

# MSPO CERTIFICATION SUMMARY REPORT

PERMATA PLANTATION SDN SHD

SURVEILLANCE 01

Remote Audit Date: 09/06/2020

Onsite Audit Date: 17/08/2020

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## MSPO Certification Summary Report

Company Name: Permata Plantation Sdn Bhd

Certifying Unit: Permata Plantation Sdn Bhd

Client Number: 92-092

Audit Type: ASA 01

Mode of Audit: Remote and 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>	Malaysia Sustainable Palm Oil
<b>NC</b>	Non Conformity
<b>OSH</b>	Occupational Safety and Health
<b>P&amp;C</b>	Principle and Criteria
<b>PK</b>	Palm Kernel
<b>POME</b>	Palm Oil Mill Effluent
<b>PPE</b>	Personal Protective Equipment
<b>RSPO</b>	Roundtable Sustainable Palm Oil
<b>RTE</b>	Rare, Threatened and Endangered Species
<b>SA8000</b>	Social Accountability 8000
<b>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>WHO</b>	World Health Organization
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysia Palm Oil Certification Council
<b>SDS</b>	Safety Data Sheet

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### 1. INTRODUCTION

Permata Plantation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a surveillance audit 1 for 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 01 audit is to assess the Permata Plantation Sdn Bhd by an independent certification body with the aim for compliance of the standards.

#### 1.2. Scope

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

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

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

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

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

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

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

The audit team appointed consists of one team leader and one team member. The audit team member contributed to the review of documents, the assessment of the project activity and to the preparation of this report.

##### Qualification of the Lead Auditor: Zul Hairi Bin Abu Hassan

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

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	9 years working experience in oil palm plantations.
Successfully completed MS 2530 series of standards training	Successfully completed MS2530 series of standards training
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as lead auditor based on audit log.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and/ or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	9 years working experience in oil palm plantations.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	9 years working experience in oil palm plantations.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed ISO 45001:2018 Lead Auditor course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training and auditor for MSPO scheme.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed ISO 14001 LA course and auditor for MSPO scheme.

### Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture;	Sheron Pui Ling Wui	Bachelor in Medical Science	Yes

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Requirement	Assessor	Qualification	Compliance
ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields			
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Sheron Pui Ling Wui	4 years working experience in QA, QMS and internal audit, and 2 years working experience in MSPO audit experience.	Yes
Successfully completed MS 2530 series of standards training	Sheron Pui Ling Wui	Successfully completed MS2530 series of standards training.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or	Sheron Pui Ling Wui	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes

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Requirement	Assessor	Qualification	Compliance
Occupational, Health & Safety Assurance System			
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Sheron Pui Ling Wui	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Sheron Pui Ling Wui	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes

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## 2. METHODOLOGY

The audit approach remote and onsite audit consists of the following steps:

- Contract review;
- Appointment of team members and technical reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Remote and On-Site assessment, inspections, interviews with operational personnel, stakeholders and its 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.

### Annual surveillance audit 01:

Annual surveillance audit 01 conducted on 09/06/2020 for remote and 17/08/2020 for onsite covers the following activities but not limited to below:

#### Remote:

- Desk documentation assessment;
- Virtual interview managements;
- Records and document review;
- Virtual stakeholders communication;

#### Onsite:

- Onsite visit, observations and inspections of estate facilities and field activities;
- Interview operation personnel and field workers for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;



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- Stakeholders consultation meeting;
- Review and closed out of non-conformance raised during stage 1 audit;
- Assessment reporting;

### On-site Assessment

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

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, review of documentation and data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

For the ASA01, Permata Plantation Sdn Bhd has 1 estate. Therefore, no selection required.

**Table 2-1: List of Estate Selected**

Name of Estate	Coordinates
Permata estate	E118°11'13 N 4°34'31"

### 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

Permata Plantation Sdn Bhd is an oil palm plantation company located at Ulu Karumpang, Tawau, Sabah.

The details of the estates as below:

Name of Estate	Location	Coordinates
Permata Estate	Ulu Karumpang, Tawau	E118°11'13 N 4°34'31"

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2020 to Dec 2020)
	Total*	Production**	
Permata estate	228.26	214.04	2,200.00
<b>Total</b>	<b>228.26</b>	<b>214.04</b>	<b>2,200.00</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

Year / estate	Permata estate (Ha)
1997	89.19
2013	87.67
<b>Total Mature</b>	<b>176.86</b>
2018	37.18
<b>Total immature</b>	<b>37.18</b>
<b>Total Oil Palm</b>	<b>214.04</b>

#### 3.3. Replanting program for each estate

Year of replanting	Planted area (ha)	Total area to be replanted (ha)
2020	-	-
2021	-	-
2022	19.76	19.76
2023	33.16	33.16
2024	21.64	21.64
<b>TOTAL</b>	<b>74.56</b>	<b>74.56</b>

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### 3.4. Maps of Company Location and Plantations



Figure 1: Permata Plantation location

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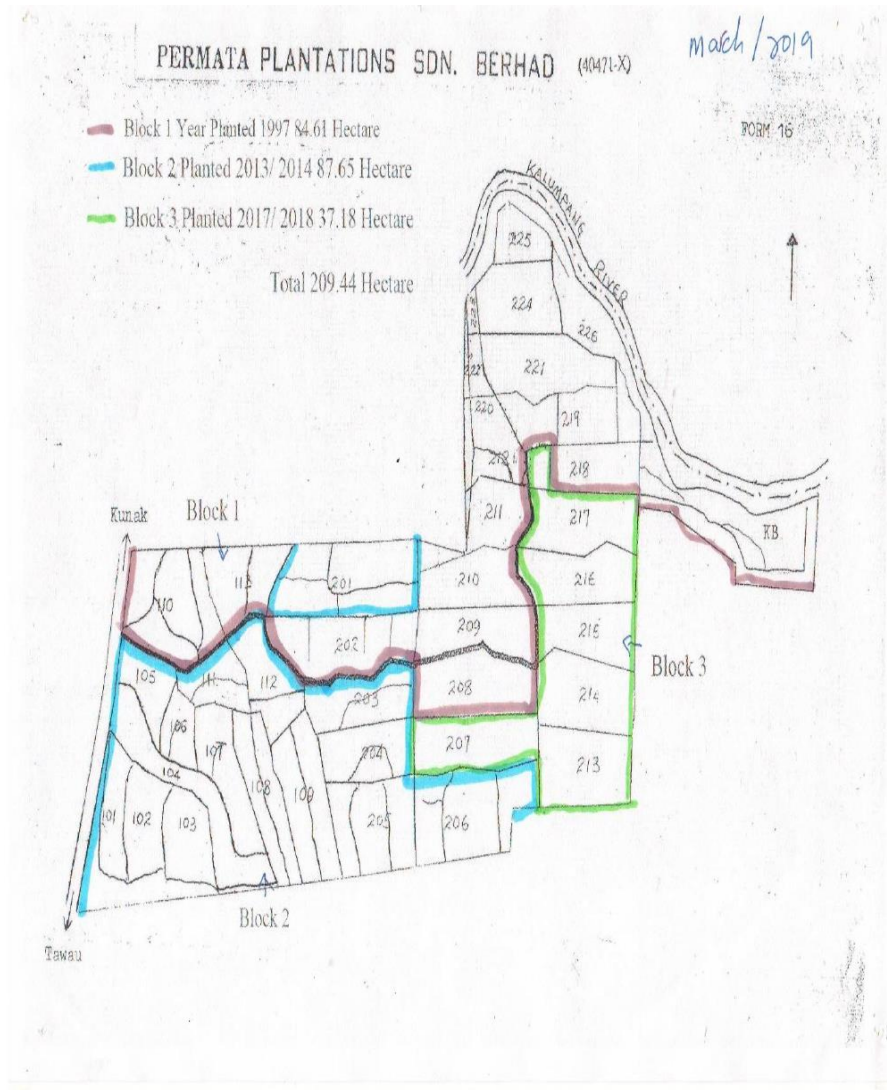


