 include survey feedback from workers for COVID-19 impact and survey with external stakeholders for social impact feedback will be carry out on December 2020 by D estate manager.</p>	No
4.4.2.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established SOP Complaint and Grievance dated 11/12/2019.</p> <p>The procedure states the timelines to solve any complaint is 30 days after the complaint lodge. PIC to resolve complaint is the estate manager.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.2.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established complaint and grievance form.</p> <p>Complaint record review with no complaint lodged from year 2019 till audit date.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Timeline to resolve complain and grievance is 30 days.</p> <p>Interview with workers via phone call informed there are no complaint lodged as of audit date.</p>	Yes
4.4.2.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established complaint and grievance form. <b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Review on photo submitted observed that the complaint box and form are made available to be assess by all workers and stakeholders.</p>	Yes
4.4.2.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established SOP Complaint and Grievance dated 11/12/2019.</p> <p>The SOP and complaint is displayed at notice board and accessible by workers and stakeholders.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>During interview with workers they are able to demonstrate their awareness on the procedure and complaint could be lodged at any time.</p>	Yes
4.4.2.5	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Complaint record review no complaint lodged from year 2019 till the audit date. Record book is kept in the estate office.</p>	Yes
4.4.3.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB provides job opportunity to local communities for estate operation, office clerk and general worker.</p>	Yes
4.4.4.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Safety and health policy dated 01/11/2019 signed by Director.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Review on the photos submitted observed the policy is display at estate notice boards.</p> <p>Interview with workers via phone call feedback they are aware on the safety and health policy.</p>	Yes
4.4.4.2	<p>a <b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>The safety and health policy is available at the notice boards.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Interview with estate manager and workers they are aware on the policy.	
b	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB does not assess the risk of all operations and documented the related risk assessment activities.</p> <p><u>Major Non-Conformity</u></p> <p>HIRARC is not available</p>	No
c i	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB conducted Spraying and PPE training dated 06/06/2020.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Interview with workers via phone called feedback that they aware on the safe work practices.</p>	Yes
c ii	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>SDS available in English and Bahasa Malaysia.</p> <p>Example:</p> <p>Touch-up dated 16/07/2018.</p> <p><u>Major Non-Conformity</u></p> <p>Medical surveillance not conducted for chemical handlers.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Medical surveillance has been conducted by 3<sup>rd</sup> competent assessor dated 28/09/2020 and result indicate workers are fit for chemical application work.</p> <p>Review on the photos and video of chemical store observed SDS is not in place. Interview with Estate manager inform that at the moment no SDSs are display at chemical stores.</p>	No
d	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PPE records review the PPE issuance to workers dated 23/06/2020 and 24/06/2020.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Helmet</li> <li>• Face mask</li> <li>• Safety boot</li> </ul> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on the photos submitted observed workers are wearing PPE prior perform their work.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Interview with workers via phone call feedback that PPE is provided free by management. Prior to perform job task they will wear the PPE.	
e	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established SOP as follows.</p> <ul style="list-style-type: none"> <li>• Safe working practice for chemical mixing dated 01/11/2019.</li> <li>• Spraying procedure dated 01/11/2019.</li> </ul> <p>The procedures describe the safe working practice for handling chemicals.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Interview with workers via phone called feedback they are aware on safe handling of chemical as per their established SOP.</p> <p>Review on the chemical store observed that the chemical store still in progress to be completed, it was delay due to Covid-19 outbreak in Sabah.</p>	Yes
f	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>Appointed person for safety and health is estate manager as stated in the organisation chart.</p>	Yes
g	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB has total 21 workers in estate. Safety and health meeting is not conduct with their employees to discuss the issue such as employees health, safety and related issue.</p> <p><b>Major Non-Conformity</b></p> <p>PJSB have 21 workers safety and health meeting not required to conduct quarterly. However, safety and health meeting not conduct by management as two-way communications with their employees.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>PJSB has conduct meeting with workers as two-way communications to discuss on safety and health matters. Minute meeting dated 13/08/2020 is review include discussion on PPE matter, safety &amp; health policy, briefing on emergency and fire drill.</p>	No
h	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established accident and emergency SOP dated 01/11/2019. The SOP is brief to staff on 29/05/2020.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on the photo submitted observed emergency response procedure and SOP Covid 19 is displayed at estate notice board.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Interview with workers feedback that they aware on the emergency respond and Covid 19 procedure.</p>	
i	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>First aid training conducted by Malaysian Red Crescent Sandakan District Center dated 23/06/2019 attended by field staff.</p> <p>First aid kit record is established dated 20/07/2020.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on the photo submitted and interview with workers informed first aid kit availability at all major activities and the competent first aider,,field staff is available on site.</p>	Yes
j	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established record book for accidents and injuries. No reported of any major or minor injuries.</p> <p><u>Major Non-Conformity</u></p> <p>Review estate accident record no accident occur. However, PJSB shall register with JKKP.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Record of accidents is established and documented.</p> <p>Interview with estate manager feedback no accident reported from January 2020 until audit date.</p> <p>PJSB has conduct meeting with workers as two-way communications to discuss on safety and health matters. Minute meeting dated 13/08/2020 is review.</p> <p>PJSB had registered with JKKP, registration number: SB/20/04/157597 dated 04/09/2020</p>	No
4.4.5.1	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established Social Policy dated 01/11/2019 signed by Director.</p> <p>The policy states Human Rights according to Universal Declaration of Human Rights of the United Nations.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on the photos submitted observed the policy is display at notice boards.</p> <p>Interview with workers via phone call feedback they are aware on the social policy.</p>	Yes
4.4.5.2	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established Social Policy dated 01/11/2019 signed by Director.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The policy states the company shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristic.	
4.4.5.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established contract agreement for workers in accordance to Sabah Labour Ordinance. Workers are paid either on daily rate or piece rates.</p> <p>Review on the worker' contract agreement describes the pay rate of minimum RM1,100.00 per month or RM42.50 per day or agreed piece rates.</p> <p>Sighted the established piece rates of harvesting, spraying, manuring, FFB loading, pruning, blanket spraying, circle spraying, slashing, and lining.</p>	Yes
4.4.5.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB do not engage contractors for any field operations. Therefore, no contractor worker wage available for review.</p>	Yes
4.4.5.5	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established list of workers that contain name, gender, date of birth, date joined, job description and nationality.</p> <p>Document review confirmed all workers are permanent employed.</p>	Yes
4.4.5.6	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established worker contract for every workers recruited.</p> <p>The management provide fair contract that has been signed by both parties.</p> <p>The workers are briefed on working contract terms and condition, wage, type of work and copy is provided.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview with workers via phone called feedback they have received a copy of work contract duly signed by management and workers prior commence of work.</p>	Yes
4.4.5.7	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established 'Working hours' and displayed at notice board.</p> <p>The working hours for estate starts from 6:00am to 2:30pm with rest time from 10:00am to 10:30am.</p> <p>Workers time recording via morning muster check roll.</p> <p>Working hours and overtime state in working contract.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Overtime rate according to Sabah Labour Ordinance requirements of 1.5 times hourly rate for normal overtime and 2.0 times hourly rate for rest day and public holiday.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Interview with worker via phone called feedback they aware on working hours and rest time. They will reporting for work thru morning muster.</p>	
4.4.5.8	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>Working hours publicly available at notice boards.</p> <p>The working hours is from 6.00 am to 2.30 pm</p> <p>The break time is between 10.00 am to 10.30 am</p> <p>The overtime is based on mutual basis.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Interview with worker via phone called feedback they aware on working hours and rest time.</p>	Yes
4.4.5.9	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established Masa Kerja Di Ladang' and displayed at the notice board.</p> <p>Reviewed on the Workers payslip observed they are paid either piece rate or daily date.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Interview with worker via phone called feedback they aware wage payment normal working hours, daily rate, piece rate and OT rate.</p>	Yes
4.4.5.10	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB provides benefits to workers such as medical care and SOCSO,</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Interview with worker via phone called inform they received benefits such us medical care, SOCSO, housing, electricity and water supply.</p>	Yes
4.4.5.11	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB workers housing follow the industry best practices.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on submitted photos of workers housing observed PJSB if adapting the industry best practise.</p>	Yes
4.4.5.12	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established Social policy dated 01/11/2019 signed by Director.</p> <p>The policy includes prevent sexual harassment and any others forms of violence against women, workers, and community.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>No complaint lodged for related issue.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on the photos submitted observed the policy is display at estate notice boards.</p> <p>Interview with workers feedback they are aware on the social policy. At the moment no complaint lodged related to sexual harassment.</p>	
4.4.5.13	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established Social policy dated 01/11/2019 signed by Director.</p> <p>The policy states respect the rights of all personnel, freedom of association and collective bargaining are respected.</p> <p>Document review and workers interview confirm no trade union form by workers at PJSB.</p> <p>The estate management meeting conducted on 15/08/2019 with staff and workers includes agenda wages and social issue.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on the photos submitted observed the policy is display at notice boards.</p> <p>Interview with workers feedback they are aware on the social policy.</p> <p>Interview with workers and Estate manager via phone called inform there is no union form in the estate.</p>	Yes
4.4.5.14	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established Worker Policy dated 01/08/2020 signed by Director.</p> <p>The policy states company will not employed or exploited worker below age 18 years old.</p> <p>Reviewed workers list, all the workers are above 18 years old.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Review on the photos submitted observed the policy is available at office notice boards.</p> <p>Interview with workers feedback they are aware that no children or young person can be hired and working in the estate.</p> <p>Workers informed PJSB did not hire worker below 18 years old.</p> <p>Review on the workers list dated for the month of October 2020, PJSB did not hired children and young person.</p>	Yes
4.4.6.1	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB training conducted trainings for workers and staffs.</p> <p>Example:</p>	No



