



# MSPO CERTIFICATION SUMMARY REPORT

PERLADANGAN JAYASAMA SDN BHD

SURVEILLANCE 02

Onsite Audit Date: 08/09/2022

TUV NORD (Malaysia) Sdn Bhd  
No. 9F-1A, 9<sup>th</sup> Floor, Tower 2 @ PFCC  
Jalan Puteri ½, Bandar Puteri Puchong  
47100 Puchong, Selangor.  
Phone: +603 8600 4031/4032  
Fax: +603 8600 4550

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# MSPO Certification Summary Report

Company Name: Perladangan Jayasama Sdn. Bhd.

Certifying Unit: Perladangan Jayasama Sdn. Bhd.

Client Number: 92-148

Audit Type: ASA 02

Mode of Audit: Onsite



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### Abbreviations

<b>CHRA</b>	Chemical Health Risk Assessment
<b>CPO</b>	Crude Palm Oil
<b>CSR</b>	Corporate Social Responsibility
<b>DOE</b>	Department of Environment
<b>EFB</b>	Empty Fruit Bunch
<b>EIA</b>	Environment Impact Assessment
<b>FFB</b>	Fresh Fruit Bunch
<b>GAP</b>	Good Agricultural Practice
<b>GPS</b>	Global Positioning System
<b>ISCC</b>	International Sustainability & Carbon Certification
<b>ISO</b>	International Standard Organisation
<b>MSPO</b>	Malaysian 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>	Malaysian Palm Oil Certification Council
<b>SDS</b>	Safety Data Sheet

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### 1. INTRODUCTION

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

#### 1.1. Objective

The objective of this surveillance 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 Perladangan Jayasama Sdn. Bhd. estate.

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

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

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

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

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

#### 1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and two (2) team members. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of the report.

##### Qualification of the Lead Auditor: Muhammad Khairul Anuar bin Azizul Hasan

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards 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.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.

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

### Qualification of Team Member(s)

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Ariff bin Lokman	Graduate in Plantation Industry and Management	Yes
	Mohamad Norhisham bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Ariff bin Lokman	7 years working experience in oil palm plantation	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed MPOCC endorsed lead auditor training	Ariff bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed MS2530 series of standards 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	Ariff bin Lokman	Qualified as auditor based on audit log.	Yes

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Requirement	Assessor	Qualification	Compliance
auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor based on audit log.	
Field working experience in the palm oil sector or demonstrable equivalent Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Ariff bin Lokman	7 years working experience in oil palm plantations.	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 9001:2015 LA course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Ariff bin Lokman	Successfully completed SA 8000 Basic training	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed SA 8000 Basic training	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 LA course.	
Completed High Conversation Value assessment	Ariff bin Lokman	Attended and completed the HCV-HCS for producers course.	Yes

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Requirement	Assessor	Qualification	Compliance
	Mohamad Norhisham bin Mohd Salleh	Attended and completed the HCV-HCS for producers course.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Ariff bin Lokman	Able to communicate in both Bahasa Malaysia and English.	Yes
	Mohamad Norhisham bin Mohd Salleh	Able to communicate in both Bahasa Malaysia and English.	Yes



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## 2. METHODOLOGY

The audit approach consists of the following steps:

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

### Surveillance two (02) Audit:

The surveillance two (02) audit conducted onsite on 08/09/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below:
  - Policies;
  - Estate(s) map(s);
  - Land title(s);
  - Standard Operating Procedures;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents;
- Onsite visit, observations and inspection of estate(s) facilities and field activities;
- Interview operation personnel and field workers for understanding of work assigned;

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- 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;
- Assessment reporting.

### On-site Assessment

The audit of the estate 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 by means of physical site inspections, observation of tasks and processes, interview workers and operation personnel, review of documentation and data. Checklists and questionnaires were used to guide the collection of information.

For the annual surveillance two (02) audit, Perladangan Jayasama Sdn Bhd has 1 estate. Therefore, no selection required.

### 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 plantations 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 Estate or Division (s)	Area (Ha)		Projected FFB Production (mt) (Jan 2022 to Dec 2022)
	Total*	Production**	
Perladangan Jayasama division	243.13	223.28	1,332.91
Inai Lambang division	186.78	186.78	663.77
<b>Total</b>	<b>429.91</b>	<b>410.06</b>	<b>1,996.68</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 Estate or 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>223.28</b>	<b>186.78</b>
<b>Total Immature</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>223.28</b>	<b>186.78</b>

#### 3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each estate or division		Total area to be replanted (ha)
	Perladangan Jayasama Division	Inai Lambang Division	
2038	92.48	185.68	278.16

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Year of replanting	Planted area (ha) in each estate or division		Total area to be replanted (ha)
	Perladangan Jayasama Division	Inai Lambang Division	
2044	8.10	-	8.10
2045	49.37	-	49.37
2046	92.87	-	92.87
<b>TOTAL</b>	<b>242.82</b>	<b>185.68</b>	<b>428.50</b>

### 3.4. Maps of Estate or Divisions Location



**Figure 1** – Perladangan Jayasama Sdn Bhd estate map

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA Two (02)

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

##### 4.1.1. Surveillance Two (02) Audit:

The surveillance two (02) audit is conducted on 08/09/2022 covering one estate.

During the last surveillance audit, there are 3 Major, 1 Minor, 2 Opportunities for Improvement (OFI) are raised.

During this surveillance 02 audit, the major and minor non-compliance raised in the last audit, the audit team has review by means of physical inspection of estate, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

The major non-conformances raise during the last surveillance 01 audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken. Action plan is submitted for Minor non-conformance with implementation.

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 stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

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

#### 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>Perladangan Jayasama Sdn. Bhd. (PJSB) established MSPO policy dated 01/01/2022 signed by Director.</p> <p>The policy states management strive to ensure that all oil palm activities operate in sustainable manner.</p> <p>Site inspection sighted MSPO policy displayed at estate notice boards for both divisions.</p> <p>Field interviews with sampled chemical sprayers and general workers informed, they has been briefed on MSPO policy dated 22/07/2022.</p>	Yes
4.1.1.2	<p>PJSB established MSPO policy dated 01/01/2022 signed by Director.</p> <p>The policy include the continual improvement statement "PJSB will strive to implement these principles to ensure continuous improvement in the company".</p> <p>MSPO policy is publicly displayed at notice boards for both divisions.</p>	Yes
4.1.2.1	<p>PJSB established internal audit flow chart dated 01/01/2021. The flow chart states that internal audit to be conducted once a year by company Director.</p> <p>PJSB conduct latest internal audit on 10/08/2022. The internal audit result has determined strong and weak points.</p> <p>Strong points: PJSB employed more than 50% of local people.</p> <p>Weak points: lack of staff to carry out MSPO implementation.</p>	Yes
4.1.2.2	<p>PJSB established internal audit flow chart dated 01/01/2021. The flow chart states that internal audit to be conducted once a year by company director.</p> <p>PJSB conduct latest internal audit on 10/08/2022. There is no finding raised during the internal audit.</p>	Yes
4.1.2.3	<p>PJSB internal audit results are presented in the management review meeting dated 18/08/2022.</p>	Yes
4.1.3.1	<p>PJSB conduct Management review meeting on 18/08/2022 has include agenda as follow:</p> <ul style="list-style-type: none"> <li>• Internal audit results;</li> <li>• Continuous improvement program;</li> <li>• Training.</li> </ul>	Yes
4.1.4.1	<p>PJSB established Continuous Improvement Plan (CIP) dated 07/09/2022 covering social and environmental impacts.</p> <p>Example:</p> <p><b>Social</b></p> <p>Improvement Plan: Estate electric supply;</p> <p>Action: Switching power supply from own generator to power grid.</p>	Yes

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	<p><b>Environment</b></p> <p>Improvement Plan: Improve SOP for domestic disposal; Action: Segregation of wastes and safety precaution information. Site inspection sighted the wastes in the landfill is fully segregated.</p>	
4.1.4.2	<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>No new techniques or new technology implemented currently by PJSB.</p>	Yes
4.1.4.3	<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>No new techniques or new technology implemented currently by PJSB.</p>	Yes