Figure 2: Permata estate map

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. Annual Surveillance Audit 01

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

##### 4.1.1. Annual Surveillance Audit 01:

The remote audit is conducted on 09/06/2020 and onsite audit is conducted on 17/08/2020 covering Permata estate.

During the remote audit, there are 2 Major, 1 Minor, 6 Opportunities for Improvement (OFI) are raised. The Major non-conformances raised during the audit are closed out by means of documents review that are established, revised and implemented appropriately and preventive actions taken. Action plan is submitted for Minor non-conformance with implementation review during the next audit. The 6 OFIs raised in remote audit are verified during onsite audit and implemented appropriately.

During onsite audit there are 0 Major, 0 Minor, 1 Opportunities for Improvement (OFI) are raised.

During this onsite audit, the minor non-compliance and OFI raised in the last audit, the audit team has review by means of 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.

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

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

#### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 13/07/2020 as to accommodate stakeholder's consultation meeting for Permata estate to provide comments. As at audit date on 17/08/2020 there are no comments received.

During Remote Audit, stakeholders consultation was conducted on 09/06/2020 via phone calls. Stakeholders called with one responded.

During onsite audit, Invitation letters are sent on 13/07/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 17/08/2020 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements, however, there are no attendance.

During the remote audit, the below topics are asked to the responded stakeholder:

1. Introduction of MSPO certification.
2. Development of oil palm plantations
3. Community service and support provided
4. Wildlife management and wildlife corridor

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5. Type of wildlife sighted at the plantations and wildlife corridor.

6. Local communities' development.

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

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:

The stakeholders could confirm they have attended meetings with the company on MSPO certification.

2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint

The stakeholders' advice they are informed a logbook and form is available at the office to lodge any complaints or suggestions.

3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.

The local communities could confirm the company has provide assistance and support to communities.

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

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

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

The list of stakeholders who attended the meeting refer to Table 7-1

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholder confirmed the meeting have received invitation of PPSB MSPO audit	No action required
2	Social issues	No communities and neighbouring estates attended. Therefore no input.	No action required.
3	Type of land title – Country Leased, Provisional Leased, Native title, Customary Land	Stakeholder is not local communities, therefore no input to confirm.	No action required
4	Economy / livelihood	Stakeholder is not local communities, therefore no input for the topic.	No action required

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
	Is there any impact on livelihood after the introduction of MSPO?		
5	Does MSPO largely benefits the local community?	Stakeholder is not local communities, therefore no input for the topic.	No action required
6	Environmental understanding	Stakeholder commented, there have not encounter any negative impacts from the estate operation.	Stakeholder understood basic environmental requirement
7	Awareness towards species, habitats, and high conservation values	Stakeholder is aware on the wildlife surrounding the estate. There inform no hunting of any wildlife.	Stakeholder have basic awareness on wildlife.
8	Are there any plantation management practices that affect you?	Stakeholder informed there is no management practices affecting them.	Positive feedback
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholder informed the management had taken effort to meet the MSPO requirements.	Positive feedback.

### 4.3. Summary of Assessment

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Permata Plantation Sdn Bhd (PPSB) established Sustainable Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>The Sustainable Agriculture Policy briefing conducted to workers and staffs on 13/12/2019.</p> <p>Policy is displayed at estate notice boards.</p> <p>During site interview with workers informed they understand the policy.</p>	Yes



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.2	The Sustainable Agriculture Policy dated 01/08/2019 states the company commitment to continual improvement with the objective of improvement in sustainability practices.	Yes
4.1.2.1	PPSB established Internal Audit flowchart dated 03/04/2019. The flowchart describes the frequency for internal audit is once a year. Internal audit conducted 03/01/2020 has identified the weak points and improvement action that include the root cause analysis.	Yes
4.1.2.2	PPSB established Internal Audit flowchart dated 03/04/2019. The flowchart describes the frequency for internal audit is once a year. Internal audit conducted 03/01/2020, the internal audit results describes the weak and strong points with action taken to close the findings. All findings are closed in February 2020. Finding: Signboard not install at genset room. Action: Signboard installed at genset room on 21/02/2020 Site observation at genset room confirmed signage installed.	Yes
4.1.2.3	The estate meeting and management review meeting conducted on 27/05/2020 include the review of internal audit results.	Yes
4.1.3.1	PPSB management review meeting conducted on 27/05/2020. Agenda includes: <ul style="list-style-type: none"> <li>Internal audit results.</li> <li>Continual improvement plan</li> <li>COVID-19 SOP</li> <li>Training safety and health</li> <li>CHRA</li> <li>Other matters</li> </ul> The frequency for management review is once a year after internal audit.	Yes
4.1.4.1	PPSB established Continual Improvement Plan (CIP) dated 08/04/2019 and updated 05/12/2019. Topics in the CIP include environmental, social and safety and health. <b>Remote Maj no.1:</b> <b>CIP established dated 05/12/2019 does not clearly states the plan and timeframe for medical surveillance and infectious disease prevention related matters that could cause social, environmental and safety issue.</b>	No