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<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
	<p>Slashing SOP and PPE training dated 04/06/2020.</p> <p><u>Major Non-Conformity</u></p> <p>PJSB record review observe:</p> <ul style="list-style-type: none"> <li>• Training program for year 2020 is not establish.</li> <li>• Training record not available for company policies, complaint and grievance, environment, emergency procedure and fire drill.</li> </ul> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Review on submitted established training program dated 01/09/2020 include training for social, environment, safety and health.</p> <p>Interview with workers informed the Estate Manager have given them training and briefing on company policy, Safe Work Practise for harvesting, spraying, fertilizing and drivers.</p>	
4.4.6.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established training need analysis dated 01/06/2020 for staff and workers. The training need analysis is based on job description.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Review on submitted training need analysis dated 15/09/2020 established for every workers.</p> <p>Example: Harvester</p> <p>Relevant training: Company policies, SOP harvesting, waste disposal, SOP complaint, SOP information request, working hours, fire drill, first aid and PPE.</p>	Yes
4.4.6.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB conduct training to workers and staff.</p> <p>Review on submitted established training program dated 01/09/2020 include the training program were planned for the whole year according to the established activity SOP which include social, environmental, safety and health and company policies.</p> <p>Example:</p> <p>Training for Company policies scheduled to be conduct in June 2020</p> <p>Social training scheduled to be conduct in December 2020</p>	Yes

<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<b><u>Remote Audit 1: 03/08/2020</u></b>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>PJSB established Environmental policy dated 01/11/2019 signed by Director.</p> <p>The policy states that PJSM is committed in minimizing the environmental impact of its operations and understand the importance of conserving natural resources.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Reviewed environmental policy and the policy clearly states compliance towards relevant laws and regulation with regards to the MSPO standard in point number one.</p> <p>During the phone Interviews with the document controller and Estate Manager, they informed policies has been communicated to workers during muster call. Pictorial evidence of policies displayed at notice boards are sighted.</p> <p>PJSM has established Environmental Management Plan that describes:</p> <ol style="list-style-type: none"> <li>1. Identification of waste/pollutants;</li> <li>2. Impact Negative/Positive;</li> <li>3. Action Plans, monitoring and continuous improvement plans</li> <li>4. PIC;</li> <li>5. Date/schedule</li> </ol> <p>Example of content:</p> <ol style="list-style-type: none"> <li>1. Identification of waste/pollutants: Main pesticide store (Premixing chemical)</li> <li>2. Aspect/Impact negative/positive: Aspect: Spillage of chemical  Impact: Water quality and soil quality</li> <li>3. Action Plans:  Regular checking and monitoring of any leakage and defective parts and equipment's.</li> <li>4. PIC: Estate Manager</li> <li>5. Date/schedule: On going</li> </ol>	

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.2	<p>a <b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Environmental policy dated 01/11/2019 signed by Director.</p> <p>The objective of the policy is to promote environmental improvement whenever practical that will ensure a sustainable future.</p> <p>PJSM established Environment Management Plan dated 15/07/2020 stated the objective of EMP is to ensure that operations are guided by good established principles in environmental control and to address major issue.</p> <p>Example:</p> <p>Environment impact assessment with aspect and impact analysis. To mitigate the negative impacts and promote positive impacts.</p>	Yes
	<p>b <b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Environment Management Plan dated 15/07/2020 include identification of aspects and impacts for all operations.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Activity: Frond cutting/ placement</li> <li>• Environmental aspect: Fronds falling into drains/incorrect placement</li> <li>• Environmental impact: Water quality/ soil quality</li> <li>• Risk score: 9 (Moderate)</li> <li>• Control measure: Prevention of fronds entering drains</li> <li>• Risk score post control: 4 (Low)</li> <li>• Legal requirement: No</li> <li>• Significant: No.</li> </ul> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Reviewed pictorial evidences submitted for fond stacking at block no 1 are well stacked and there are no evidence of frond entering drains or incorrect placement of fronds.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Environment Management Plan dated 15/07/2020 include mitigation plan to mitigate negative impacts and promote the positive impacts.</p> <p>Example:</p> <p>Waste product: Pruned oil palm fronds</p> <p>Negative impact: Decomposed pruned oil palm fronds can become breeding ground for Rhinoceros beetle and require more chemical to control</p> <p>Mitigation plan: To implement correct method for fronds stacking.</p> <p>Positive impact: Pruned oil palm fronds can enhance soil nutrients.</p> <p>Improvement programme: Proper pruning and fronds stacking training need to provide to the pruners.</p>	Yes
4.5.1.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Environment Management Plan dated 15/07/2020 include a programme to promote the positives impacts in continuous improvement programme section.</p> <p>Example:</p> <p>Activity: Fertilizer application.</p> <p>Positive impact: Fertilizer application can maintain soil nutrients in balance and replacement for taken up by plants.</p> <p>Continuous improvement programme: Fertilizer application training planned to be conducted in December 2020</p>	Yes
4.5.1.5	<p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Training programme has been established on 01/09/2020. The training programme covers environmental trainings such as environmental policy and SOP for waste disposal which is scheduled to be held in December 2020.</p> <p>Briefing on environmental awareness is carried out during muster call. During video call interviews with sampled workers, workers are able to demonstrate understanding towards environmental management such as awareness of company policy, no burning in estate compound and wild life reporting.</p>	Yes
4.5.1.6	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB conduct environmental meeting on 15/07/2020 include agenda as follows:</p> <ul style="list-style-type: none"> <li>• Identify environmental related matters in PJSM</li> <li>• Establish objectives with regards to environmental matters</li> </ul>	Yes