<b>Principle 2: Transparency</b>		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>PJSB established list of stakeholders updated on 01/07/2022 include government bodies, local communities, neighboring estates, suppliers, school and NGOs.</p> <p>Example</p> <p>Government agency: Balai Polis Sungai-sungai; School: SK Maidan; Local community: Kg Maidan; Neighbouring estate: Maxcentery; Supplier: Agri Blossom Sdn Bhd; Mill: Kilang Kelapa Sawit Fortuna Sdn Bhd.</p> <p>PJSB conducted external stakeholders meeting on 28/07/2022. Review on documents indicate responds by stakeholders.</p>	Yes
4.2.1.2	<p>PJSB established list of publicly available and confidential documents updated on 01/01/2022.</p> <p>Example of publicly available documents:</p> <ol style="list-style-type: none"> <li>Estate map;</li> </ol>	Yes



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	<p>2. Company policies;</p> <p>3. MPOB license.</p> <p>Example of confidential documents:</p> <p>1. Budget;</p> <p>2. Company account book.</p>	
4.2.2.1	<p>PJSB established Consultation and communication flow chart, document no.PJ001/21 updated 01/01/2021.</p> <p>The flowchart describe:-</p> <p>1. Communication to employee and stakeholders;</p> <p>2. Enquiry / issue from employee and stakeholders.</p> <p>PJSB displayed flowchart on the notice board for stakeholders and outsiders to access the communication and consultation process.</p> <p>PJSB conducted external stakeholders meeting on 28/07/2022. Review on documents indicate responds by stakeholders.</p>	Yes
4.2.2.2	<p>PJSB established organization chart updated 01/01/2022.</p> <p>From document review of the organization chart, admin clerk assigned as person in charge for consultation and communication.</p>	Yes
4.2.2.3	<p>PJSB established list of stakeholders updated 01/07/2022.</p> <p>From document review, list of stakeholders consist of government bodies, NGOs, Village Head, school, neighbouring plantations, collection centre, oil mill and suppliers.</p>	Yes
4.2.3.1	<p>PJSB established traceability flow chart, document no.: PJ04/22 updated on 01/01/2022.</p> <p>The traceability flow chart includes:</p> <p>1. Loading chit;</p> <p>2. Estate delivery note;</p> <p>3. FFB record book;</p> <p>4. Mill weighbridge ticket;</p> <p>5. Record at FFB sales book.</p>	Yes
4.2.3.2	<p>PJSB estate conduct monthly checks of the traceability documents by the estate manager.</p> <p>Document review, internal audit report dated 10/08/2022 include inspection for traceability system with no findings raised.</p>	Yes
4.2.3.3	<p>PJSB established organization chart updated 01/01/2022.</p> <p>Document review on the organization chart verify, admin clerk assigned as person in charge for traceability.</p>	Yes
4.2.3.4	<p>PJSB established records of sales and delivery and kept at estate office on daily basis.</p>	Yes



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	<p>The estate dispatch note is crosschecked against the weighbridge ticket received from 3<sup>rd</sup> party ramp include details such as estate dispatch note number, date of delivery, transport details, weight of FFB delivered.</p> <p>Document review on sampled FFB delivery note and 3<sup>rd</sup> party ramp ticket on the 08/09/2022 from Perladangan Jayasama Sdn Bhd with information as below:</p> <p>PJSB FFB delivery note</p> <ol style="list-style-type: none"> <li>1. Date: 08/09/2022;</li> <li>2. Field block no.: JS1;</li> <li>3. Vehicle no.: SS 9428 T;</li> <li>4. PJSB FFB DN No.: 001049.</li> </ol> <p>Ramp weighbridge ticket</p> <ol style="list-style-type: none"> <li>1. Date: 08/09/2022;</li> <li>2. Ramp Ticket no.: 013990;</li> <li>3. DN No.: 001049;</li> <li>4. Vehicle no.: SS 9428 T;</li> <li>5. Product description: FFB;</li> <li>6. Nett weight: 1.96 mt.</li> </ol> <p>Traceability documents such as FFB delivery note to 3<sup>rd</sup> party ramp are available and crosscheck for the unique identification number is the delivery note is stated in the ramp weighbridge ticket.</p>	
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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>PJSB established legal register updated on 01/05/2022.</p> <p>PJSB established list of licenses and permits updated on 01/10/2021.</p> <p>Example of license:</p> <ol style="list-style-type: none"> <li>1. MPOB license with validity until 30/09/2022;</li> <li>2. Trading license with validity until 31/12/2022.</li> </ol> <p>Example of legal register:</p> <ol style="list-style-type: none"> <li>1. Minimum Wages Order 2022;</li> <li>2. Prevention and Control of Infectious Disease Act 1988 (Declaration of infection Local Areas Order 2020).</li> </ol>	Yes
4.3.1.2	<p>PJSB established legal register list updated 01/05/2022 includes the applicable law and regulations.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Malaysia Palm Oil Board Act 1998 (Act 582);</li> </ol>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>2. Prevention and Control of Infectious Disease Act 1988 (Declaration of infection Local Areas Order 2020);</p> <p>3. Minimum Wage Order 2022.</p>	
4.3.1.3	<p>PJSB established legal register list updated 01/05/2022.</p> <p>New updated of legal requirement:</p> <p>1. Minimum Wage Order 2022.</p>	Yes
4.3.1.4	<p>PJSB established organization chart updated on 01/01/2021.</p> <p>Review on the organization chart, admin clerk assigned as person in charge for legal documents, regulations and licenses.</p>	Yes
4.3.2.1	<p>PJSB established list of land titles updated 08/05/2021 with 32 country lease and 60 sub-leased native land.</p> <p>PJSB land titles for Country Lease issued by Sabah Land Authority and subleased to PJSB.</p> <p>The country lease land titles are with a tenure of 99 years and for cultivation of oil palm.</p>	Yes
4.3.2.2	<p>PJSB country lease land t 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 titles states land usage for agricultural of economic value.</p>	Yes
4.3.2.3	<p>PJSB land title includes map stating the total area with boundary stone numbering.</p> <p>Site inspection at PJSB boundary markers are well maintained with boundary stone and red colour wooden stick.</p>	Yes
4.3.2.4	<p>PJSB established list of land titles updated 08/05/2021.</p> <p>Document review on the 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 both lesser and lessor. No dispute of the owner for the sub lease land.</p>	Yes
4.3.3.1	<p>PJSB land titles are country lease issued by Sabah Land Authority and sub-leased to PJSB.</p> <p>Document review, PJSB sub-leased agreement is 30 years duly signed with Native land owner.</p> <p>The terms of the lands are for cultivation of an agricultural crop of economic value.</p> <p>No disputes found during document review.</p>	Yes

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<b>Principle 3: Compliance to legal requirements</b>		
Indicator	Summary of Assessment	Compliance
4.3.3.2	<p>PJSB land titles are country lease issued by Sabah Land Authority and sub-leased to PJSB.</p> <p>Reviewed sampled native land title for NT 083217609.</p> <p>The land titles includes maps.</p> <p>Reviewed and verified map and scale for Native Titles NT 083217609. Scale for the native land title maps are 1:2,500.</p>	Yes
4.3.3.3	<p>PJSB land titles are country lease issued by Sabah Land Authority and sub-leased to PJSB.</p> <p>There are no encumbered land titles. Therefore, no FPIC and negotiation established.</p> <p>Both parties have signed the sub-lease agreement on 26/03/2007.</p>	Yes