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.4.2	<p>PPSB established SOP New Information, Technique and equipment dated 01/06/2019.</p> <p>The SOP describes:</p> <p>Identification</p> <p>Implementation and control.</p> <p>The SOP include training to be conducted to workers and staff when there are new technology, information and equipment implement in estate.</p> <p>No new technology or techniques implemented year 2019till the audit date.</p> <p>PPSB COVID-19 SOP established dated 02/06/2020 follow guideline of Ministry of Health (MOH).</p> <p>Training of new information related to COVID-19 conducted to workers on 14/03/2020 and 14/04/2020.</p>	Yes
4.1.4.3	<p>PPSB established SOP New Information, Technique and equipment dated 01/06/2019.</p> <p>The SOP describes the process for implementation of new technology.</p> <p>The SOP includes training for operators or employees involved in implementations, techniques and equipment.</p> <p>Example of training conducted for new information COVID-19 dated 14/03/2020 and 14/04/2020.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>PPSB stakeholders list update on 20/05/2020.</p> <p>Stakeholders list include:</p> <ul style="list-style-type: none"><li>• Government</li><li>• Supplier</li><li>• NGO</li></ul> <p>Stakeholders meeting for internal and external stakeholders conducted on 08/07/2020 at Permata office.</p> <p>The agenda of the meeting covers MSPO certification, complaint and grievance procedures, and list of public documents.</p> <p>Estate in charge informed information will be share upon request. Method of disseminating the information will be through stakeholders meeting and display at notice boards.</p>	Yes
4.2.1.2	<p>PPSB established master list for publicly available document and confidential dated 01/06/2020.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Example publicly available document:</p> <p>Company policies:</p> <ul style="list-style-type: none"> <li>SOP</li> <li>Announcement Covid 19</li> <li>Lockdown information of Covid 19</li> </ul> <p>Example confidential document:</p> <ul style="list-style-type: none"> <li>Financial Budget</li> <li>Estate revenue and expenditure</li> </ul> <p>The publicly available document written in English and Bahasa Malaysia.</p>	
4.2.2.1	<p>PPSB established SOP consultation and communication dated 01/05/2019.</p> <p>Stated in the SOP, flow chart of consultation and communication.</p> <ul style="list-style-type: none"> <li>Communication to employee and other stakeholders</li> <li>Enquiry/issue from employee and other stakeholders.</li> </ul> <p>Latest stakeholders meeting conducted on 08/07/2020. The agenda of the meeting covers MSPO certification, complaint and grievance procedures and list of public documents.</p>	Yes
4.2.2.2	<p>PPSB appointed the estate in charge as the person in charge for communication with stakeholders.</p>	Yes
4.2.2.3	<p>PPSB established flow chart of consultation and communication date 01/05/2019.</p> <p>The chart describe the list of stakeholders will be updated twice a year or when it is required.</p> <p>PPSB list of stakeholders updated 08/01/2020.</p> <p>Internal and external meeting conducted 08/07/2020.</p> <p>Minutes of meeting agenda:</p> <ul style="list-style-type: none"> <li>Introduction MSPO implementation.</li> <li>Explanation of SOPs / Company policies.</li> <li>Safety and health of stakeholders and visitors.</li> </ul>	Yes
4.2.3.1	<p>PPSB established SOP for traceability on March 2019.</p> <p>Stated in the SOP process of recording the FFB sales.</p> <p>Harvesting records</p> <p>Delivery to mill</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Daily FFB records. The traceability documents as follows: <ul style="list-style-type: none"><li>• FFB weighbridge tickets</li><li>• FFB daily processing records</li><li>• FFB log book</li></ul> The estate manager inspect the documents on a monthly basis.	
4.2.3.2	PPSB estate conduct monthly checks of the traceability documents by the estate in charge. JPSB group conducted Internal audit on 03/01/2020 that include traceability system. There are no findings for traceability.	Yes
4.2.3.3	PPSB MSPO organization sustainability team organization chart dated 01/05/2019. Admin staff appointed for traceability records.	Yes
4.2.3.4	PPSB established daily records 'Memetik tandan Buah Sawit' and summary harvesting FFB. Traceability documents such as field / harvesting block docket are available and crosscheck for the unique identification number is the delivery note is stated in the mill weighbridge ticket.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	PPSB established legal register updated 29/05/2020. Example of legal documents: <ul style="list-style-type: none"><li>• Malaysian Palm Oil Board Act 1998</li><li>• Prevention And Control Of Infectious Disease Act 1988</li></ul> PPSB established list of permits and licenses updated 16/05/2020. Example of licenses: <ul style="list-style-type: none"><li>• MPOB license valid till 30/09/2020</li><li>• Diesel permit valid till 05/01/2021</li></ul>	Yes
4.3.1.2	PPSB established legal register updated 29/05/2020. Legal document applicable are kept in soft copy by estate manager. Example of legal documents applicable to estate: Sabah Labour Ordinance (CAP 67) Environmental Quality Act 2012 Wildlife Conservation Enactment 1997	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Prevention and Control of Infectious Disease Act 1988	
4.3.1.3	The legal register established on 03/04/2019 and latest updated on 29/05/2020.	Yes
4.3.1.4	Appointed person to monitor compliance and updating for legal register is estate manager.	Yes
4.3.2.1	PPSB land titles are country lease issued by Sabah Land Authority. The land usage state cultivation of agricultural crop of economic value.	Yes
4.3.2.2	PPSB land titles are issued by Sabah Land Authority. The land usage state cultivation of agricultural crop of economic value with tenure of 99 years.	Yes
4.3.2.3	PPSB land titles has map indicating the size in acres, location and boundary markers. During site verification, boundary marker is marked with a boundary stone and red colour wooden stick.	Yes
4.3.2.4	PPSB land titles are issued by Sabah Land Authority. No dispute from previous owners. Therefore no FPIC conducted.	Yes
4.3.3.1	PPSB land titles are issued by Sabah Land Authority. There are no customary land owned or sub-leased by PPCB.	Yes
4.3.3.2	PPSB land titles are issued by Sabah Land Authority. There are no sub-leased customary land. Therefore, no map established.	Yes
4.3.3.3	PPSB land titles are issued by Sabah Land Authority. Therefore, no FPIC or negotiation document established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	PPSB established Social Impact Assessment (SIA) dated 09/05/2019 updated on 30/05/2020. SIA survey assessment conducted on 18/05/2020. The SIA includes a summary of positive and negative impacts and the timeline to monitor for completion. The summary table include the impact, action plan, PIC, timelines and status. The SIA will be reviewed once a year. <b>Remote Min NC:</b>	No