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Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Environmental related training</li> <li>Any other business</li> </ul> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Reviewed sampled latest environmental meeting held on 13/08/2020. The meeting was participated by management and worker representatives. According to the continuous improvement plan, meeting with workers is scheduled to be carried out on a monthly basis.</p> <p>Video call interviews with workers provided insights regarding their participation in the meeting as they were able to share topics discussed during the meeting.</p>	
4.5.2.1	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established report on energy use, renewable energy and pollution control dated 27/07/2020.</p> <p>Records of diesel for the year 2020 is available from January to October 2020.</p> <p>Baseline values for diesel usage has been set based on the average of the three respective years (2017, 2018, 2019).</p> <p>Diesel usage in 2017 and 2018 was much higher than 2019.</p> <p>High diesel usage in year 2017 and 2018 were described as follows:</p> <ul style="list-style-type: none"> <li>Long distance of transporting FFB from estate to Palm Oil Mill required more diesel consumptions.</li> <li>Frequent use of estate heavy machineries in assisting government to maintain the common access road.</li> </ul> <p>At the moment, PJSB's current practice of using diesel fuel for genset to supply electricity to workers' housing quarters.</p>	Yes
4.5.2.2	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>Sighted budget for diesel consumption for the year 2019 to 2022. Budgeted diesel consumption for the year 2020 is higher compared to 2019.</p> <p>Higher diesel usage for 2020 is estimated as more road repair works planned to be taken place this year due to stakeholder request.</p> <p>PJSB does not depend on external contractor for transportation of FFB or other road works in the plantation.</p> <p>Monitoring of diesel usage per ton FFB is on annual basis while there are records of monitoring on a monthly basis.</p>	Yes
4.5.2.3	<p><b>Remote Audit 2: 09/11/2020</b></p>	Yes

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	During phone interviews with estate manager and Director, they have confirmed that there are no plans to install renewable energy such as solar system in the estate in the near future.							
4.5.3.1	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB had identified type of waste products and source of pollution dated 20/07/2020.</p> <p>Example:</p> <p>Type of wastes identified:</p> <table border="1" data-bbox="418 862 1150 1008"> <thead> <tr> <th>Type of waste</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Empty chemical containers</td> <td>Spraying activity</td> </tr> <tr> <td>Domestic waste</td> <td>Housing area</td> </tr> </tbody> </table>	Type of waste	Source	Empty chemical containers	Spraying activity	Domestic waste	Housing area	Yes
Type of waste	Source							
Empty chemical containers	Spraying activity							
Domestic waste	Housing area							
4.5.3.2	<p>a <b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established Waste identification, environmental impacts, mitigation plans and continuous improvement plan. The plan includes waste identification and disposal method.</p> <p>Example:</p> <p>Waste Lubricant Oil</p> <p>Source: Workshop</p> <p>Disposal: By contractor during servicing</p>	Yes						
	<p>b <b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established waste identification, environmental impacts, mitigation plans and continuous improvement plans.</p> <p>Example:</p> <p>Waste : Dried fronds</p> <p>Source: Frond pruned during harvesting</p> <p>Plan or monitoring: Ensure all fronds are stacked appropriately.</p> <p>Positive impact: Proper frond stacking can enhance soil nutrients.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Pictorial evidences of proper frond stacking in field has been verified at block PJS 1.</p>	Yes						
4.5.3.3	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established SOP Kerja Selamat stor bahan buangan, document no.: PJGSOP-OP20 dated 1/11/2019</p> <p>The procedure describes as follows:</p>	No						

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	<ul style="list-style-type: none"> <li>Handling of the generated scheduled waste must be accordance with Environment Quality Regulations (Scheduled Waste) 2005.</li> <li>Ensure the person in-charge in handling the generated scheduled waste are wearing appropriate PPE.</li> <li>All scheduled waste shall be label and stored at designated store.</li> </ul> <p><b>Remote Audit 2 09/11/2020:</b></p> <p>During the phone interviews with the Estate Manager, the Estate Manager has mentioned that waste such as hydraulic oil, lubricant oil, filters and rags are being collected by the contractor Intifokus Industries whom stores transports these scheduled waste to Pentas (Flora) Sabah Sdn.Bhd which is a registered storage centre for scheduled waste.</p> <p>Further verification with DOE personnel confirmed that this is allowed since the transporter is registered with DOE and due to issues such as low quantity generation and accessibility to the location of the estate which is 26 KM offroad from the main road.</p> <p><u>Major Non-Conformity</u></p> <p>SOP PJGSOP-OP20 describes waste generated under respective scheduled waste code to be stored and disposed as scheduled wastes. This contradicts the current practice as waste from tractor servicing such as lubricant oil, hydraulic oil, filters and rags are currently collected by the service provider upon completion of service and waste is transported to the respective licenced storage area.</p>	
4.5.3.4	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established SOP Kerja Selamat Pelupusan Bekas Racun, document no: PJGSOP-OP16 dated 1/11/2019</p> <p>The procedure describes as follows:</p> <ul style="list-style-type: none"> <li>Empty chemical containers shall not be left after work and to be kept at designated store;</li> <li>Empty chemical containers shall be tripled rinse and punctured for disposal except if reuse for chemical spraying activity;</li> <li>Unauthorized personnel are not allowed into the empty pesticide container store;</li> <li>Punctured empty chemical containers to be disposed by authorized contractor.</li> </ul> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>During video call Interviews with sprayer, they informed empty pesticide containers are triple rinsed and re-used for spraying. Additional containers are punctured marked with signage and stored.</p> <p>Pictorial evidences of empty pesticide containers has been shared. This is in accordance with “Pengembangan Racun Perosak” provided by the Department of Agriculture which describes the Department of Environment</p>	Yes