<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>PJSB established SIA updated 01/01/2022 include positive and negative impact.</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>Example of positive social impacts:</p> <p>Subject: Employment opportunity for employee.</p> <p>Action plan: Increase recruitment of local workers</p> <p>Person in charge: Director, and estate Manager.</p> <p>Timeline: Ongoing.</p>	Yes
4.4.2.1	<p>PJSB established complaint and grievance SOP dated 11/12/2019.</p> <p>Document review on the SOP describe the complaint will be resolved within 30 days from the date of received.</p>	Yes
4.4.2.2	<p>PJSB established complaint and grievance form.</p> <p>From document review of complaint record, no complaint lodged from July 2021 until August 2022.</p> <p>Field interviews with sampled chemical sprayers and general workers informed they been briefed on the procedure of complaint process with timeline.</p>	Yes
4.4.2.3	<p>PJSB established complaint and grievance form.</p> <p>PJSB adopt the complaint and grievance SOP for handling any complaint from internal and external stakeholders.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Field visit to PJSB estate observed complaint box and form is available to be assess by all workers and stakeholders.	
4.4.2.4	PJSB established SOP Complaint and Grievance dated 11/12/2019. The SOP and complaint is displayed at notice board and accessible by workers and stakeholders. Field interviews with sampled chemical sprayers and harvesters informed they been briefed on the procedure of complaint process with timeline.	Yes
4.4.2.5	PJSB established complaint and grievance form. Complaint record is reviewed, no complaint lodged from July 2021 until August 2022.	Yes
4.4.3.1	PJSB provides job opportunity to local communities, review on workers list and interview with staffs and estate workers verify the statement.	Yes
4.4.4.1	PJSB established Safety and Health Policy dated 01/01/2022 signed by Director. Field visit to PJSB estate sighted Safety and Health Policy display at notice boards. Field interviews with sampled chemical sprayers and general workers informed they have been briefed on the Safety and Health Policy on 22/07/2022.	Yes
4.4.4.2	a	Yes
	b	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled chemical sprayers and harvesters informed they understand the risk of specific task.	
c i	<p>PJSB established training program for year 2022 on 01/01/2022 which includes the safe work practices of estate operation activities.</p> <p>Example:</p> <p>PJSB conducted chemical spraying and PPE training dated 21/07/2022</p> <p>Field interviews with sampled chemical sprayers and general workers informed they understand the safe work practices of their individual task.</p>	Yes
c ii	<p>PJSB kept SDS for chemical and fertilizer use in estate.</p> <p>Example: Ammonium sulphate and Metsulfuron-methyl.</p> <p>SDS is available in English and Bahasa Malaysia languages.</p> <p>Site visit sighted PJSB store is in good condition, locked and safety signage displayed. All chemicals are properly arranged with original labelling.</p>	Yes
d	<p>PJSB established PPE issuance to workers updated 02/06/2022.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Helmet;</li> <li>2. Face mask;</li> <li>3. Safety boot.</li> </ol> <p>Site visit at operational area observed, chemical sprayers are wearing PPE prior perform their work.</p> <p>Field interviews with sampled chemical sprayers informed PPE are provided for conducting chemical application in field.</p>	Yes
e	<p>PJSB established SOP as below:</p> <ol style="list-style-type: none"> <li>1. SOP Kerja selamat bancuh racun updated on 21/07/2022;</li> <li>2. SOP spraying updated on 21/07/2022.</li> </ol> <p>Field interviews with sampled chemical sprayers informed they have been briefed on safe handling of chemical based on the tasked they been assigned.</p> <p>Site visit to estates store observed stores in good condition and locked. All chemicals stored with original labelling. The chemical containers are properly arranged and labelled.</p>	Yes
f	<p>PJSB established organization chart updated 01/01/2022.</p> <p>Document review on the organization chart, estate manager been assigned as responsible person for safety and health.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
g	<p>PJSB has total 13 workers in estate. Therefore, below minimum requirement to have an OSH committee in accordance to DOSH requirements. However, PJSB still conduct safety and health meeting on yearly basis.</p> <p>Safety meeting is carried out on 28/07/2022 involve workers to discuss topic of safety policy, safety and health matters.</p>	Yes
h	<p>PJSB established accident and emergency procedure dated 01/11/2019.</p> <p>Site visit to PJSB sighted accident and emergency procedure is displayed at estate notice board.</p> <p>Field interviews with sampled chemical sprayers and field workers informed they are briefed on the emergency respond and procedure.</p>	Yes
i	<p>PJSB first aid kits are available at work sites.</p> <p>PJSB established the first aid kit inspection record updated on 31/07/2022.</p> <p>First aid training attend by 1 person conduct at Malaysian Red Crescent Sandakan district center dated 23/06/2019.</p> <p>Field interviews with sampled chemical sprayers and general workers informed first aid kit placed at store and all major activities in field include harvesting, spraying and manuring.</p>	Yes
j	<p>PJSB established record book for accidents and injuries.</p> <p>Document review verify there is no accident recorded for the year 2021.</p> <p>Document review verify JKKP 8 report for year 2021 was submitted to DOSH on 13/01/2022 with 0 case of injury, accident and death reported.</p>	Yes
4.4.5.1	<p>PJSB established Social Policy dated 01/01/2022 signed by Director include a statement on human rights according to UDHR of United Nations.</p> <p>Site visit to PJSB sighted the policy is display at notice boards.</p> <p>Field interviews with sampled chemical sprayers and general workers informed they have been briefed on the social policy.</p>	Yes
4.4.5.2	<p>PJSB established Social Policy dated 01/01/2022 signed by Director include a statement "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 characteristics.</p>	Yes
4.4.5.3	<p>PJSB established contract agreement for workers.</p>	No

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The contract agreement in Bahasa Malaysia which is able to be understood by workers. The working contracts are signed by worker and company.</p> <p>PJSB established list of piece rate work in the contract agreement.</p> <p>From document review on driver wages paid as agreed task rate and incentive as a driver.</p> <p>Review on worker's payslip for the month of July 2022 verify workers are paid RM 46.14 per day.</p> <p><b>Major Non-conformity 01:</b></p> <p>Review on sample worker's payslips for the month of July 2022, the payment made are not in accordance with Minimum Wages Order 2022.</p>	
4.4.5.4	PJSB does not engage contractors for field operations. Therefore, no contractor worker wage available for review.	Yes
4.4.5.5	<p>PJSB established list of workers that contain name, gender, date of birth, date joined, job description and nationality.</p> <p>Document review on list of workers verify it was maintained and updated.</p>	Yes
4.4.5.6	<p>PJSB established worker contract for every workers recruited.</p> <p>The management provide contract agreement that has been signed by both parties.</p> <p>The contract agreement does include medical benefits, leave entitled, working hours, work rate and other benefits.</p>	Yes
4.4.5.7	<p>PJSB established working hours and displayed publicly at notice boards.</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>Overtime rate according to Sabah labour ordinance requirements of 1.5 times daily rate for normal overtime and 2.0 time daily rate for rest day and public holidays.</p> <p>Field interviews with sampled chemical sprayers and general workers informed they been briefed on working hours and rest time.</p>	Yes
4.4.5.8	<p>PJSB established 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>Field interviews with sampled chemical sprayers and general workers informed they been briefed on working hours and rest time.</p>	Yes
4.4.5.9	PJSB established working hours and displayed publicly at notice boards.	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Reviewed on the pay slip and check roll of workers for working hours was according to agreeable list of piece rate.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they have been briefed on wages payment for normal working hours, piece rate and OT rate.</p>	
4.4.5.10	<p>PJSB provides benefits to workers such as medical care, SOCSO, housing, water and electricity.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they have been briefed on the benefit received such as medical care, SOCSO, free housing, electricity and water supply.</p>	Yes
4.4.5.11	<p>Site visit to PJSB estates housing compound confirm workers housing follow the industry best practices.</p>	Yes
4.4.5.12	<p>PJSB established Social Policy dated 01/01/2022 signed by Director.</p> <p>The policy includes prevent sexual harassment and any others forms of violence against women, workers, and community.</p> <p>Site visit to PJSB sighted the policy is displayed at notice boards.</p> <p>Document review verified no complaint lodged for sexual harassment from year 2021 until August 2022.</p> <p>Field interviews with sampled chemical sprayers and general workers informed they have been briefed on social policy on 21/07/2022.</p>	Yes
4.4.5.13	<p>PJSB established Social Policy dated 01/01/2022 signed by Director.</p> <p>The policy states respect the rights of all personnel, freedom of association and collective bargaining are respected.</p> <p>Site visit at PJSB facility verify Social policy displayed the at office notice boards.</p> <p>No trade union form by workers PJSB.</p> <p>Field interviews with sampled chemical sprayers and general workers informed no union formed in the estate.</p>	Yes
4.4.5.14	<p>PJSB established Social Policy dated 01/08/2020 signed by Director.</p> <p>The policy states company will not employ or exploited worker below age 18 years old.</p> <p>Site verification on PJSB facility confirm Social policy is displayed at notice boards.</p> <p>Document review on the workers, PJSB did not hired children and young person.</p> <p>Field interviews with sampled chemical sprayers and general workers informed they have been briefed on the policy describe of no children or young person can be hired and working in the estate.</p>	Yes