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<b>SIA updated 30/05/2020 does not include the social impact assessment for infectious disease assessment and related mitigation plan.</b>	
4.4.2.1	<p>PPSB established SOP Complaints and Grievance dated 01/05/2019.</p> <p>The SOP describes the process of resolving complaint includes complaint for COVID-19.</p> <p>Period to solve the complaint is 10 days if the issue is not solved within 30 days, it will be referred to arbitration panel example labour department, police station.</p> <p>Person in charge to handle complaint is the estate manager.</p> <p>PPSB adopts the guidelines from 'Majlis Keselamatan Negara on Sektor Agrikomoditi' dated 10/06/2020 for prevention and precaution on COVID-19.</p> <p>Site interview with field workers, they understand the process to make complaint or grievance.</p>	Yes
4.4.2.2	<p>PPSB established SOP Complaints and Grievance dated 01/05/2019.</p> <p>Period to solve the complaint is 10 days if the issue is not solved within 30 days, it will be referred to arbitration panel example labour department.</p> <p>No complaint lodge from June 2019 till the audit date.</p> <p>Interview with workers informed they understand the timeframe to resolved complaint is 10 days after complaint lodged.</p>	Yes
4.4.2.3	PPSB established form for suggestion and complaint and available for workers and stakeholders to made suggestion or complaint.	Yes
4.4.2.4	<p>PPSB conduct estate meeting on 13/12/2019 include briefing of the SOP Complaint and Grievance.</p> <p>During interview with workers they are able to demonstrate their understanding on the procedure and complaint could be lodged at any time.</p>	Yes
4.4.2.5	<p>PPSB maintain complaint records as from 16/02/2019 till the audit date.</p> <p>Latest complaint lodge on 02/05/2019 and resolved on 08/05/2019.</p> <p>All complaints are documented in complaint book and kept in estate. However, no complaints lodge on June 2019 till the audit date.</p>	Yes
4.4.3.1	<p>PPSB contributed to local development by providing job opportunities to local communities.</p> <p>Review the PPSB labour list May 2020 there are locals hired for estate operation.</p>	Yes
4.4.4.1	PPSB established Safety and Health policy dated 01/03/2019 signed by Managing Director.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
	<p>The policy is available at the estate notice board.</p> <p>Workers are briefed on the policy and PPE on 13/12/2019.</p>		
4.4.4.2	a	<p>PPSB established Safety and Health policy dated 01/03/2019 signed by Managing Director.</p> <p>The policy is available at estate notice board.</p> <p>Worker are briefed on the safety and health policy, safe working practices and PPE usage dated 13/12/2019.</p>	Yes
	b	<p>PPSB established Risk Assessment updated 05/06/2020 include all relevant field activities.</p> <p>The risk assessment covers all work activities include potential hazards, risks and effects, existing control, additional risk control, PIC and date of review.</p> <p><b>Remote Maj NC 2:</b></p> <p><b>The HIRARC updated 05/06/2020 did not include the assessment on prevention of infectious disease for estate operations e.g. COVID-19.</b></p>	No
	c i	<p>PPSB established training program include training for chemical handling and safety work practices.</p> <p>Example:</p> <p>Chemical training and safety work practices briefing conducted on 28/12/2019.</p>	Yes
	c ii	<p>PPSB kept SDS for chemical and fertilizer use in estate.</p> <p>Example: Ally</p> <p>SDS available in English and Bahasa Malaysia languages.</p> <p>Store is in good condition and locked. All chemicals store with original labelling. The chemical containers are proper arrange in the store.</p>	Yes
	d	<p>PPSB provide workers PPE according to risk assessment and CHRA recommendation.</p> <p>CHRA conducted on date 10/11/2019.</p> <p>Records of PPEs issuance are maintained and sighted.</p> <p>Example:</p> <p>Helmet</p> <p>Apron</p> <p>PPE for prevention of infectious disease issuance to workers on 14/03/2020 and briefing of COVID-19 procedure conducted on 14/04/2020.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	During site visit workers are provided with proper PPEs for the assigned task according to CHRA.	
e	PPSB established SOP Chemical Sprayer dated February 2019 and SOP Premix dated 05/05/2019.  The SOP describes safe chemical handling practice.  PPSB adopts SDS for handling of chemicals to ensure proper and safe handling and storage.	Yes
f	Appointed person for safety and health is estate manager include handling for infectious disease in estate.	Yes
g	PPSB has total 13 workers and staff. Thus, not required to conduct quarterly meeting for OSH follow DOSH requirement.  PPSB latest OSH meeting conducted on 13/12/2019.  The meeting agenda includes safety and health, PPE, emergency and safety SOP and safety work practices.  No accident or injury reported in the meeting.	Yes
h	PPSB established Emergency Respond Plan dated 01/05/2019 and COVID-19 SOP dated 02/06/2020.  The emergency contact available at notice board.  COVID 19 briefing conducted on 14/03/2020 and 14/04/2020.  Emergency and safety briefing held on 13/12/2019.	Yes
i	PPSB estate manager, staff and mandore are trained in first aid on 02/03/2019 conducted by Hospital Lahad Datu.  During site observation, first aid kit available at office, and operations site.	Yes
j	PPSB established accident records book.  The records are reviewed with no incidents of more than 3 days medical leave.  PPSB reported to JKKP for year 2019 dated 14/01/2020.  JKKP 8 sighted no accident or injuries occur in PPSB.	Yes
4.4.5.1	PPSB established Sustainability Agriculture Policy dated 15/05/2019 signed by Managing Director.  The policy includes statement on respect and support the universal declaration of Human Rights.  The Sustainability Agriculture Policy briefing conducted on 13/12/2019.  Site interview with workers informed they understand the policy.	Yes
4.4.5.2	PPSB established Sustainability Agriculture Policy dated 15/05/2019 signed by Managing Director.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy point 2.2 describes respect and recognize the right of all workers subpoint (vi) equal employment opportunities.</p> <p>The policy includes statement of equal employment opportunities in work place.</p> <p>Hiring, remuneration, access to training, promotion or retirement will be implemented based on business needs, job requirement and individual qualification regardless of race, religion or gender.</p> <p>Site interview with workers informed no discrimination practices in the estate.</p>	
4.4.5.3	<p>PPSB established contract agreement for workers accordance to Sabah Labour Ordinance and Minimum Wages Order 2018.</p> <p>The contract agreement in Bahasa Malaysia signed by worker and company. A copy is provided to worker after signed.</p> <p>Review of workers pay voucher the wage follow the contract agreement.</p>	Yes
4.4.5.4	<p>PPSB have engage a contractor for FFB transporter.</p> <p>Estate manager monitor the contractor worker wage via payment voucher.</p> <p>Example:</p> <p>Pay voucher April 2020 of FFB transporter review the contractor worker paid follow RM/Ton as per mutual agreement.</p>	Yes
4.4.5.5	<p>PPSB established list of workers that contain name, gender, date of birth, date joined, job description and nationality.</p>	Yes
4.4.5.6	<p>PPSB established worker contract for every worker recruited.</p> <p>The management provide fair contract that has been signed by both parties.</p> <p>The worker is briefed on the working contract terms and conditions, wage, type of work and copy is provided.</p> <p>During site interview with workers informed they are briefed on the contract terms and conditions and received a copy after signed.</p>	Yes
4.4.5.7	<p>PPSB established working hours and stated in working contract.</p> <p>The working hours 7:00 am until 4.00 pm with break time on 11:00am – 1.00pm.</p> <p>Workers time recording via morning muster check roll.</p> <p>Working overtime when required will be paid according to Sabah Labour Ordinance requirements of 1.5 times hourly rate for normal days and 2 times hourly rate for working on rest days.</p> <p>Review on payment voucher of workers year 2020 no OT practice in estate.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	During interview with workers informed no OT however they aware on OT pay rate.	
4.4.5.8	PPSB working hours is from 7:00 am until 4.00 pm with break time on 11:00am – 1.00pm.  The overtime is based on mutual basis.  Working hours publicly available at notice boards.  Interview with workers, they understand on the overtime rate.	Yes
4.4.5.9	Reviewed on the pay voucher and contract of workers the working hours and OT complied with legal regulations.  During site interview workers feedback they understand the working hours and pay rate and informed no delay or short payment on salary	Yes
4.4.5.10	PPSB provides benefits to workers such as medical care, SOCSO, housing, water and electricity.	Yes
4.4.5.11	PPSB workers housing follow the industry best practices.  Site observation on the worker living quarters has basic amenities such as water, electricity, toilet and kitchen.	Yes
4.4.5.12	PPSB Sustainability Agriculture Policy dated 15/05/2019 signed by Managing Director includes a statement on Harassment and Violence. Management will not tolerate any type of harassment or violence.  The policy states to ensure the procedure is in place to prevent sexual harassment.  The policy briefing conducted to workers on 13/12/2019.  No complaint lodged for related issue.	Yes
4.4.5.13	PPSB Sustainability Agriculture Policy dated 15/05/2019 signed by Managing Director includes a statement on Freedom of Association and Collective Bargaining.  “Management and its supplier / contractors shall recognize and respect the right of employees to join trade union of their choice subject to the provisions of relevant national legislation.”  Meeting conducted on 13/12/2019 between workers and management includes agenda of social, hygiene, health and housing.  During site interview with workers there is no union form in PPCB.	Yes
4.4.5.14	PPSB Sustainability Agriculture Policy dated 15/05/2019 signed by Managing Director includes a statement no child labour under 18 years old.  The worker list review all workers are above 18 years old when joined the company.	Yes