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	does not consider triple rinsed empty pesticide containers as scheduled waste.	
4.5.3.5	<p><b>Remote Audit 2: 09/11/2020</b></p> <p>Domestic wastes are disposed in landfill.</p> <p>Pictorial evidences of the landfill has been shared where the landfill has sufficient depth for waste collection and with appropriate signage.</p>	Yes
4.5.4.1	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established type of wastes dated 20/07/2020 include identification of waste, environmental impacts and action plans for monitoring.</p> <p>Example:</p> <p>Identification of waste: Domestic wastes and sewage</p> <p>Source: Workers quarters</p> <p>Negative impact: Breeding ground for flies and land pollution</p> <p>Action plans for monitoring: Educating the workers and providing bins for waste segregation and landfill.</p>	Yes
4.5.4.2	<p><b>Remote Audit 1: 03/09/2020</b></p> <p>PJSB established Environment Management Plan dated 15/07/2020 include action plan to reduce identified significant pollutants and emission.</p> <p>Example:</p> <p>Identification of pollutants: Greenhouse gasses emissions;</p> <p>Action Plan: Monitoring of fertilizer application to promote precise application;</p> <p>Implementation method: To promote ways of reducing fertilizer usage.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Records of fertilizer monitoring has been implemented recently. Currently fertilizer application has not taken place due to rainy conditions. The records are to be further verified during the surveillance 1 audit.</p>	Yes
4.5.5.1	<p>a <b>Remote Audit 1: 03/09/2020</b></p> <p>PJSB established Water Management Report dated 30/07/2020.</p> <p>The management plan covered source and usage as below:</p> <p>Source: Rainwater, artificial catchment pond and natural spring</p> <p>Usage: Domestic and field operaiton</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>There are a total of 10 numbers of water tank installed at the workers' quarters, each with storage capacity of 400 gallons or 1,600 litres.</p>	Yes



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	<p>The number of occupants are approximately 30. From the past records it is verified the total storage capacity is sufficient for more than 1 month's supply for drinking / cooking purposes with approximately 20 L of water per day per occupant.</p> <p>Pictorial and video evidences of source of water has been shared and verified during the audit.</p>	
b	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Water Management Report dated 30/07/2020 describes in management review (4) that there are no water ways or river crossing PJSB and within estate boundary.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>During the video call interviews with sampled workers and phone call interview with respective local community representatives, they informed there are no natural waterways passing through the estate.</p>	Yes
c	<p><b><u>Remote Audit: 03/09/2020</u></b>PJSB uses rainwater harvesting to optimise water usage.</p> <p><b><u>Remote Audit: 09/11/2020</u></b></p> <p>Pictorial evidences of rainwater harvesting and storage tanks to capture rainwater has been shared and reviewed.</p>	Yes
d	<p><b><u>Remote Audit 2 09/11/2020:</u></b></p> <p>Verification of estate maps shared via GPS does not indicate any natural waterways or streams flowing through the divisions.</p> <p>During the video call interviews with sampled workers and phone call interview with respective local community representatives, they informed there are no natural waterways passing through the estate.</p>	Yes
e	<p><b><u>Remote Audit 2 09/11/2020:</u></b></p> <p>Verification of estate maps shared via GPS does not indicate any natural waterways or streams flowing through the divisions.</p> <p>During the video call interviews with the sampled workers and phone call interview with respective local community representatives, they informed there are no natural waterways passing through the estate.</p>	Yes
f	<p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>PJSB does not use bore well for water supply. This has been verified via interview sessions with workers and neighbouring stakeholders.</p>	Yes
4.5.5.2	<p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>During the video call interviews with sampled workers and phone call interview with respective local community representatives, they informed there are no natural waterways passing through the estate. Therefore, there are no weirs and bunds constructed.</p>	Yes
4.5.5.3	<p><b><u>Remote Audit 2: 09/11/2020</u></b></p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Rain harvesting is implemented to capture water for domestic usage.</p> <p>Besides, a catchment pond has been constructed by PJSB for rain water catchment for domestic and operation usage.</p>	
4.5.6.1	<p><b>a</b> <u>Remote Audit 1: 03/08/2020</u></p> <p>PJSB established surrounding biodiversity value, document no: 5.6.3 dated 01/11/2019 includes information of wildlife.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>During video call interviews with sampled workers, the workers explained that they were informed regarding the reporting flow and type of wildlife found in the area based on the publication made on the Estate notice boards.</p> <p>Phone Interview with surrounding local community representatives provided further insights regarding the surrounding landscape of the area which is surrounded by neighbouring plantation, villages and rubber trees..</p>	Yes
	<p><b>b</b> <u>Remote Audit 2: 09/08/2020</u></p> <p>PJSB established surrounding biodiversity value document no: 5.6.3 dated 01/11/2019 which includes all types of wildlife species listed including conservation status according to Malaysian RED List.</p> <p>Video call Interviews with sampled workers resulted with information on type of animals found within the perimeter and surrounding of the estate where they informed there are no animals with status under Rare, Threatened or Endangered based on the pictorial examples displayed on the notice board found within and surrounding the estate compound.</p>	Yes
4.5.6.2	<p><b>a</b> <u>Remote Audit 2: 09/11/2020</u></p> <p>Pictorial evidences of pictures of wildlife and common wildlife displayed at the estate notice board for workers and outsiders' awareness has been shared and verified.</p> <p>Video call Interviews with sampled estate workers and surrounding local community have clarified that there are no examples of Rare, Threatened and Endangered species as described in the publication observed within the estate and surrounding areas.</p> <p>Workers informed that hunting, trapping and capturing of any animals within the estate compound is strictly prohibited and they are briefed regarding this by the Estate Manager during muster call.</p>	Yes
	<p><b>b</b> <u>Remote Audit 2: 09/11/2020</u></p> <p>Video call interviews with sampled workers provided insights on workers understanding towards the importance of wildlife conservation.</p> <p>Pictorial evidences of no hunting were sighted at estate notice boards.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established record for sighting wildlife in the estate.</p> <p>Example:</p> <p>Date sighted: 30/10/2019</p> <p>Block: Block JS3</p> <p>Time: 11:35am</p> <p>Type of animal: Monitor lizard</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>During the video call interviews with sampled workers, workers were able to describe the process of reporting where they have mentioned any sighting of animals as displayed on the notice boards are to be reported to the Estate Manager.</p>	Yes
4.5.7.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Environmental policy dated 01/11/2019.</p> <p>The policy states as follows:</p> <ul style="list-style-type: none"> <li>Point 2 states implement zero burning on all oil palm cultivation activities.</li> <li>Point 3 states there shall be no open burning of any kind except where deemed necessary with the prior approval of the relevant authorities.</li> </ul> <p><b><u>Remote Audit 1: 09/11/2020</u></b></p> <p>Pictorial evidences of worker housing quarters and landfill reviewed and verified shows no evidences or traces of burning activities.</p> <p>Pictorial evidences of signboards prohibiting burning activities have been reviewed and verified.</p> <p>Video call interviews with sampled workers, stakeholders and review of stakeholders meeting minutes substantiate PJSB's commitment towards zero burning.</p>	Yes
4.5.7.2	<p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>There have been no instances of crop diseased and where there is a significant risk of disease spread that required burning to control. Therefore, no approval requested.</p> <p>.</p> <p>There is no replanting activities currently carried out. T</p> <p>his has been further substantiated during video call interviews with workers and phone call with local community representatives.</p>	Yes
4.5.7.3	<p><b><u>Remote Audit 2: 09/11/2020</u></b></p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Controlled burning prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 are not applicable for the plantation operations.</p> <p>The environmental policy clearly describes that controlled burning is only allowed for agricultural waste, based on approval by the respective authorities.</p>	
4.5.7.4	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>There are no replanting activities taking place at the point of audit. Business plan for 2021 budget and phone interviews with respective sampled workers and neighbouring estate and local community representative substantiates conformance towards the indicator.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established safe working practices SOP as follows:</p> <ul style="list-style-type: none"> <li>- Harvesting SOP dated 01/11/2019</li> <li>- Spraying SOP dated 01/11/2019</li> <li>- Chemical storage SOP dated 01/11/2019.</li> </ul> <p>The SOP communicate to workers example harvesting SOP briefing conducted on 09/06/2020.</p> <p>PJSB adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 &amp; 3 by Ian Rankie and Thomas Fairhurst.</p> <p><b>Remote Audit 2: 09/11/2020</b></p> <p>Policy and mitigation measures on managing Covid-19 has been shared and displayed at the notice boards. Pictorial evidences of signboards on managing Covid-19 outbreaks has also been reviewed and verified.</p> <p>Video call interviews with sampled workers has been conducted. Outcome of interviews provided insights on their awareness level on PJSB's mitigation towards Covid-19 and the responses provided are deemed satisfactory.</p>	Yes
4.6.1.2	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB established replanting SOP dated 01/11/2019.</p> <p>PJSB adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 &amp; 3 by Ian Rankie and Thomas Fairhurst.</p> <p>SOP mention to avoid soil erosion and planting of Leguminous Cover Crop (LCC).</p> <p><b>Remote Audit 2: 09/11/2020</b></p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Verification of terrace planting area has been verified via submission of pictorial evidences and GPS coordinates. Evidences submitted shows no bare ground on terrace lips which prevents erosion from taking place and altitude of terrace using tool "GPS Coordinate Malaysia" is 23 m from sea level which is in line with code of practices provided by MPOB for best agricultural practices.	
4.6.1.3	<p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Evidences of visual identification or reference system for each field has been shared in pictorial form and verified. The block information from the sample shared is as below:</p> <ol style="list-style-type: none"> <li>1) Estate: Perladangan Jayasama</li> <li>2) Acres: 170 acres</li> </ol> <p>Year of planting: 2007</p>	Yes
4.6.2.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established Financial and budget plan dated 20/12/2019. The plan covers a four year business plan from 2020 to 20204.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none"> <li>6. Financial Projection</li> <li>7. Long Term Management Plans</li> <li>8. Oil Palm Mature – Budget &amp; Projection Operation Cost</li> <li>9. Continuous Improvement Plan expenses</li> </ol> <p>•</p>	Yes
4.6.2.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Replanting program established dated 01/11/2019. Replanting is planned starting from year 2038 as the first planting is on year 2008. The replanting programme is for 8 years which is until 2046.</p>	Yes
4.6.2.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>PJSB established long-term plan &amp; financial projection for year 2020-2024 includes:</p> <ul style="list-style-type: none"> <li>• FFB projection MT.</li> <li>• Yield/Ha MT/Ha.</li> <li>• FFB Price forecast/MT.</li> <li>• Estate operation cost.</li> <li>• Diesel usage</li> </ul>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Labour wages</li> <li>Budget for CIP</li> </ul>	
4.6.2.4	<p><b>Remote Audit 1: 03/08/2020:</b></p> <p>The monthly progress report and annual report implemented with the goals and objectives are monitored regularly for the profit and loss.</p>	Yes
4.6.3.1	<p><b>Remote Audit 1: 03/08/2020:</b></p> <p>PJSB purchase chemicals, fertilizers or equipment from local suppliers. There are no records of invoice or quotations rather just receipt of purchase as the prices are fixed by the supplier.</p> <p>Example:</p> <p>PJSB purchased the chemical Farmfosate and Metron from Agri Blossom Sdn Bhd dated 18/10/2019.</p>	Yes
4.6.3.2	<p><b>Remote Audit 1:03/08/2020:</b></p> <p>PJSB has documented records of quotation and invoice as agreed on the term and conditions.</p> <p>Payments are made on a monthly basis in timely manner from estate to supplier.</p> <p>Sighted invoice payment from Agri Blossom Sdn Bhd determine the payment is paid by management.</p>	Yes
4.6.4.1	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB does not engage contractors. Therefore, no documents established.</p>	Yes
4.6.4.2	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB does not engage contractors. Thus, no contract agreement available for review.</p>	Yes
4.6.4.3	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB does not engage contractors. Therefore, no agreement established</p>	Yes
4.6.4.4	<p><b>Remote Audit 1: 03/08/2020</b></p> <p>PJSB does not engage contractors. Therefore, no documents established.</p>	Yes