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<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.6.1	<p>PJSB established training programs for employees dated 02/01/2022.</p> <p>Example training conducted:</p> <ol style="list-style-type: none"> <li>1. SOP for fertilizer application on 28/07/2022;</li> <li>2. SOP for harvesting on 28/07/2022;</li> <li>3. SOP for spraying on 28/07/2022;</li> <li>4. Safety &amp; Health policy on 28/07/2022.</li> </ol> <p>Field interviews with sampled chemical sprayers and general workers, they able to inform on topic of safety &amp; health, environmental, best practice applied in fields and employment contract.</p>	Yes
4.4.6.2	<p>PJSB established training need analysis updated 31/05/2022 for every workers.</p> <p>Training matrix for each of the workers is develop to identify training needs for each of the worker based on their job description.</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>PJSB established annual training programs for year 2022 updated 02/01/2022 includes company policies, safety &amp; health and environmental.</p> <p>From document review, PJSB include all topic as below.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Social policy;</li> <li>2. MSPO policy;</li> <li>3. Safety &amp; health policy;</li> <li>4. Environmental policy.</li> </ol>	Yes

<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>PJSB established Environmental Policy dated 01/01/2022 signed by Director.</p> <p>The policy states:</p> <p>PJSB is committed in minimizing the environmental impact of its operations, understand the importance of conserving natural resources and clearly states compliance towards relevant laws &amp; regulation with regards to the MSPO standard.</p> <p>PJSB established Environmental Management Plan updated on 08/09/2021.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The EMP includes the environmental impacts, action plans, monitoring and continuous improvement programme.</p> <p>The Environmental Policy is displayed at estate notice board.</p> <p>Field interviews with sampled chemical sprayers informed they has been briefed on environmental policy.</p>	
4.5.1.2	<p>a PJSB established Environmental Policy dated 01/01/2022 signed by Managing Director with objective to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environments whenever practical that will ensure a sustainable future.</p>	Yes
	<p>b PJSB established Environment Management Plan dated 08/09/2021 include identification of aspects and impacts for all operations.</p> <p>Environmental impact, mitigation, and continuous improvement plans has include Identification aspect and impacts of activities, mitigation / improvement plan and responsible person for the action to be taken.</p> <p>Example:</p> <p>Activities: Premixing chemical;</p> <p>Environment Aspect: Leakage of chemical;</p> <p>Environment negative impact: Pollution to the ground;</p> <p>Improvement plan: Monitoring on spillage trap.</p> <p>Site inspection at chemical store, no spillage is found. Bund was constructed to avoid leakage or spillage from store. Chemical store was well maintained, has good ventilation system and locked.</p>	Yes
4.5.1.3	<p>PJSB established Environment Management Plan dated 08/09/2021 include mitigation plan to mitigate negative impacts and promote positive impacts.</p> <p>Example:</p> <p>Activities: Harvesting;</p> <p>Environment Aspect: Rotten bunches;</p> <p>Environment negative impact: Breeding ground for rhinoceros beetle and resulting to VOPS development;</p> <p>Improvement plan: Proper FFB evacuation and disposal method;</p> <p>Promote to positive: Rotten bunches can enhance soil nutrient through decomposition.</p> <p>Field inspection sighted the rotten bunches is placed in between row for decomposition.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.4	<p>PJSB established Environment Management Plan updated 08/09/2021 include a programme to promote the positives impacts in continuous improvement programme section.</p> <p>Example:</p> <p>Activities: Fertilizer application;</p> <p>Environment Impact: Run-off nutrient application in monsoon season;</p> <p>Improvement plan: Correct timing for application;</p> <p>Positive impact: Maintain soil nutrients;</p> <p>CIP: Training on fertilizer application and handling of fertilizer.</p> <p>Review on training record, manuring training has been carried out on 12/08/2022.</p>	Yes
4.5.1.5	<p>PJSB established training program include environmental training for year 2022 updated 12/08/2022.</p> <p>Example:</p> <p>Training on environmental policy and its objective has been carried out to workers on 22/07/2022.</p> <p>Field interviews with sampled chemical sprayers informed they has been brief on environmental policy and its objective.</p>	Yes
4.5.1.6	<p>PJSB environmental meeting conducted on 22/07/2022 attended by management and workers.</p> <p>Example of topics discussed recycle, waste management, zero burning and wild life awareness.</p>	Yes
4.5.2.1	<p>PJSB establish baseline for diesel usage for 2 years from 2020 to 2021 as a guideline to monitor and compare actual diesel usage in year 2022.</p> <p>Document review on diesel consumption for year 2021 is higher than baseline due to low FFB production and strict monitoring of fuel for genset.</p> <p>Document review, diesel budget for 2022 is compared against actual usage 2021. The actual diesel usage from January to August 2022 is lower compared to budget due to high FFB production.</p> <p>PJSB monitor diesel consumption on monthly basis updated on 06/09/2022.</p>	Yes
4.5.2.2	<p>PJSB established budget for diesel consumption for year 2022.</p> <p>The fuel consumption established including farm tractor and genset.</p> <p>Diesel budget for 2022 is compared against actual usage for effective monitoring. The actual diesel usage from January to August 2022 is lower compared to budget due to high FFB production.</p>	Yes
4.5.2.3	<p>Field inspection at PPSB area, there is no renewable energy implemented due to cost constrain.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services														
Indicator	Summary of Assessment		Compliance											
4.5.3.1	<p>PJSB established Waste Management Plan updated on 01/01/2022.</p> <p>Waste Management Plan has identified source of waste:</p> <ol style="list-style-type: none"> <li>1. Gaseous;</li> <li>2. Solid;</li> <li>3. Liquid.</li> </ol> <p>Example:</p> <p>Solid waste: Empty chemical containers;</p> <p>Activities: Chemical spraying;</p> <p>Source: Premixing chemical area;</p> <p>Monitoring plan: Chemical store records;</p> <p>Responsibility: Estate in charge.</p>		Yes											
4.5.3.2	a	<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: Domestic;</p> <p>Source: Housing Area;</p> <p>Pollution: Water and soil ;</p> <p>Monitoring Plans: To make sure the waste disposed at dedicated landfill that are 500 meters from housing and water source.</p> <p>Site inspection on the domestic waste had been disposed at dedicated landfill with distance more than 500 meter for water sources and housing area.</p>	Yes											
	b	<p>PJSB established list of waste generated that could be recycle or re-used had been implemented.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Source Of waste</th> <th>Method</th> <th>Disposal method</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Fertilizer Bag</td> <td>Re-used</td> <td>To be reused for loose fruit collection</td> </tr> <tr> <td>2.</td> <td>Empty chemical container</td> <td>Triple rinse and re-used for water storage</td> <td>Chemical spraying operation</td> </tr> </tbody> </table> <p>Field inspection at premixing area sighted empty containers are properly marked with red colour and re-used for water storage on chemical spraying activities.</p>	No	Source Of waste	Method	Disposal method	1.	Fertilizer Bag	Re-used	To be reused for loose fruit collection	2.	Empty chemical container	Triple rinse and re-used for water storage	Chemical spraying operation
No	Source Of waste	Method	Disposal method											
1.	Fertilizer Bag	Re-used	To be reused for loose fruit collection											
2.	Empty chemical container	Triple rinse and re-used for water storage	Chemical spraying operation											