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
4.4.6.1	PPSB established training programme dated and 01/01/2020 for year 2020.  Training conducted involved workers, staff and contractor workers. Example of training record:  MSPO, policies briefing, PPE, safety and health, environment and social training dated 13/12/2019.	Yes
4.4.6.2	Training need analysis and training matrix established for mandore and workers.  The training need analysis is based on job description.	Yes
4.4.6.3	PPSB established the annual Training Program year 2020 dated 01/01/2020.	Yes

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

Indicator	Summary of Assessment	Compliance
4.5.1.1	PPSB established environmental policy dated 15/05/2019 signed by Managing Director.  The management is committed 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.  PPSB established Environmental Aspect and Impact Assessment and Environmental Management Plan dated 05/06/2019.  The plan includes the relevant laws and regulations.  The policy is displayed at estate notice board.  Interview with workers informed they aware on environmental policy and recycle awareness.	Yes
4.5.1.2	a) PPSB established environmental policy dated 15/05/2019 signed by Managing Director.  PPSB established Environmental impact, mitigation and continuous improvement plans dated 05/06/2019.  In protecting the environment and enhancing biodiversity as follow: <ul style="list-style-type: none"> <li>• Operate within the framework of statutory and regulatory requirement or relevant laws, MSPO certification principle and criteria.</li> <li>• Implement zero burning on all oil palm cultivation activities.</li> <li>• Act in accordance with current plantations industry approaches.</li> </ul>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b PPSB established Environmental impact, mitigation and continuous improvement plans dated 05/06/2019.</p> <p>Environmental impact, mitigation, and continuous improvement plans has include Identification and management plan of waste products and potential source of GHG Emission.</p> <p>Example:</p> <p>Aspect and impact:</p> <p>Pruned Oil Palm fronds</p> <p>Negative impact: Heap of pruned fronds can provide hiding and breeding ground for rats and required more chemical for control.</p> <p>Positive impact: Pruned oil palm fronds can retains the soil moisture.</p>	Yes
4.5.1.3	<p>The Environmental impact, mitigation and continuous improvement plans dated 05/06/2019.</p> <p>The table describing the activity, environmental aspects environmental impacts, ratings, mitigation / improvement plan, monitoring plan and responsible person.</p> <p>Example:</p> <p>Empty pesticide container</p> <p>Negative impact: Incorrect disposal of contaminated containers.</p> <p>Positive impact: Triple rinse containers for 3 times and marking on it, recycle usage of container.</p> <p>Domestic waste and sewage</p> <p>Negative impact: Septic tank overflow that can affect the water source.</p> <p>Positive impact: Recycling of plastic, paper, metal and glass can generate side income to the community.</p>	Yes
4.5.1.4	<p>The Environmental impact, mitigation and continuous improvement plans dated 05/06/2019 for promoting of positive impacts.</p> <p>Example:</p> <p>Empty Fertilizer Bag</p> <p>Positive Impact: Reused for loose fruit collection and domestics wastes</p> <p>Monitoring: Training provide to the workers and ongoing.</p>	Yes
4.5.1.5	<p>PPSB established training program include training for chemical handling and safety work practices.</p> <p>Example:</p> <p>Training for environmental conducted on 15/11/2019 for environmental issue.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Chemical training and safety work practices briefing conducted on 28/12/2019.	
4.5.1.6	PPSB conducted JCC meeting with management and employees chair by estate in charge dated 14/12/2019 discuss environmental issue.  Reviewed environmental meeting minutes topics discussed such as scheduled waste management and monitoring.	Yes
4.5.2.1	PPSB established Fuel Consumption Records for 5 years from year 2015 to 2019 dated 03/06/2020.  The fuel consumption records for January to December 2019 is review. The actual diesel consumption compared against baseline is lower.  Latest Fuel efficiency improvement plan is established dated 03/06/2020.	Yes
4.5.2.2	PPSB establish budget year 2020 for fuel consumption.  PPSB established records of actual diesel consumption on monthly basis for compared against annual budget.	Yes
4.5.2.3	PPSB estate do not use renewable energy.	Yes
4.5.3.1	PPSB established waste management plan dated 03/06/2020.  Source of waste has been identified as following:  <ol style="list-style-type: none"> <li>1. Gaseous waste</li> <li>2. Solid waste</li> <li>3. Liquid waste</li> </ol> Example list of waste identified:  <ol style="list-style-type: none"> <li>1. Rotten bunches, plan for monitoring: rotten bunches need proper disposal method.</li> </ol>	Yes
4.5.3.2	a PPSB established waste management plan dated 03/06/2020.  Source and type of waste has been identified:  WMP describes waste identification and disposal method, table activities, type of waste source, location, disposal method, document related and responsibility  Source of waste:  Example:  <ol style="list-style-type: none"> <li>1. Palm tree: Rotten bunches</li> <li>2. Vehicle: Tyre</li> <li>3. Generator set: Used oil.</li> </ol>	Yes
	b PPSB established waste management plan dated 03/06/2020.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Source of waste and pollution identify the wastes to be recycle or reuse.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Empty chemical containers are reused for chemical application activities,</li> <li>• Rotten bunch and fronds to enhance soil nutrients.</li> <li>• Plastics, paper, metal and glass are segregated for recycling.</li> </ul>	
4.5.3.3	<p>PPSB adopted the SDS for safe handling and storage of chemicals</p> <p>The procedure is for proper handling, storage and disposal of chemical to protect the environment.</p> <p>Onsite visit at chemical store observed spraying tools and balance of chemicals are stored properly after the activity completed.</p> <p>Site inspection at scheduled waste store observed empty chemical containers stored in proper arrangement.</p> <p>Balance of chemical used keep at pre-mix area and locked.</p>	Yes
4.5.3.4	<p>PPSB established SOP work safety for empty pesticides containers handling dated 05/05/2019.</p> <p>The SOP describe the steps of activities that include triple rinsing, container cap to be removed to prevent reused for other purposes, puncture and marked.</p> <p>Onsite observation all empty chemical containers are marked with red color for reuse in chemical spraying.</p>	Yes
4.5.3.5	<p>PPSB domestic wastes disposed at landfill.</p> <p>Designated landfill location are away from housing on high ground, fenced, with no burning signage and open and closed date.</p>	Yes
4.5.4.1	<p>PPSB established waste management plan updated 03/06/2020.</p> <p>The waste list established identify the source of wastes as solids, liquids and gases.</p> <p>Source of waste has been identified as following:</p> <p>Gaseous waste: Generator set / vehicle, CO</p> <p>Monitoring plan: Monitor the maintenance service records</p> <p>Solid waste: Rotten bunches</p> <p>Monitoring plan: Mulching for soil protection.</p> <p>Liquid waste: Pesticide chemical.</p> <p>Monitoring plan: Proper monitor, storage and field application.</p>	Yes
4.5.4.2	PPSB established action plan dated 05/06/2020.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The plan includes the action plan for significant pollutants and emissions.</p> <p>Example:</p> <p>Greenhouse Gas (GHG) emissions</p> <p>Negative Impact: GHG emissions can adverse effect on the environment.</p> <p>Positive impact: Steps to reduce net GHG emissions have positive impacts on emission saving</p> <p>Action plan:</p> <ul style="list-style-type: none"> <li>To improve fuel efficiency of transport vehicles.</li> <li>To reduce running hours of generator sets to reduce power.</li> <li>To investigate improved ways of reducing fertilizer use.</li> </ul>	
4.5.5.1	<p>a PPSB established water management plan 15/06/2019 and updated 16/05/2020.</p> <p>The main sources of water for PPSB are from rainwater and reservoir pond.</p> <p>During drought season, management will transport water from external source for consumption when rainwater run out.</p>	Yes
	<p>b PPSB water usage are from rain harvest or from pond or from external source.</p> <p>PPSB does not have waterways within estate. Therefore, no monitoring required for incoming and outgoing water</p>	Yes
	<p>c PPSB established water management plan 15/06/2019 and updated 16/05/2020.</p> <p>Chemical container washing and rinsing water is recycle for pre-mix usage.</p> <p>Piping system are in good order during inspection at housing and facilities area.</p>	Yes
	<p>d PPSB established water management plan 15/06/2019 and updated 16/05/2020.</p> <p>Field observation and review of estate maps there are no river or stream within the audited estate. Therefore, no buffer zone or riparian required to establish.</p>	Yes
	<p>e PPSB established water management plan 15/06/2019 and updated 16/05/2020.</p> <p>Site inspection sighted there is no river or stream and no natural vegetation has been removed. Therefore, no plan for restoration is established.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	f No bore water being used for water supply during inspection at housing area.	Yes
4.5.5.2	Site inspection and interview with workers, confirm there are no river within estate.	Yes
4.5.5.3	Water harvesting is practice throughout the facilities and housing.	Yes
4.5.6.1	a PPSB established management plan of rare threatened or endangered species conservation area, had been identified with reference to checklist protected wildlife species in Sabah dated 12/03/2019. Stated in the management plan list of wildlife sighted.  The assessment has identify the type of fauna found in the unplanted areas, buffer zones and riparian reserves.  Type of fauna found such as different insect species, birds and animals (wild boar, monkeys).  Proper signage installed to inform workers of the protected area. No wildlife observed during onsite.  PPSB established monitoring records of wildlife sighted. The records are display at estate notice board and workers are brief during muster.  During site interview, it was informed by workers they will inform the management on wildlife sighted.	Yes
	b PPSB monitor wildlife in and surrounding the estate.  Example: Lizard  Training 13/12/2019 has include of the RTE to the workers.	Yes
4.5.6.2	a PPSB established the guideline on penalty for hunting or capturing of protected wildlife. The document is display at office notice board.  During interview with workers informed they understand on wildlife conservation.  Wildlife signage available at estate entrance.	Yes
	b Appropriate signage install as information to workers to discourage any illegal or inappropriate hunting, fishing or collecting activities.  Workers interviewed informed no hunting, fishing and capturing within and surrounding estate.	Yes
4.5.6.3	PPSB established management plan of rare threatened or endangered species conservation area, had been identified with reference to checklist protected wildlife species in Sabah dated 12/03/2019. Stated in the management plan list of wildlife sighted.  Monitoring plan is established to monitor the respective areas either monthly, quarterly or yearly.	Yes