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<b>Principle 7: Development of new planting</b>		
<b>Indicator</b>	<b>Summary of Assessment</b>	<b>Compliance</b>
4.7.1.1	<p><b><u>Remote audit 1: 03/08/2020</u></b></p> <p>The planting statement is reviewed and there are no new planting at PJSB. The 1<sup>st</sup> planting in year 2008 and last planting was in 2015. PJSB has established replanting programme describes next replanting programme is scheduled in 2038 for year of planting in 2008.</p> <p><b><u>Remote audit 2: 09/11/2020</u></b></p> <p>. Interview workers and local communities informed there are no new planting. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.1.2	<p><b><u>Remote audit 1: 03/08/2020</u></b></p> <p>The planting statement is reviewed and there are no new planting at PJSB. The 1<sup>st</sup> planting in year 2008 and last planting was in 2015. PJSB has established replanting programme describes next replanting programme is scheduled in 2038 for year of planting in 2008.</p> <p><b><u>Remote audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.2.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement and estate map are reviewed and there are no peat land.</p>	Yes
4.7.3.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement is reviewed and there are no new planting at PJSB. Therefore, no SEIA conducted.</p> <p><b><u>Remote audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.3.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement is reviewed and there are no new planting at PJSB. Therefore, no SEIA conducted.</p> <p><b><u>Remote audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes

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4.7.3.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b> The planting statement is reviewed and there are no new planting at PJSB. Therefore, no SEIA conducted.<b><u>Remote audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.3.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>There are no smallholder's scheme in PJSB certification.</p>	Yes
4.7.4.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement is review and there are no new planting at PJSB. Therefore, no soil maps established.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.4.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement is review and there are no new planting at PJSB. Therefore, no topography maps established.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.5.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement is review and there are no new planting at PJSB. Therefore, no topography maps establish and no permits available.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes



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4.7.5.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement is review and there are no new planting at PJSB. There are also no fragile soils. Therefore, no plans to protect fragile soils developed.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.5.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>The planting statement is review and there are no new planting at PJSB. Therefore, no soil map established.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.6.1	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles are reviewed. There are no new planting, therefore no FPIC conducted.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.6.2	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no management plan establish to maintain scared sites.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.6.3	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles are reviewed. There are no recognized customary or legally owned lands have been taken-over by PJSB.</p>	Yes

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4.7.6.4	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensated documents established.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.6.5	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles are reviewed. There are no new plantings and area is not under native and customary rights land. Therefore no assessment of legal or recognized customary rights established.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.6.6	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation documents established.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.6.7	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation claims documents established.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes

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4.7.6.8	<p><b><u>Remote Audit 1: 03/08/2020</u></b></p> <p>Planting statement, estate maps and land titles reviewed and there are no new plantings. Therefore, no impact to local communities.</p> <p><b><u>Remote Audit 2: 09/11/2020</u></b></p> <p>Interview workers and local communities informed there are no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
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### 4.4. Status of Non-Conformities Previously Identified

X	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
X	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.
	No non-conformity raised in previous audit.
<p><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></p> <p><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></p>	

### 4.5. Detail of Audit Findings in last audit (Remote Audit 1 on 03/08/2020)

When the company has Stage 1 audit findings corrective actions are reviewed during the stage 2 certification audit process.