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.3	<p>PJSB established SOP Kerja Selamat stor bahan buangan, document no.: PJGSOP-OP20 dated 17/11/2020</p> <p>The procedure describes as follows:</p> <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>PJSB adopt the SDS as additional control of safe handling and storage of chemicals in store.</p> <p>Site inspection at premixing area, empty chemical containers are properly marked with red colour and re-used for water storage.</p>	Yes
4.5.3.4	<p>PJSB established SOP Kerja Selamat Pelupusan Bekas Racun, document no: PJGSOP-OP16 dated 01/11/2019.</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>Site inspection at premixing area, empty chemical containers are properly marked with red colour and re-used for water storage.</p>	Yes
4.5.3.5	<p>PJSB established Waste Management Plan dated 01/01/2022 include waste identification and disposal method.</p> <p>Sources of waste and pollution identify the wastes to be recycle or reuse.</p> <p>Field inspection sighted domestic waste is disposed at designated landfill located 500m away from housing and waterways.</p>	Yes
4.5.4.1	<p>PJSB established assessment for relevant pollution activities updated on 01/01/2022.</p> <p>Example:</p> <p>Type of waste: Gas;</p> <p>Source: Fertilizer;</p> <p>GHG Identified: Nitrogen Oxide, Methane;</p> <p>Pollution: Air, Soil;</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Treatment method: Monitored Fertilizer Programme.	
4.5.4.2	<p>PJSB established Environment Management Plan updated on 08/09/2022 include action plan to reduce identified significant pollutants and emission.</p> <p>Example:</p> <p>Liquid waste</p> <p>Activities: Chemical spraying;</p> <p>Waste: Chemical spillage;</p> <p>Disposal method: Reused chemical spillage for chemical spraying;</p> <p>Improvement plan: Bund construct in premixing chemical area;</p> <p>Responsibility: Estate in charge.</p> <p>Bund is constructed at premixing chemical area to reduce spillage direct to store drainage.</p>	Yes
4.5.5.1	<p>a PJSB established Water Management Report dated 01/01/2022.</p> <p>The management plan covered source and usage as below:</p> <p>Source: Rainwater, artificial catchment pond and natural underground source.</p> <p>Usage: Domestic and field operation.</p> <p>Site inspection sighted the water tank is provided at each house.</p>	Yes
	<p>b PJSB established Water Management Report updated on 01/01/2022.</p> <p>Documents review on estate PJSB estate map sighted no river flowing through estate. Therefore, no monitoring required for incoming and outgoing.</p> <p>Field inspection along the estate boundary verified there is no river flowing through the estate.</p>	Yes
	<p>c PJSB established Water Management Plan updated 01/01/2022.</p> <p>PJSB monitor rainfall data for water optimizing planning of usage in operation and workers housing.</p> <p>Rain harvesting is practice at premixing area and workers housing.</p> <p>Site inspection sighted chemical mixing activities are using rain water and water collection from triple rinse of empty chemical containers.</p> <p>Site inspection at worker housing and interviews with sampled chemical sprayers informed water from rain harvesting is used for domestic consumption.</p>	Yes
	<p>d Field inspection along the estate boundary verified there is no river flowing through the estate.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
		Field interviews with sampled chemical sprayers informed they understand of no chemical spraying at the buffer zone area.	
	e	Field inspection at buffer zone area, palm trees along buffer zone area are marking with red colour and no vegetation has been removed.	Yes
	f	Field inspection at PJSB area, there are no bore wells constructed to extract ground water.	Yes
4.5.5.2		Field inspection at the boundary area, there are no bunds, weirs and dams constructed across main river passing along the boundary next to the PJSB estate.	Yes
4.5.5.3		PJSB established monthly rainfall records from January to August 2022 for monitoring of rain water harvesting by estate. Field interviews with sampled chemical sprayers informed rain water harvesting practice at the labour quarters and chemical mixing areas.	Yes
4.5.6.1	a	PJSB established surrounding biodiversity value, document no: 5.6.3 dated 01/01/2022 includes information of wildlife. List of protected wildlife established and display at estate notice board. PJSB has identified type of wildlife and conservation area within estate. Field inspection sighted buffer zone area was identified, installed with proper signage and well maintained.	Yes
	b	PJSB established surrounding biodiversity value document no: 5.6.3 updated on 01/01/2022 which includes all types of wildlife species listed including conservation status according to Malaysian RED List. Monitoring records of wildlife has identified below species; Example: 1. Jungle fowls; 2. Eagle; 3. Snake; 4. Monkey. Type of protected animal species are publicly displayed at estate notice board. Field interviews with sampled chemical sprayers informed they are aware on type of protected wildlife such as Monkey and no illegal hunting within the estate.	Yes
4.5.6.2	a	PJSB established surrounding biodiversity value, document no: 5.6.3 updated on 01/01/2022 includes information of wildlife.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The guideline display at office notice board include statement on penalty of hurting or capturing RTE base on Wildlife Conservation Enactment 1997.</p> <p>Field inspection at estate boundary, signboard of no hunting is installed next to nearest villages.</p> <p>Prohibition of illegal hunting and type of RTE species are publicly displayed at estate notice board.</p> <p>Field interviews with sampled chemical sprayers informed no illegal hunting in the estate by workers.</p>	
	<p>b PJSB established Environmental Policy updated on 01/01/2022 signed by Managing Director state as below:</p> <p>PJSB shall undertake on educating and enhancing awareness pertaining to protection of the environment and biodiversity of all related stakeholders through regular training and communication.</p> <p>Training on HCV and RTE has been carried out to workers on 22/07/2022.</p> <p>Field inspection at the estate boundaries, appropriate signage installed as information to workers to discourage any illegal or inappropriate hunting, fishing or collecting activities.</p> <p>Field interviews with sampled chemical sprayers informed no illegal hunting prohibited.</p>	Yes
4.5.6.3	<p>PJSB established surrounding biodiversity value, document no: 5.6.3 updated on 01/01/2022 includes information of wildlife.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Jungle fowls;</li> <li>2. Eagle;</li> <li>3. Snake;</li> <li>4. Monkey.</li> </ol> <p>PJSB established wildlife monitoring logbook for reporting of any sighted wildlife within the estate. The last reporting of wildlife sighted is in year 2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed, they have been briefed on HCV during morning muster call.</p>	Yes
4.5.7.1	<p>PJSB established Environmental policy updated on 01/01/2022.</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> </ul>	Yes