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

Indicator	Summary of Assessment	Compliance
	The monitoring records to monitor wildlife in and around the estate is established and recorded in the Biodiversity assessment and identification report.	
4.5.7.1	PPSB established Sustainability Agriculture Policy dated 15/05/2019. The policy has includes a statement on zero burning.  A zero burning is practices in relation to new planting, replanting or other developments. No sign of open burning sighted during the site verification.	Yes
4.5.7.2	There are no serious palm diseases sighted during the field visit that require burning. Therefore, no special approval for open burning from the relevant authorities.	Yes
4.5.7.3	PPSB established Sustainability Agriculture Policy dated 15/05/2019. The policy has includes a statement on zero burning  There are no application documents for approval of controlled burning sighted.	Yes
4.5.7.4	PPSB established Sustainability Agriculture Policy dated 15/05/2019. The policy has includes a statement on zero burning  The policy states for our replanting programme, we follow zero burning as per Malaysian Law A1102 Act / Environment Quality Act 2001.  There is no new planting and replanting in year 2020 during site verification.	Yes

### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	PPSB established relevant SOPs and appropriately documented: <ul style="list-style-type: none"> <li>SOP on Harvesting</li> <li>SOP work safety for estate operation.</li> <li>SOP appropriate distant during chemical application.</li> <li>SOP Covid-19</li> </ul> All operation activities are monitored by mandore to ensure that workers follow the SOP accordingly.	Yes
4.6.1.2	PPSB adopted field handbook for immature oil palm , volume 2 series number: ISBN 981-04-1433-1 as a SOP guideline for  The procedure describe:  Procedure:  To prevent erosion, cover plant should be established on slopes as soon as possible after land clearing.	Yes