REMOTE AUDIT OUTCOME (03/08/2020)		
During this remote audit,	4	<b>MAJOR Non-Conformities</b>
	1	<b>MINOR Non-Conformities</b>

Non Conformity Number 1		
<b>Indicator # and Description</b>	4.1.2.2 The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action	
<b>Location:</b>	Perladangan Jayasama Sdn Bhd	
<b>Description of Finding / Objective Evidence:</b>		
PJSB did not established Internal audit procedure.		
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
<b>Mode of Audit</b>	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/> Onsite

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Non Conformity Number 1	
<b>Raise by:</b> Chan Shi Lie	<b>Date Raise:</b> 03/08/2020
<b>Deadline for implementation</b>	02/10/2020
<b>Root Cause Analysis (by company):</b>	
The necessity for the establishment of internal audit procedures was neglected while doing our MSPO planning due to the shortage of manpower in our team.	
<b>Correction (by company):</b>	
We will establish the internal audit procedures.	
<b>Corrective / Preventive Action (by company)</b>	
We will monitor and conduct the internal audit in accordance to the established Internal Audit procedure which will be by annually basis or when necessary it may be conducted twice a year.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
PJSB established procedure and flow chart for Internal audit dated 01/09/2020. The flow chart describes the internal audit to be conduct once a year or twice a year as when required.	
The evidence document is reviewed and accepted.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor in training:</b> Chan Shi Lie	<b>Date of Closure:</b> 27/08/2020
<b>Review of Implementation</b>	
Internal audit procedure established is adequate and has been implemented. Internal audit has been conducted on 16/06/2020 by the company director and has covered all the principles and criteria under the MS2530:2013 Part 3 standard.	
Continuous implementation of the procedure for Internal audit will be evaluated during the surveillance 1 audit.	
<b>Name of Lead Auditor (Trainee):</b> Navin Baskram	<b>Date of Review:</b> 09/11/2020

Non Conformity Number 2	
<b>Indicator # and Description</b>	4.2.2.3 List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.
<b>Location:</b>	Perladangan Jayasama Sdn Bhd
<b>Description of Finding / Objective Evidence:</b>	
Stakeholders meeting minutes is not available during the audit.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Mode of Audit</b>	<input checked="" type="checkbox"/> Remote <input type="checkbox"/> Onsite
<b>Raise by:</b> Chan Shi Lie	<b>Date Raise:</b> 03/08/2020

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<b>Non Conformity Number 2</b>	
<b>Deadline for implementation</b>	02/10/2020
<b>Root Cause Analysis (by company):</b>	
Due to the occurrence of pandemic Covid 19, we have faced constraint in holding stakeholders' meeting in the past half a year. Thus no stakeholders meeting minute available.	
<b>Correction (by company):</b>	
The management had prepare the stakeholder meeting invitation letters before end of August 2020. Stakeholders meeting held on 26/08/2020 and include the agenda on social, environmental, safety and health issues and other relevant matters. This meeting has been minuted. The following matters presented to the stakeholders in the meeting : i. Briefing on the infectious disease precautions measure. ii. Protection of environment iii. SOP Complaints iv. Any other business	
<b>Corrective / Preventive Action (by company)</b>	
The company will plan and conduct stakeholders' meeting on yearly basis. The discussion or communication during this meeting will be recorded, kept as meeting minutes and will be available for internal and external audit.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
PJSB conducted stakeholders meeting on 26/08/2020 include agenda as follows: <ul style="list-style-type: none"> <li>• Safety precautions and prevention measure on infectious disease, Covid 19</li> <li>• SOP Complaints</li> <li>• Environmental matters</li> <li>• Social matters</li> </ul> The evidence document is reviewed and accepted.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor in training:</b> Chan Shi Lie	<b>Date of Closure:</b> 28/09/2020
<b>Review of Implementation</b>	
Stakeholders meeting has been conducted with supporting of evidence such as stakeholder meeting notification, attendance sheet and meeting minutes. Interview sessions with selected stakeholders confirmed their participation and engagement with Perladangan Jayasama Sdn.Bhd.	
<b>Name of Lead Auditor (Trainee):</b> Navin Baskram	<b>Date of Review:</b> 09/11/2020

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<b>Non Conformity Number 3</b>			
<b>Indicator # and Description</b>	4.4.4.2 The occupational safety and health plan shall cover the following: b) The risks of all operations shall be assessed and documented c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: ii all precautions attached to products shall be properly observed and applied g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals		
<b>Location:</b>	Perladangan Jayasama Sdn Bhd		
<b>Description of Finding / Objective Evidence:</b>			
PJSB document review observe as follows: b) HIRARC is not available c) ii) Medical surveillance not conducted for chemical handlers. g) PJSB have 21 workers safety and health meeting not required to conduct quarterly. However, safety and health meeting not conduct by management as two-way communication with their employees. j) Review estate accident record no accident occur. However, PJSB shall register with JKPP.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Mode of Audit</b>	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/> Onsite	
<b>Raise by:</b>	Sheron Pui Ling Wui	<b>Date Raise:</b>	03/08/2020
<b>Deadline for implementation</b>		02/10/2020	
<b>Root Cause Analysis (by company):</b>			
The company is lack of proper personnel with the skills and knowledge to handle the Occupational and Health issues. Also there has always been shortages of man power in the operation of the estates business			
<b>Correction (by company):</b>			
a) HIRARC is review on 15/09/2020. b) The necessary Medical surveillance report for the employee who are handling chemicals will be done by a competent party and be completed before 02/10/2020 c) The company will carry out the registration with JKPP. The register is done on 04/09/2020. d) The management will conduct Safety and Health meeting with the workers and put the minutes in proper order for the records, meeting conducted on 13/08/2020.			
<b>Corrective / Preventive Action (by company)</b>			

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### Non Conformity Number 3

For meeting the requirements as laid down in the Safety & Health Plan, the Management will ensure that the following steps are taken.

- a. HIRARC will be reviewed regularly and to be done at least once a year.
- b. CHRA to be done once every 5 years.
- c. Medical Surveillance reports for the workers will be done once every year.
- d. To work closely with JKKP and to update the company's safety & health policies accordingly.
- e. Safety & Health meeting with the workers plan to conduct twice yearly.
- f. To include the safety & health issues in our CIP for further monitoring and improvement.

### Review of Correction & Corrective / Preventive Action

Review on document submitted as follows:

1. The HIRARC dated 15/09/2020 is review include all operation activities.
2. Receipt payment dated 28/09/2020 is review PJSB appointed Klinik Perdana for medical surveillance services.
3. Estate meeting minutes dated 13/08/2020 is review the agenda include safety and health discussion.
4. Review the email dated 04/09/2020 from the JKKP Department informed the estate register with JKKP with registration no: SB/20/04/157597.

The evidence documents is sufficient to close the non-conformity. The implementation will be review during onsite audit.

**Closed:**  Yes  No

**Site verification :**  Yes  No

**Name of Auditor:**

Sheron Pui Ling Wui

**Date of Closure:**

28/09/2020

### Review of Implementation

Implementation of HIRAC has been verified by Interview with chemical handler and pictorial evidences provided by the client. The implementation is according to the HIRARC.