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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <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>Briefing on Zero Burning carried out to workers on 22/07/2022.</p> <p>Site verification there are no signs of open burning observed at estate housing compounds area or at the fields.</p>	
4.5.7.2	<p>PJSB established Environmental policy dated 01/01/2022 states implement zero burning on all oil palm cultivation activities.</p> <p>Site inspection and interviewed with estate in charge informed there is no oil palm disease observed at estate field conditions that required treatment by burning method. Therefore, no approval submitted.</p>	Yes
4.5.7.3	<p>PJSB established Environmental policy dated 01/01/2022 states implement zero burning on all oil palm cultivation activities.</p> <p>There are no application documents for approval of controlled burning.</p>	Yes
4.5.7.4	<p>PJSB planting statement is review, there is no replanting in previous year and 2022.</p> <p>Therefore, no previous crop felled and chipped or burn observed during field inspection.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>PJSB established operational SOPs for all estate operation.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Harvesting SOP updated 26/08/2022;</li> <li>Spraying SOP dated 19/08/2022;</li> <li>Fertilizer SOP dated 12/08/2022.</li> </ul> <p>There are SOP training has been carry out in year 2022;</p> <p>Example:</p> <p>Training SOP for harvester dated on 26/08/2022;</p> <p>Training SOP for fertilizer application on 12/08/2022;</p> <p>Field interviews with sampled harvesters informed they were briefed on SOP based on job task.</p>	Yes
4.6.1.2	<p>PJSB adopt field handbook for immature oil palm volume 2 series number: ISBN 981-04-1433-1 as SOP guideline for planting within permitted levels on sloping land.</p> <p>The procedure describe:</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>To prevent erosion, cover plant should be established on slopes as soon as possible after land clearing.</p> <p>Field inspection at PPSB estate sighted there no planting on slopes above 25° has been carried out. All palm are planted below than 25°.</p>	
4.6.1.3	<p>PJSB established block marking includes block no, year planting and planting material.</p> <p>Example</p> <p>Division: Perladangan Jayasama</p> <ol style="list-style-type: none"> <li>1. Block : JS 2;</li> <li>2. Ha: 46.68 ha;</li> <li>3. Year of planting: 2014.</li> </ol>	Yes
4.6.2.1	<p>PJSB established Financial and budget plan updated on 07/09/2022. The plan covers a 5 year business plan from 2022 to 2026.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none"> <li>1. Financial Projection;</li> <li>2. 5 years FFB production Forecast;</li> <li>3. Continuous Improvement Plan expenses.</li> </ol>	Yes
4.6.2.2	<p>PJSB established replanting program dated 01/01/2022.</p> <p>There is no replanting in year 2021 and 2022.</p> <p>Replanting programme will start on 2038 onwards.</p>	Yes
4.6.2.3	<p>PJSB established long-term plan &amp; financial projection for year 2022-2026 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> <li>• Budget for CIP.</li> </ul>	Yes
4.6.2.4	<p>PJSB monitors monthly on FFB production, income, expenses and price per ton / FFB.</p> <p>The estate has to submit a monthly analysis report, FFB actual vs budget report to the management.</p> <p>PJSB management monitor through monthly progress report for comparing budget and actual performance.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Document review sighted PJSB has monitor the business management plan through summary of monthly expenditure and revenue.	
4.6.3.1	<p>PJSB managed and control purchase of products by receiving quotation from seller.</p> <p>Example:</p> <p>Documents review on quotation for purchasing of fertilizers dated 10/06/2022 stated the proposed price with purchasing order issued based on the agreed price.</p>	Yes
4.6.3.2	<p>PJSB purchases fertilizers using a quotation and purchase order system.</p> <p>The payment is made based on terms and conditions stated in the quotation provided by the supplier and issuance of purchase order to acknowledge and confirmation of the price.</p> <p>Example:</p> <p>PJSB purchase order, delivery order and invoice of fertilizers dated 10/06/2022 is documented and maintained.</p> <p>Document review on payment voucher dated 16/06/2022 issued to supplier is paid in timely manner as mutually agreed by both parties.</p>	Yes
4.6.4.1	PJSB does not engage contractors. Therefore, no documents established.	Yes
4.6.4.2	PJSB does not engage contractors. Thus, no contract agreement available for review.	Yes
4.6.4.3	PJSB does not engage contractors. Therefore, no agreement established	Yes
4.6.4.4	PJSB does not engage contractors. Therefore, no documents established.	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	The planting statement is reviewed and there is no new planting at PJSB. The 1 <sup>st</sup> planting in year 2008 and last planting was in 2015. Therefore, no assessment for high biodiversity value conducted.	Yes
4.7.1.2	The planting statement is reviewed and there is no new planting at PJSB. The 1 <sup>st</sup> planting in year 2008 and last planting was in 2015. Therefore, no EIA or PMM required to establish.	Yes
4.7.2.1	The planting statement is reviewed and there is no new planting at PJSB. The 1 <sup>st</sup> planting in year 2008 and last planting was in 2015. Field visit at PJSB estate and review on soil maps verified, there is no peat land within the estate.	Yes
4.7.3.1	The planting statement is reviewed and there is no new planting at PJSB. The 1 <sup>st</sup> planting in year 2008 and last planting was in 2015. Therefore, no Social and Environmental Impact Assessment (SEIA) document established.	Yes
4.7.3.2	The planting statement is reviewed and there is no new planting at PJSB. The 1 <sup>st</sup> planting in year 2008 and last planting was in 2015. Therefore, no Social and Environmental Impact Assessment (SEIA) document established.	Yes
4.7.3.3	The planting statement is reviewed and there is no new planting at PJSB. The 1 <sup>st</sup> planting in year 2008 and last planting was in 2015. Therefore, no Social and Environmental Impact Assessment (SEIA) document established.	Yes
4.7.3.4	There are no smallholder's scheme in PJSB certification.	Yes
4.7.4.1	The planting statement is review and there is no new planting at PJSB. Therefore, no soil maps established.	Yes
4.7.4.2	The planting statement is review and there is no new planting at PJSB. Therefore, no topography maps established.	Yes
4.7.5.1	The planting statement is review and there is no new planting at PJSB. Therefore, no topography maps establish and no permits available.	Yes
4.7.5.2	The planting statement is review and there are no new planting at PJSB. Therefore, no identification of marginal and fragile soils established.	Yes
4.7.5.3	The planting statement is review and there are no new planting at PJSB. Therefore, no soil map established.	Yes

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4.7.6.1	PJSB Planting statement, estate maps and land titles are reviewed. There are no new planting, therefore no FPIC conducted.	Yes
4.7.6.2	PJSB Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no management plan establish to maintain sacred sites.	Yes
4.7.6.3	PJSB planting statement, estate maps and land titles are reviewed. There are no recognized customary or legally owned lands have been taken-over by PJSB.	Yes
4.7.6.4	PJSB planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensated documents established.	Yes
4.7.6.5	PJSB 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.	Yes
4.7.6.6	PJSB planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation documents established.	Yes
4.7.6.7	PJSB planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation claims documents established.	Yes
4.7.6.8	PJSB planting statement, estate maps and land titles reviewed and there are no new plantings. Therefore, no impact to local communities.	Yes

### 4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
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>	

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### 4.5. Detail of Audit Findings in last audit

AUDIT OUTCOME		
During last Audit	3	MAJOR Non-Conformities
	1	MINOR Non-Conformities

Non Conformity Number 1			
<b>Indicator # and Description:</b>	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		
<b>Location:</b>	Perladangan Jayasama Sdn Bhd		
<b>Description of Finding / Objective Evidence:</b>			
PJSB Continuous Improvement Plan (CIP) table did not include expected outcome, timelines, review & monitoring and responsible person.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Raise by:</b>	Khairul Anwar Bin Ismail	<b>Date Raise:</b>	02/09/2021
<b>Deadline for implementation</b>		01/11/2021	
<b>Root Cause Analysis (by company):</b>			
<ol style="list-style-type: none"> <li>1. Being relatively new to MSPO implementation (2nd year in the running) our team members are still in the learning process and there are certainly rooms for improvement and this is one of our area of weaknesses.</li> <li>2. 2020 has not been a good business year for our company for two major reasons :                             <ol style="list-style-type: none"> <li>a. Palm oil prices have been low throughout the period</li> <li>b. Rainfall has been exceptionally high for the year and the raining season has been prolonged throughout the period. Suspected the effect of climate change has hit us real and bad.</li> </ol> </li> <li>3. These two factors had adversely affected our estate's operation resulting in very low productivity and the subsequent cash flow problem in our financial planning.</li> <li>4. This set back coupled with our short handedness in our key personnel has led us to divert most of the energy towards saving the company's operation and as a result neglected the effort that should have been put into the implementation of our CIP. That had explained the incompleteness of our CIP and also our failure in monitoring the required results.</li> </ol>			
<b>Correction (by company):</b>			
Following this we will gear ourselves up and work out a totally new CIP for the coming year with a better and more comprehensive plan which will include the clear objectives and the expected outcome. The new plan will also clearly define the actions to be taken for the improvement, the timeframe for the implementation and the people in charge of the implementation.			
<b>Corrective / Preventive Action (by company)</b>			

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### Non Conformity Number 1

In order to have a meaningful CIP we will intensify our monitoring action on the CIP results and we intend to do regular review which is expected to be not less than twice a year and we will specifically pay attention to the timeframe which have been stipulated in the plan and prepare to take necessary corrective action whenever it has been discovered that the results are behind time.