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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Manage soil on steep terrain, ensure that terraces are well constructed and ensure that cover crops are established. There are no slope planting in PPSB.	
4.6.1.3	PPSB estates map with the field block numbers identified. The block marking includes block no, area and year planting.	Yes
4.6.2.1	PPSB established 5 years financial budget for year 2020 to 2024. The budget include harvesting, maintenance and replanting.	Yes
4.6.2.2	PPSB establish replanting programme for year 2022 to 2023.	Yes
4.6.2.3	PPSB business management plan for 2020 until 2024 is established. The plan has include: 1. Long term plan FFB production and Forecast 2020 -2024. 2. FFB and CPO price forecast. 3. Cost of sales.	Yes
4.6.2.4	PPSB established budget for financial year 2020 and monitored through monthly progress report for comparing budget and actual amount.	Yes
4.6.3.1	PPSB established contract agreement for maintenance of housing. The contract describes the rates, period of contract and terms of payment, duly agreed and signed by both parties.	Yes
4.6.3.2	PPSB established contract for housing maintenance duly agreed and signed by both parties. Conditions stated in the contract.	Yes
4.6.4.1	PPSB engaged contractor for transportation of FFB. The contractor is brief on MSPO requirements prior to start work.	Yes
4.6.4.2	PPSB work contract for housing maintenance duly signed by both parties.	Yes
4.6.4.3	The contract agreement include a statement, contractor to comply with the standard in sustainability certification such as MSPO and subject to be audited by respective Certification Body.	Yes
4.6.4.4	PPSB monitored work progress by means of site visit or delivery records for completion of work tasks.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	PPSB established planting statement for its estate. First planting in year 1995 and latest replanting 2018.  There is no new planting in PPSB. Therefore, no assessment for high biodiversity value conducted.	Yes
4.7.1.2	Planting statement, estate map and land titles are reviewed. There is no new planting or replanting in PPSB. Therefore, no PMM or EIA established.	Yes
4.7.2.1	Planting statement, estate map and land titles are reviewed. There is no new planting. Therefore, no plans established.	Yes
4.7.3.1	Planting statement, estate maps and land titles are reviewed. There is no new planting in PPSB. Therefore no SEIA conducted.	Yes
4.7.3.2	Planting statement, estate map and land titles are reviewed. There is no new planting. Therefore, no FPIC conducted.	Yes
4.7.3.3	Planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no management plan established to maintain sacred sites.	Yes
4.7.3.4	There are no smallholders' scheme in PPSB certification. Therefore, not applicable.	Yes
4.7.4.1	Planting statement, estate map and land titles are reviewed. There is no new planting or replanting in PPSB. Therefore, no PMM or EIA established.	Yes
4.7.4.2	Planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no assessment of legal and recognised customary right establish.	Yes
4.7.5.1	Planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no system for identifying people entitle to compensation for calculating and distributing fair compensation establish.	Yes
4.7.5.2	Planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no compensation claims documented and made publicly available.	Yes
4.7.5.3	Planting statement, estate maps and land titles are reviewed. There is no new planting. Therefore, no impact to local communities.	Yes
4.7.6.1	Planting statement, estate maps and land titles are reviewed. There is no new planting in PPSB.  Therefore, no topographic information established.	Yes
4.7.6.2	Planting statements, estate maps and land titles are reviewed. There are no new plantings sighted during field visits. Therefore no management plan establish to maintain scared sites.	Yes
4.7.6.3	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no plans established.	Yes

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4.7.6.4	Planting statement, estate maps and land title are reviewed. There is no new planting. Therefore, no documents established.	Yes
4.7.6.5	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no FPIC conducted.	Yes
4.7.6.6	Planting statement, estate maps and land title are reviewed. There is no new planting. Therefore, no management plan established to maintain sacred sites.	Yes
4.7.6.7	Planting statement, estate maps and land title are reviewed. There is no new planting. Therefore, no documentary proof of the transfer of right and payment or provision of agreed compensation establish.	Yes
4.7.6.8	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no compensation land acquisitions and relinquishment of right establish.	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.
<b>x</b>	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.
	Not applicable. No non-conformity raised in previous audit.
<i>Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.</i>	
<i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i>	

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

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

Non Conformity Number 01	
<b>Indicator and Description:</b>	4.6.4.3 The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.
<b>Location:</b>	Permata Plantation
<b>Description of Finding / Objective Evidence:</b>	
Permata Plantation has established contract agreement with contractor. However, the contract did not indicate accept the approved MSPO auditor to inspect them if required.	
<b>Classification</b>	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor

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Non Conformity Number 01	
<b>Raise by:</b>	Ariff Bin Lokman
<b>Date Raise:</b>	28/06/2019
<b>Deadline for implementation</b>	Will review action plan and implementation during next surveillance audit.
<b>Root Cause Analysis (by company):</b>	
Missed out accidentally.	
<b>Correction (by company):</b>	
Refer attachment: memo of contract dated 1/7/2019.	
<b>Corrective / Preventive Action (by company)</b>	
Take note of this non-conformity. Will adhere accordingly.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Review on the contract agreement no ref: PP/Kontrak/01/19. New contract awarded to the contractor dated 01/07/2019 include statement to accept the approved MSPO auditor. Action plan is accepted and non-conformity closed. Will review the implementation in next surveillance audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor:</b>	<b>Date of Closure:</b>
Zul Hairi Bin Abu Hassan	02/07/2019
<b>Review of Implementation</b>	
Letter of agreement with FFB transporter contractor date 20/01/2020, ref no: SP-02-2020 include clause that allowed MSPO auditor to verify assessments through a physical inspection if required.	
<b>Name of Lead Auditor:</b>	<b>Date of Review:</b>
Zul Hairi Bin Abu Hassan	09/06/2020

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

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

AUDIT OUTCOME		
During this audit,	2	MAJOR Non-Conformities
	1	MINOR Non-Conformities

Non Conformity Number 01	
<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>	Document review/ remote audit
<b>Description of Finding / Objective Evidence:</b>	

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Non Conformity Number 01			
CIP established dated 05/12/2019 does not clearly states the plan and timeframe for medical surveillance and infectious disease prevention related matters that could cause social, environmental and safety issue.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Mode of Audit</b>	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/> Onsite	
<b>Raise by:</b>	Sheron Pui Ling Wui	<b>Date Raise:</b>	09/06/2020
<b>Deadline for implementation</b>		08/08/2020	
<b>Root Cause Analysis (by company):</b>			
The report of CHRA obtained on 15 of Nov 2019 and on Feb 2020 asked for quotation from klinik Chong.			
Due to COVID-19 Klinik Chong was not respond.			
<b>Correction (by company):</b>			
Until 12. June we got quotation from Klinik Sri Balung and the medical Surveillance was conducted on 16.June 2020. The report results will 2-3 weeks.			
<b>Corrective / Preventive Action (by company)</b>			
Improvements continued and enhanced in the long term plan of the plantation.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
CIP updated 07/07/2020 has included the Medical Surveillance report into the CIP and responsible by estate manager. The latest outcome observed the medical surveillance conducted on 16/06/2020.			
Medical Surveillance conducted on 16/06/2020 and release dated 30/06/2020 is review, the results show the chemical handlers is fit to work.			
The evidence provide is sufficient to close the non-conformity.			
The implementation has review during onsite audit.			
Further implementation will be verify during next surveillance audit.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 08/08/2020	
<b>Review of Implementation</b>			
CIP updated 07/07/2020 has included the Medical Surveillance report into the CIP and responsible by estate manager. The latest outcome observed the medical surveillance conducted on 16/06/2020.			
Medical Surveillance conducted on 16/06/2020 and release dated 30/06/2020 is review, the results show the chemical handlers is fit to work.			
The evidence provide is sufficient to close the non-conformity.			
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 17/08/2020	