Medical surveillance has been carried out for workers and CHRA consultant has been hired to carry out CHRA. Verified quotation submitted by consultant on 24/06/2020. However, medical surveillance report is still not available for review as the report is yet to be submitted by the DOSH approved medical officer and CHRA assessment has been suspended at the moment due to the COVID-19 movement control in the state of Sabah. However, receipt of medical surveillance completed for one sprayer at Klinik Perdana dated 28/09/2020 is available.

Safety meeting is carried out with worker representatives. Representatives are aware of safety and health issues discussed during Interview sessions. JKKP registration verified however, there are no accident cases logged todate.

This is confirmed by workers who were interviewed via WhatsApp video call.

Further review of medical surveillance report and CHRA will be carried out during the surveillance 1 audit.

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Non Conformity Number 3	
<b>Name of Lead Auditor (Trainee) :</b> Navin Baskram	<b>Date of Review:</b> 09/11/2020

Non Conformity Number 4	
<b>Indicator # and Description</b>	4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.
<b>Location:</b>	Perladangan Jayasama Sdn Bhd
<b>Description of Finding / Objective Evidence:</b>	
PJSB record review observe:	
<ol style="list-style-type: none"> <li>1. Training program for year 2020 is not establish.</li> <li>2. Training record not available for company policies, complaint and grievance, environment, emergency procedure and fire drill.</li> </ol>	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Mode of Audit</b>	<input checked="" type="checkbox"/> Remote <input type="checkbox"/> Onsite
<b>Raise by:</b>	Sheron Pui Ling Wui
<b>Date Raise:</b>	03/08/2020
<b>Deadline for implementation</b>	02/10/2020
<b>Root Cause Analysis (by company):</b>	
<p>Generally there has been an acute shortage of estate workers in the palm oil industry in the recent years, and from the end of last year until recently our company has been facing a high turnover of workers in our estate.</p> <p>Very often many of our workers who had been with us for some time and who had undergone relevant training in the past had left us and we had to recruit new ones to replace them and the training would have to start all over again.</p> <p>This scenario has proven to be very disruptive to our training programme and as a result we had been unable to really successfully implement our training programme as required for our MSPO scheme.</p>	
<b>Correction (by company):</b>	
<ol style="list-style-type: none"> <li>i. The management establish document for Training Need Analysis for 2020 dated 01/09/2020.</li> <li>ii. The management has conducted training for company policies, complaints and grievances SOP, environment matters, emergency SOP and fire drill.</li> </ol>	
<b>Corrective / Preventive Action (by company)</b>	



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<b>Non Conformity Number 4</b>	
<p>The management will take appropriate actions to ensure that the implementation for the training programme for the future will be appropriately carried out in accordance to the requirement as laid down in the MSPO scheme.</p> <p>a. To review, work out and document the Training Need Analysis for 2021, to be ready by December 2020.</p> <p>b. To plan and work out the Training Program for 2021 and to be ready before end December 2020</p> <p>c. For whichever training program that have not been done so far, we will ensure that they are to be included in the CIP and to continue to monitor and make improvement on them in the future</p>	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
<p>Training program 2020 dated 01/09/2020 is review.</p> <p>PJSB has conducted training for company policies, complaint and grievance, environment, emergency procedure and fire drill on 13/08/2020.</p> <p>The evidence documents is sufficient to close the non-conformity.</p>	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Auditor:</b> Sheron Pui Ling Wui	<b>Date of Closure:</b> 28/09/2020
<b>Review of Implementation</b>	
<p>Evidence of training programme and trainings implemented has been reviewed and deemed sufficient.</p> <p>Implementation has been evaluated by review of records and interview with sampled spraying workers via WhatsApp video call. Workers are able to demonstrate understanding of respective task, job scope and safety and health related matters.</p> <p>Further review of Implementation to be carried out during the surveillance 1 audit with different samples of workers.</p>	
<b>Name of Lead Auditor (Trainee):</b> Navin Baskram	<b>Date of Review:</b> 09/11/2020

<b>Non Conformity Number 5</b>	
<b>Indicator # and Description</b>	4.4.1.1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.
<b>Location:</b>	Perladangan Jayasama Sdn Bhd
<b>Description of Finding / Objective Evidence:</b>	
<p>The SIA report did not include the assessment as follows:</p> <ol style="list-style-type: none"> <li>1. Social impact related to infectious disease such as COVID-19</li> <li>2. External stakeholder's feedback.</li> </ol>	
<b>Classification</b>	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor

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Non Conformity Number 5			
<b>Mode of Audit</b>	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/> Onsite	
<b>Raise by:</b>	Sheron Pui Ling Wui	<b>Date Raise:</b>	03/08/2020
<b>Deadline for implementation</b>	02/09/2020		
<b>Root Cause Analysis (by company):</b>			
<p>We found it quite difficult to conduct stakeholders' meeting for the past few months due to the many restriction of movement imposed by the MCO due to Covid -19</p> <p>For the same reason we were trying to avoid or reduce the unnecessary gathering of people due to social distancing.</p>			
<b>Correction (by company):</b>			
<p>External stakeholders' feedback :</p> <ul style="list-style-type: none"> <li>(a) We will organise a stakeholder's meeting within the next 2 months and the office will prepare and send out the notice of meeting before end of August 2020 to all stakeholders on our list.</li> <li>(b) The stakeholders will be encouraged to actively participate in the meeting and to give their valuable feedback to the management for our further improvement.</li> <li>(c) The agenda of the meeting shall include the presentation of the established Company policies for the MSPO scheme, SOP for complaint &amp; grievances, SOP for communication &amp; consultation and to provide the stake holders with the name of the person in-charge of communication for the convenience of the stakeholders when submitting their feedbacks.</li> </ul> <p>Social Impact related to COVID-19</p> <p>We will make amendment to our SIA report and to include the social impacts from worker survey.</p>			
<b>Corrective / Preventive Action (by company)</b>			
Action plan established dated 20/08/2020 is submitted.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
<p>Review on the action plan dated 20/08/2020 the action of survey to workers for COVID-19 impact and survey with external stakeholders for social impact feedback will be done before December 2020 in charge by Director and estate manager.</p> <p>The action plan review is sufficient to close the minor non-conformity. The implementation will be review during next audit.</p>			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 02/09/2020	
<b>Review of Implementation</b>			

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<b>Non Conformity Number 5</b>	
<p>Reviewed stakeholder consultation meeting minutes and interview sessions with sampled stakeholders confirm their participation and respective feedbacks provided to Perladangan Jayasama Sdn.Bhd.</p> <p>Issues highlighted on road conditions is addressed by PJSB on annual basis for approximately 11 KM due to budget constraints. PJSB has informed that they are communicating with the government to seek assistance regarding the matter.</p> <p>Implementation of measures to mitigate Covid-19 according to Majlis Keselamatan Negara guidelines has been implemented and included in the SIA action plan.</p> <p>Interview sessions with sampled workers and stakeholders confirmed adherence to SOP implemented by Perladangan Jayasama Sdn.Bhd.</p>	
<p><b>Name of Lead Auditor (Trainee):</b> Navin Baskram</p>	<p><b>Date of Review:</b> 09/11/2020</p>

### 4.6. Detail of Remote Audit Findings Identified during this audit (09/11/2020)

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

<b>REMOTE AUDIT OUTCOME (09/11/2020)</b>		
<b>During this remote audit,</b>	2	<b>MAJOR Non-Conformities</b>
	0	<b>MINOR Non-Conformities</b>