1. The MSPO main committee has conducted a meeting for this purpose on 6th September 2021
2. It is decided that the director will be responsible to work out the required CIP for the coming year and it shall be completed latest by 30th September 2021.
3. The main committee shall be responsible for its implementation with immediate effect after the completion of the CIP

### Review of Correction & Corrective / Preventive Action

From document review, PJSB Continuous Improvement Plan (CIP) updated on 25/09/2021 include expected outcome, timelines, review & monitoring and responsible person.

Based on evidence provided, the major non-conformity is considered closed.

Implementation will be verify in the next surveillance audit.

**Closed:**  Yes  No

**Site verification :**  Yes  No

**Name of Lead Auditor:**

Khairul Anwar bin Ismail

**Date of Closure:**

20/10/2021

### Review of Implementation

Reviewed and verified Continuous Improvement Plan (CIP). The plan includes expected outcome, timelines, review & monitoring and responsible person.

Thus, the implementation is deemed sufficient.

**Name of Lead Auditor:**

Muhammad Khairul Anuar Bin Azizul Hasan

**Date of Review:**

08/09/2022

### Non Conformity Number 2

**Indicator # and Description:** 4.4.1.1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.

**Location:** Perladangan Jayasama Sdn Bhd

### Description of Finding / Objective Evidence:

PJSB Social Impact Assessment latest reviewed on 01/01/2021 did not include inputs from external stakeholders and status of review.

Therefore, the minor non-conformity upgraded to major non conformity.

**Classification**  Major

Minor

**Raise by:** Mohd Nur Amin Bin Mohd Halim

**Date Raise:** 02/09/2021

**Deadline for implementation**

02/11/2021

**Root Cause Analysis (by company):**

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### Non Conformity Number 2

1. Since obtaining our MSPO certification end of 2020 the COVID-19 pandemic has been ravaging all over the world and we in Malaysia have been adversely affected with no exception. Daily activities and business operation had slowed down due to movement control imposed under COVID-19 regulations. In our estates we had tried to follow the rules imposed on movement restriction as much as possible resulting in major breakdown in communication between our external stakeholders and us.

Under normal circumstances we had originally planned for twice a year meeting with our stakeholders but this has since been shelved due to the restriction rules.

This breakdown in communication has explained why we are very short of feed backs from our external stakeholders.

2. It is also a fact that the rural communities are usually quite reluctant to answer to request for feedback on social issues and it is not unusual to find them declining invitations for social surveys.

Under this circumstances we find it hard to extract inputs from them.

3. Being a small company with limited financial resources we are managing our business with minimum manpower requirement. The only one estate manager that we have are competent in his agricultural works but he is definitely lacking in social skills and the public relation functional.

4. Besides our estates being situated deep in the remote areas has to face multiple problems due to the lack of proper infrastructures such as road, water and electricity utilities supply. The current workers shortages faced by the plantation industry has further aggravated our daily operational problem.

Under this circumstances it is not hard to imagine that during his daily activities the manager has tons of encounterment that he would have to deal with in the estates operations. In view of this it is understandable that the manager may not have enough time in his hand to deal intensively in this matter of public relation.

### Correction (by company):

1. We foresee that COVID-19 is here to stay and there may not be an opportunity for face to face communication with the surrounding communities in the near future. We will attempt to solicit response / feedback on the social impact from our external stakeholders through the use of other mass communications means such as: mails, internet or smart phone.

With immediate effect we will now prepare suitable formats for this requirements which we will send or deliver to the respective people concerned and request for their response through mailing or through messages.

Through this we expect to receive the necessary feedbacks before 31st October 2021.

Once this is done we will update our SIA by incorporating these inputs by end October.

2. We also plan to hold a stakeholders meeting on 15th December 2021 either through video conferencing or face to face meeting depending on the latest situation on COVID-19, to further enhance our SIA results.

3. Our staffs will start the actions for the preparation of this meeting.

### Corrective / Preventive Action (by company)



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### Non Conformity Number 2

We will give further training to our personnel concerned to enhance their social skills and to encourage them to have more interaction with the surrounding communities

As this is a continual process we will put this matter under our CIP for the coming years.

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

PJSB Social Impact Assessment latest reviewed on 20/10/2021 include inputs from external stakeholders and status of review.

From document review, PJSB received stakeholders feedback forms dated on 04/09/2021, 09/09/2021 and 10/09/2021. The feedback forms include the names, contact numbers, dates, suggestions, complaints / grievances and signatures by stakeholders.

The submitted documents sufficient to close the nonconformity.

Further verification will be reviewed during the next surveillance audit.

**Closed:**  Yes  No

**Site verification :**  Yes  No

**Name of Auditor:**

Mohd Nur Amin bin Mohd Halim

**Date of Closure:**

20/10/2021

#### Review of Implementation

PJSB group has updated SIA, dated 01/01/2022. The assessment includes activities and issues raised by stakeholders. Example; maintaining common access road, contribution to local communities and providing sports facilities at housing compound.

Based on document review, interviews with management and sampled workers the implementation is considered sufficient.

**Name of Auditor:**

Mohd Norhisham bin Mohd Salleh

**Date of Review:**

08/09/2022

### Non Conformity Number 3

**Indicator # and Description:** 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.

**Location:** Perladangan Jayasama Sdn Bhd

#### Description of Finding / Objective Evidence:

Remote reviewed on PJSB employment contract did not include the term and condition of job scope, method and timeline of salary payment, insurance, annual leave entitlement, rest day and sick leave information.

Therefore, OFI is upgraded to Major non-conformity.

**Classification**  Major

Minor

**Raise by:** Mohd Nur Amin Bin Mohd Halim

**Date Raised:** 02/09/2021

**Deadline for implementation**

01/11/2021

**Root Cause Analysis (by company):**

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### Non Conformity Number 3

1. In our regular recruitment process in the past, and through experience we have ascertained that almost all the estate workers preferred or even insisting that they be paid for the work done based on contract rated basis. Therefore not on daily rated basis.
2. Under the current labour market situation in the plantation industry almost all the estates would have no choice but to depend on the labour force of foreign workers. Employment of foreign workers has its unique nature in that most of them would move as a team led by a mandore of their choice, through long term relationship or through the kinship developed from ethnicity or places of origin. Under this circumstances it is a common practice for the employer to negotiate with the mandore on the working condition and the work contract before the recruitment. Once this is done and agreed the members of the team will just follow with the terms and condition that had been agreed between the mandore and the employer.
3. Due to this reason the company will have to establish two sets of work contracts for practical reasons: the first is (a) contract for services and (b) contract of service. For (a) the contract will base almost entirely on piece meal rated basis and the wages are computed and paid based on work rates that had been agreed upon earlier in the recruitment process. For (b) it will be a normal employment contract that would have the labour / employment ordinance as basis. In this case details such as daily wages, working hours, annual leave and sick leave entitlement be included and mentioned in the contract.
4. So far our company has opted for "contract for service" all the while for obvious reason and we have not offered any "contract of service" to our workers.
5. That explained why our existing employment contract had not listed the detailed conditions such as: scope of work, insurance, annual leave and sick leave entitlement, working hours and rest day schedule etc.

#### Correction (by company):

- To meet the MSPO requirement, we will now start to modify our existing employment system and will put in additional documents for the "contract of services" while recruiting new workers.
- We will also amend the contract which we had signed with the existing workers to let them have the option of the "contract of services"

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

We will review our employment contract on regular basis to ensure that our system will always meet the latest requirement by the relevant authorities and the prevailing laws and regulations.

To start off with we will carry out the review at least once a year.

Specific actions to be taken for this NC are as follows:

1. The director will be responsible for the drafting of the new employment contract.
2. The amended contracts will be made known to the workers in due course and the new contract will be executed accordingly at appropriate time.
3. Time frame for this will be set at 30th September 2021.