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Non Conformity Number 02			
<b>Indicator and Description</b>	4.4.4.2 The occupational safety and health plan shall cover the following: b) The risks of all operations shall be assessed and documented		
<b>Location:</b>	Document review/ remote audit		
<b>Description of Finding / Objective Evidence:</b>			
The HIRARC updated 05/06/2020 does not include the assessment on prevention of infectious disease for all the operations e.g. COVID-19.			
<b>Classification</b>	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
<b>Mode of Audit</b>	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/> Onsite	
<b>Raise by:</b>	Sheron Pui Ling Wui	<b>Date Raise:</b>	09/06/2020
<b>Deadline for implementation</b>		08/08/2020	
<b>Root Cause Analysis (by company):</b>			
Omitted the infectious disease.			
<b>Correction (by company):</b>			
<p>The negative impacts like fear of getting infected, loss of job, less income, An outbreak has created uncertainty in the way we all live and work. On 13 March 2020 the management has been announced and explained to workers to understanding the virus covid-19., recognize the symptoms and the prevention. We were provided training on use of PPE and follow SOP from KKM Sabah.</p> <p>During MCO from 18-31/ 3 the management has provided foods supply to the workers.</p> <p>On 14 April 2020 the management has been announced the updated information regarding covid-19.</p> <p>We should take the necessary precautions such as Body Temperature Check, Wear face mask, Social distance of 1.5 meters and Wash hands with water &amp; soap regularly.</p> <p>Updated information has been suggested on the company notice board.</p> <p>During (MCO) on April, the Management paid 4-day subsidy daily wage to workers to cover the cost of living. Subsidy payments were made in June 2020.</p> <p>The infectious disease Covid -19 has been evaluated and the mitigation plan was in SIA on 18 June 2020</p>			
<b>Corrective / Preventive Action (by company)</b>			
Awareness raising the infectious disease assessment and mitigation plan.			
<b>Review of Correction &amp; Corrective / Preventive Action</b>			
SIA action plan dated 08/07/2020 is reviewed include the issue, action plan, PIC and Timeframe.			
The evidence is sufficient to close the non-conformity.			
The implementation will be verify during next surveillance audit.			
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Name of Auditor:</b> Sheron Pui Ling Wui		<b>Date of Closure:</b> 08/07/2020	

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### Non Conformity Number 02

#### Review of Implementation

SIA action plan dated 08/07/2020 is reviewed include the issue, action plan, PIC and Timeframe.  
The evidence is sufficient to close the non-conformity.

**Name of Auditor:**

Sheron Pui Ling Wui

**Date of Closure:**

17/08/2020

### Non Conformity Number 03

**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:**

Document review/ remote audit

**Description of Finding / Objective Evidence:**

SIA updated 30/05/2020 does not include the infectious disease assessment and mitigation plan into the SIA.

**Classification**

☐ Major

☒

Minor

**Mode of Audit**

☒ Remote

☐

Onsite

**Raise by:**

Sheron Pui Ling Wui

**Date Raise:**

09/06/2020

**Deadline for implementation**

08/07/2020

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

Omitted the infectious disease.

**Correction (by company):**

The negative impacts like fear of getting infected, loss of job, less income, An outbreak has created uncertainty in the way we all live and work. On 13 March 2020 the management has been announced and explained to workers to understanding the virus covid-19., recognize the symptoms and the prevention. We were provided training on use of PPE and follow SOP from KKM Sabah.

During MCO from 18-31/ 3 the management has provided foods supply to the workers.

On 14 April 2020 the management has been announced the updated information regarding covid-19.

We should take the necessary precautions such as Body Temperature Check, Wear face mask, Social distance of 1.5 meters and Wash hands with water & soap regularly.

Updated information has been suggested on the company notice board.

During (MCO) on April, the Management paid 4-day subsidy daily wage to workers to cover the cost of living. Subsidy payments were made in June 2020.

The infectious disease Covid -19 has been evaluated and the mitigation plan was in SIA on 18 June 2020

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

Awareness raising the infectious disease assessment and mitigation plan.

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### Non Conformity Number 03

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

SIA action plan dated 08/07/2020 is reviewed include the issue, action plan, PIC and Timeframe.

The evidence is sufficient to close the non-conformity.

The implementation will be verify during next surveillance audit

**Closed:** ☒ Yes ☐ No

**Site verification :** ☐ Yes ☐ No

**Name of Auditor:**

Sheron Pui Ling Wui

**Date of Closure:**

08/07/2020

#### Review of Implementation

SIA action plan dated 08/07/2020 is reviewed include the issue, action plan, PIC and Timeframe.

The evidence is sufficient to close the non-conformity.

**Name of Auditor:**

Sheron Pui Ling Wui

**Date of Closure:**

17/08/2020

### Remote Audit

No.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement	Permata Plantation	Internal audit conducted may improve on areas of audit e.g. COVID-19.
2.	4.4.4.2 c)	c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:	Office	Safety and health meeting minutes may improve on meeting agenda.
3.	4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and	Office	Training program may improve to include prevention of infectious and disease.



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No.	Indicator	Description	Location	Opportunity for Improvement
		documentation, including records of training shall be kept.		
4.	4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	Operation	The environmental management plan table of contents may improve for the estate operations
5.	4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	Permata Plantation	PPSB may consider improve the procedure of infectious disease.
6.	4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	Permata Plantation	PPSB may consider improving business plan.

The OFIs are verified during onsite audit and implemented appropriately.

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

### Onsite Audit

No.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum	Housing area	Permata Plantation may consider improve the inspection frequency for housing area.

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No.	Indicator	Description	Location	Opportunity for Improvement
		Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.		

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### 5. CONCLUSION

Permata Plantation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 01 audit for its Permata estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There are 2 Major Non-Conformances raise and closed out successfully. One minor non-conformances action plans are submitted and accepted. The implementation of Minor NC(s) will be review and verify during the next audit.

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

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

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

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

Total certified number of estates:	1	
Total certified production area:	228.26	Ha
Certified FFBs January to May 2020:	694.02	Mt
Project FFBs June to December 2020	1,505.00	Mt
Projection FFBs January to December 2020	2,200.00	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, 09/10/2020

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

Puchong, 09/10/2020

Cheong, Chun Yuen (Robert)  
TUV NORD (Malaysia) Sdn Bhd  
Certifier / Approver

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### 7. LIST OF STAKEHOLDERS

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

No.	Organisation
1.	Pengangkutan Usaha Bumi (By phone call)

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

- ☒ P&C Audit Report / Checklists
- ☒ Audit Plan
- ☐ Additional annexes, number