<b>Non Conformity Number 1</b>			
<b>Indicator # and Description</b>	4.4.4.2 c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:  (ii) all precautions attached to products shall be properly observed and applied		
<b>Location:</b>	Perladangan Jayasama Sdn Bhd		
<b>Description of Finding / Objective Evidence:</b>			
Interview with Estate Manager and review of pictorial evidence and video submitted, SDSs are not displayed at the chemical store.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
<b>Raise by:</b>	Chan Shi Lie	<b>Date Raise:</b>	09/11/2020
<b>Deadline for implementation</b>		08/01/2020	
<b>Root Cause Analysis (by company):</b>			
Due to the company's financial constraints during the year we could only start the construction of the chemical store in June 2020. The building was expected to be completed by end September 2020. However due to the movement restraints imposed as a result of Covid 19 and also the early arrival of the year end monsoon, the construction works had been delayed and we could only get the work completed by end October 2020. As a result in a rush to give the final touch up the estate personnel had neglected to display the relevant SDSs at the appropriate spots of the chemical store.			
<b>Correction (by company):</b>			

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### Non Conformity Number 1

The Estate Manager will immediately post and display all relevant SDSs in the chemical store at the prominent spots. Employee who are handling the chemical. Spraying will also be briefed on the preventive actions to be taken to avoid coming into contact or be exposed to the effect of chemical poisoning. Photos or video evidences will be sent to the auditor's office once the matter has been corrected and not later than end November 2020.

#### Corrective / Preventive Action (by company)

The management will take note of the above mentioned requirement and to include this into the SOP for chemical handling in the field works. Further improvement for this will also be dealt with in the CIP.

Actions	PIC	Deadline
(1) Display of SDSs	Estate Manager	30/11/2020
(2) CIP for Chemical Handling	Director	31/12/2020

#### Review of Correction & Corrective / Preventive Action

Pictorial evidences of SDS display at chemical stores has been shared and verified. SDS displayed at chemical store are for Metsulfuron 20, Touch Up & Famfosate (both Glyphosate). All spraying activities are stopped at the moment due to the monsoon season.

Implementation will be further verified during the next surveillance audit.

<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Auditor:</b> Chan Shi Lie	<b>Date of Closure:</b> 25/11/2020

#### Review of Implementation

<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>
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### Non Conformity Number 2

<b>Indicator # and Description</b>	4.5.3.3 The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal
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<b>Location:</b>	Perladangan Jayasama Sdn Bhd
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#### Description of Finding / Objective Evidence:

SOP PJGSOP-OP20 describes waste generated under respective scheduled waste code to be stored and disposed as scheduled wastes. This contradicts the current practice as waste from tractor servicing such as lubricant oil, hydraulic oil, filters and rags are currently collected by the service provider upon completion of service and waste is transported to the respective licenced storage area.

<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor
<b>Raise by:</b>	Navin Baskram	<b>Date Raise:</b> 09/11/2020
<b>Deadline for implementation</b>	08/01/2020	

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Non Conformity Number 2	
<b>Root Cause Analysis (by company):</b>	
The management admits the mistake which is unintentional and the reason is attributed mainly to the facts that our personnel have not been able to grasp fully the details of the relevant regulations.	
<b>Correction (by company):</b>	
Immediate action will be taken to amend our SOP on scheduled waste disposal and we will put on record that it is indeed our present practice of letting our service provider to collect all waste generated in the process upon completion of the service and to transport them to the respective licensed storage area.	
It is to be noted that our estates are located at quite a remote area and we would have no choice but to allow the service provides to also handle our waste disposal problem.	
It is also to be noted that our service provider is a licensed waste collector gazetted by Jabatan Alam Sekitar.	
<b>Corrective / Preventive Action (by company)</b>	
The amended SOP for scheduled waste disposal will be strictly adhered to for the future operational and audit purposes. Further improvement for this matter will be included in our CIP to explore more and better disposal methods when and where they are available. Action to be taken by the Director and it will be immediate and continuous.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Revised SOP PJGSOP-OP20 has been reviewed. Revised SOP reflect the actual practice in the estate where waste such as lubricant and hydraulic oil, filters and rags used during servicing will be collected by the service provider who has a licenced storage centre. Licenced storage centre's licence has been shared and reviewed.	
Implementation will be verified during the next surveillance.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor (Trainee):</b> Navin Baskram	<b>Date of Closure:</b> 25/11/2020
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

### Remote Audit 1 03/08/2020

Nr.	Indicator	Description	Location	Opportunity for Improvement
<b>Remote audit</b>				
1	4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company	PJSB	Management may consider improve on Continual Improvement Plan.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
<b>Remote audit</b>				
2	4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	PJSB	Management may consider improve discussion on environmental quality with employees.
3	4.4.4.2	The occupational safety and health plan shall cover the following:  d) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC)	PJSB	Management could consider improve monitoring of CHRA progress.
4	4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.	PJSB	Management may consider improve format of worker contract.
5	4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the	PJSB	Management may consider improve the meeting minute's discussion between management and employees.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
<b>Remote audit</b>				
		industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.		
6	4.6.2.3	<p>The business or management plan may contain:</p> <p>(MAJOR)</p> <p>a. Attention to quality of planting materials and FFB</p> <p>b. Crop projection: site yield potential, age profile, FFB yield trends</p> <p>c. Cost of production: cost per tonne of FFB</p> <p>d. Price forecast</p> <p>Financial indicators: cost benefit, discounted cash flow, return on investment</p>	PJSB	Management could consider improve the format of financial and budget plan.

### Remote Audit 2 09/11/2020

Nr.	Indicator	Description	Location	Opportunity for Improvement
1	4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	Office	List of stakeholders could be further improved by including all relevant parties.
2	4.4.4.2	The occupational safety and health plan shall cover the following:	Office	The monitoring of CHRA assessment could be followed up closely.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		d) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC)		
3	4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:  a. Identifying and monitoring sources of waste and pollution	Office	The management could consider improve the history of the document.
4	4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	Estate	To improve segregation of domestic waste in the landfill.



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### 5. CONCLUSION

Perladangan Jayasama Sdn.Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct certification audit consisting of 1 estate with 2 divisions according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There are 6 Major NC raise and closed out successfully. All minor non-conformances action plans are submitted and accepted. The implementation of Minor NC(s) will be review and verify during the next 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 TUV NORD Malaysia with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

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

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

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

Total certified number of estate(s):	1
Total certified production area:	410.065 Ha
Certified FFBS January to October 2020:	1,719.48 Mt
Project FFBS January to December 2020:	2,224.05 Mt

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### 6. RECOMMENDATION

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

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

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

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

<input checked="" type="checkbox"/>	Recommended for Certification
<input type="checkbox"/>	Recommended for Continuity of Certification
<input type="checkbox"/>	Recommended for Suspension of Certification

Puchong, 01/12/2020

Navin Baskram  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader (Trainee)

Puchong, 01/12/2020

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

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### 7. LIST OF STAKEHOLDERS

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

No.	Organisation
1.	Balai Polis Sungai-Sungai
2.	Jawatankuasa Kampung Maidan
3.	Maxcentery
4.	Department of Environment, Sabah

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

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.

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

- P&C Audit Report / Checklists
- Audit Plan