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

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<b>Non Conformity Number 3</b>	
<p>From document review, PJSB updated the employment contract on 15/09/2021.</p> <p>The employment contract include terms and conditions of job scope, method and timeline of salary payment, insurance, annual leave entitlement, rest day and sick leave information.</p> <p>From document review, PJSB CIP updated on 25/09/2021 include the plan to revise the employment contract by 15/10/2021.</p> <p>The submitted documents sufficient to close the nonconformity.</p> <p>Implementation will be verify in the next surveillance 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> Mohd Nur Amin bin Mohd Halim	<b>Date of Closure:</b> 20/10/2021
<b>Review of Implementation</b>	
<p>PJSB sampled workers employment contract has been reviewed. The documents includes workers information, job scope, entitled leaves and medical coverage. Field interviews with sampled workers informed they understand and are aware on benefits given by company.</p> <p>Thus, based on the objective evidences the implementation is considered sufficient.</p>	
<b>Name of Lead Auditor / Auditor:</b> Mohamad Norhisham bin Mohd Salleh	<b>Date of Review:</b> 08/09/2022

<b>Non Conformity Number 4</b>	
<b>Indicator # and Description</b>	4.5.3.5 Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.  (MINOR)
<b>Location:</b>	Perladangan Jayasama Sdn. Bhd
<b>Description of Finding / Objective Evidence:</b>	
<p>From photo review of landfill:</p> <ol style="list-style-type: none"> <li>1. PJSB does not segregating domestic wastes to minimize the risk impact during disposal.</li> <li>2. PJSB does not installed the safety fence and signboard</li> <li>3. No identification of landfill date of opening and closing.</li> </ol> <p>Therefore, OFI is upgraded to a minor non-compliance.</p>	
<b>Classification</b>	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
<b>Raise by:</b>	Khairul Anwar Bin Ismail
<b>Date Raise:</b>	02/09/2021
<b>Deadline for implementation</b>	02/10/2021
<b>Root Cause Analysis (by company):</b>	

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### Non Conformity Number 4

1. The MSPO committee has discussed this finding and the estate manager has admitted that he was not clear about the details and the requirements for the working of landfills.
2. This is the first time that the landfill project is being adopted in our estate and the people who are concerned are still new to the concept of waste disposal through the use of landfill.
3. From the manager onward to the supervisor, the mandore and the estate workers, everyone was busy and excited in trying to get the pit constructed and put into use as early as possible that they have neglected to implement the detailed procedures that was required under the landfill concept.

#### Correction (by company):

Through discussion with the auditor, the manager has noted the shortfall of our landfill system and understand the improvement that is required to make our landfill disposal system to be more effective.

Accordingly we will immediately proceed to take the following actions to rectify the shortfall such as:

- a) To educate the people to understand the basic concept.
- b) To provide separate garbage bins for the segregation of the waste into disposable and recyclable or toxic categories.
- c) To enforce the rules as stipulated and help the people like to developed a practical and proper way of garbage disposal into a good habit in their daily life.

We have scheduled this correction to be completed by 31/10/2021

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

As this is a continual process we will build this into our next CIP and to monitor the results from time to time.

We will also take immediate corrective actions if we should find that things have not been improved as expected or the required standard has not been maintained.

Specific actions to be taken for this NC are:

1. The estate manager will immediately prepare to acquire or fabricate the necessary garbage bins for use in the segregation of the domestic waste.
2. Will also start preparing for the required signages for the use in the landfill site.
3. Safety fencing will also be erected immediately around the waste dumping pit.
4. Both the manager and the supervisor will start the educational programme for the workers

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

From photo review of landfill:

1. PJSB segregating domestic wastes to minimize the risk impact during disposal.
2. PJSB installed the safety fence and signboard
3. PJSB established the identification of landfill date of opening and closing.

From document review, PJSB CIP dated 25/09/2021 includes the improvement plan for domestic waste disposal SOP.

Based on evidence provided, the minor non-conformity is considered closed

Implementation will be verify in the next surveillance audit.

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Non Conformity Number 4	
<b>Closed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Lead Auditor:</b> Khairul Anwar bin Ismail	<b>Date of Closure:</b> 20/10/2021
Review of Implementation	
<p>PJSB established Waste Management Plan (WMP) dated 01/01/2022.</p> <p>The WMP to monitor and identify recycle program positive impact, monitoring and action plan.</p> <p>Site inspection at designated landfill area as follows;</p> <ul style="list-style-type: none"> <li>• The domestic waste are segregated as per stated in the WMP;</li> <li>• Safety fence and signboard are installed;</li> <li>• Date of opening and closing designated landfill has established.</li> </ul> <p>Based on document reviewed and site inspection, the implementation is considered sufficient.</p>	
<b>Name of Auditor:</b> Ariff bin Lokman	<b>Date of Review:</b> 08/09/2022

### 4.6. Detail of Onsite Audit Findings Identified during this audit

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

ONSITE AUDIT OUTCOME		
<b>During this onsite audit,</b>	1	<b>MAJOR Non-Conformities</b>
	0	<b>MINOR Non-Conformities</b>

Non Conformity Number 1	
<b>Indicator # and Description</b>	4.4.5.3 Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.  (MAJOR)
<b>Location:</b>	Perladangan Jayasama Sdn Bhd Office
Description of Finding / Objective Evidence:	
Review on sample worker's payslips for the month of July 2022, the payment made are not in accordance with Minimum Wages Order 2022.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Mohamad Norhisham Bin Mohd Salleh <b>Date Raise:</b> 08/09/2022
<b>Deadline for implementation</b>	08/11/2022
Root Cause Analysis (by company):	

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### Non Conformity Number 1

We admit that we have not complied with the latest minimum wage order 2022 which is 1500.00 per month per worker. But we must also state here that it was never our intention to short charge our employees.

The mistake for this is genuine and we have been misled by wrong information thinking that a small company like ours is exempted for the time being and will only have to start compliance at a later dates.

It is also a fact that most of our workers are locals and staying in close by village. Most of them have their own small holdings of 15 acres or more of rubber or oil palm plots which they have to attend to.

From the start they have requested the company to be flexible with their working hours giving the reason that they would also have to attend to their own plots of land. When working on a contract basis this will not be a problem since they would be paid on the actual amount of work done and they can decide for themselves the working hours.

However, this will become a problem occasionally when they are given daily rated work. On consideration the Company has agreed to be flexible with them in their working hours and as a result most of time an individual has only perform about 6 hours job instead of the 8 hours as required. In this case as agreed the company would still pay them a full day's wages.

In this respect the company has in realty never short change each and every worker.

#### Correction (by company):

The company will commence immediately to comply with the minimum wages requirement and will offer the right rate for daily wages @ RM57.69 starting from September 2022 onward.

Accordingly the September check roll will be forwarded to you once it is done after 7<sup>th</sup> October 2022.

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

We will take the following corrective action:

1. To always keep ourselves up to date and be informed of the latest government's wages policy and to follow up with immediate action for compliance in due course.
2. To amend our 'Kontrak Pekerjaan'.

Section 2 clause 2 to be amended as follows:-

- 'Pekerja akan dibekalkan kerja secara harian sebanyak RM57.69/hari'.

Person in-charge for implementing the stated corrections are:

- Company Director;
- Estate Manager;
- Office Admins Clerk.

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

PJSB has approved new minimum wage order as stated in the new contract agreement dated 01/09/2022.

Review on the driver pay slip, the amount paid is according to the minimum wage order 2022.

The evidence provided is sufficient to close the non-conformity.

The implementation will be further verified in the next surveillance audit.

Closed:  Yes  No

Site verification :  Yes  No

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Non Conformity Number 1	
<b>Name of Auditor:</b> Mohamad Norhisham bin Mohd Salleh	<b>Date of Closure:</b> 12/10/2022
Review of Implementation	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action	Office	PJSB could improve internal audit details presented in the management review.
2.	4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	Office	PJSB could improve on environment meeting frequency.

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### 5. CONCLUSION

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

There is 1 Major NC raised and closed out successfully.

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:	410.06 Ha
Certified FFBS January to June 2022:	697.43 Mt
Project FFBS July to December 2022:	1,272 Mt



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### 6. RECOMMENDATION

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

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

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

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

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

Puchong, 27/09/2022

Muhammad Khairul Anuar  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 14/10/2022

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

## **MSPO Certification Summary Report**

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### **7. LIST OF STAKEHOLDERS**

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

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

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