

MSPO CERTIFICATION SUMMARY REPORT

PERMATA PLANTATION SDN BHD

SURVEILLANCE 03

Onsite Audit Date: 16/06/2022 -17/06/2022

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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 03

Mode of Audit: Onsite



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Abbreviations

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

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1. INTRODUCTION

Permata Plantation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an surveillance 03 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 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 members contributed to the review of documents, the assessment of the project activity and preparation of the report.

Qualification of the Lead Auditor: Ariff Bin Lokman

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 plantation.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of 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, ISO 14001 and ISO 45001 LA course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training and Auditor for MSPO and RSPO scheme.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Successfully completed 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	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Muhammad Khairul Anuar Bin Azizul Hasan	Graduate in Plantation Industry and Management.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed MS2530 series of standards for Lead Auditors.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
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.	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified as auditor based on audit log.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed Basic SA 8000 training.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Completed High Conversation Value assessment	Muhammad Khairul Anuar Bin Azizul Hasan	Attended and completed the HCV-HCS for producer online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Muhammad Khairul Anuar Bin Azizul Hasan	Able to communicate in 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, 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 03 Audit:

The Surveillance audit conducted onsite from 16/06/2022 – 17/06/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below:
 - Policies;
 - Estate map;
 - Land titles;
 - 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 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 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 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 surveillance 03 audit, Permata Plantation Sdn Bhd has 1 estate. Therefore, no selection required.

Table 2-1: Estate(s) Selected

Name of Estate	Coordinate
Permata Plantation Sdn Bhd	N 4°34'31", E 118°11'13"

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 is an oil palm plantation company located at TB 311 & 312, 2nd Floor, Block 36, Fajar Complex 91100 Tawau, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Permata Plantation	KM66, Jalan Tawau / Kunak, 91000 Tawau, Sabah	N 4°34'31", E 118°11'13"

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2022 to Dec 2022)
	Total*	Production**	
Permata Plantation Sdn Bhd	228.22	205.89	2,300
Total	228.22	205.89	2,300

*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 / Estate	Permata Plantation Sdn Bhd (ha)
1997	41.12
2013	87.67
2018	37.18
Total Mature	165.97
2021	28.21
2022	11.71
Total Immature	39.92
Total	205.89

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each estate	Total area to be replanted (ha)
2022	51.59	51.59
TOTAL	51.59	51.59

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3.4. Maps of Estate Location



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Figure 1: Permata plantation Sdn Bhd location

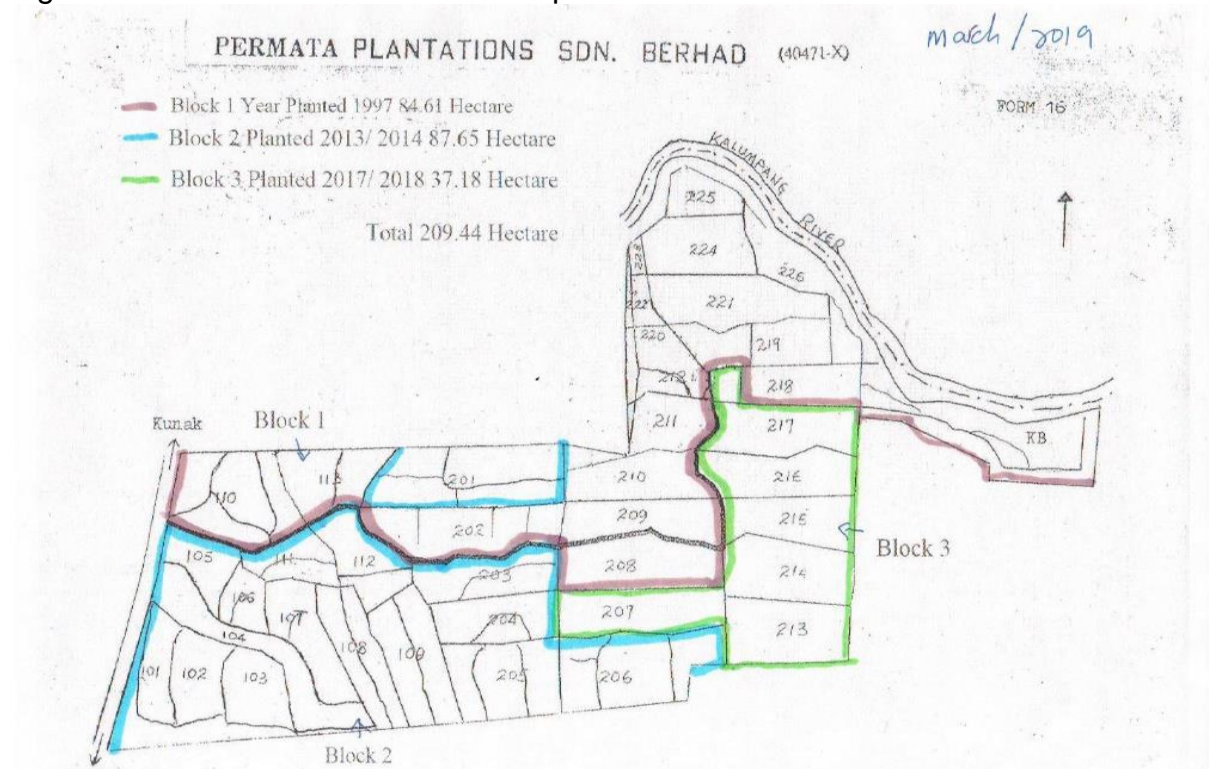


Figure 2: Permata Plantation Sdn Bhd map

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4. CERTIFICATION ASSESSMENT

4.1. ASA 03

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 03:

The onsite Surveillance three (03) audit is conducted from 16/06/2022 to 17/06/2022 covering Permata Plantation Sdn Bhd.

During the last surveillance 02 audit, there are 1 Major, 0 Minor, 4 Opportunities for Improvement (OFI) are raised.

During this surveillance 03 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 02 audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

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.

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 17/05/2022 to announce the audit of the certified unit. As at audit date on 16/06/2022 there are no comments received.

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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

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 15/05/2019 signed by Managing Director.</p> <p>The policy statement includes commitment to continual improvement in sustainability practices.</p> <p>MSPO policy is publicly displayed at estate notice board.</p> <p>MSPO policy briefing conducted on 18/03/2022 to all workers and staff.</p> <p>Field interviews with sampled harvesters informed they has been briefed on MSPO policy.</p>	Yes
4.1.1.2	<p>PPSB Sustainable Agriculture Policy dated 15/05/2019 states commitment to continual improvement with the objective of improvement in sustainability practices.</p> <p>The policy include:</p> <ol style="list-style-type: none">1. No deforestation;2. Drive positive social-economic impact for people and local communities;3. Respect and support the universal declaration of human rights;4. Respect and recognize the rights of all workers;5. Respect land tenure rights;6. Respect the rights of indigenous and local communities;7. Resolve verifiable complaints and conflict through an open, transparent and consultative process.	Yes
4.1.2.1	<p>PPSB established SOP Internal Audit dated 03/04/2019.</p> <p>SOP include flow chart:</p> <ol style="list-style-type: none">1. Internal audit schedule;2. Prepare audit;3. Carry out audit;	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>4. Agreed on findings;</p> <p>5. Prepare audit;</p> <p>6. Follow up review action;</p> <p>7. Review in Management review.</p> <p>The flow chart states internal audit to be conduct once per year.</p> <p>Internal audit conducted on 03/01/2022 for year 2022.</p> <p>The internal audit result shows PPSB has taken into consideration in identifying the strong and weak points.</p>	
4.1.2.2	<p>PPSB established SOP Internal Audit dated 03/04/2019.</p> <p>PPSB has documented the internal audit result with meeting carried out on 06/01/2022.</p> <p>The internal audit report includes findings raised during the internal audit and evaluated through the corrective action taken.</p>	Yes
4.1.2.3	<p>PPSB conducted management review meeting on 24/03/2022. The meeting agenda include discussion of agenda on internal audit results.</p>	Yes
4.1.3.1	<p>PPSB conducted management review meeting on 24/03/2022.</p> <p>Management review meeting will be conducted once a year.</p> <p>Management review meeting is conducted after the internal audit.</p> <p>The meeting agenda includes:</p> <ol style="list-style-type: none">1. Internal audit review;2. Continual improvement plan;3. COVID 19 SOP;4. Training;5. CHRA;6. Revenue and expenditure.	Yes
4.1.4.1	<p>PPSB established Continual Improvement Plan updated on 10/06/2022.</p> <p>Topic discuss in the CIP include environmental, social, safety & health and general.</p> <p>Table of CIP include improvement action, expected outcome, timeframe, monitoring, PIC, status and date of review.</p> <p>Example:</p> <p>Issue: Social;</p> <p>Action: Minimum Wage Order 2022;</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Expected outcome: Implementation according to new regulations; Timeframe and monitoring: On going; PIC: Estate Manager; Status of review: Minimum Wage Order 2022 started in May 2022. Review on month of May 2022 pay slips and interviews with sampled harvesters verified the Minimum Wage Order 2022 has been implemented.	
4.1.4.2	PPSB established SOP New Information, Techniques, Equipment dated 01/06/2019. The SOP describes the process for implementation of new technology: 1. Identification. 2. Implementation and control. Field inspection verified there is no new technology has been implemented.	Yes
4.1.4.3	PPSB established SOP New Information, Techniques, Equipment dated 01/06/2019. The SOP describes the process for implementation of new technology. The flowchart in the SOP includes training will be conducted before implementation of any new technology.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	PPSB established list of stakeholders updated 28/05/2022. The list consist of: 1. Government agencies; 2. NGO; 3. Neighbors plantation; 4. Transporter (contractor); 5. Suppliers; 6. Oil palm mills. Stakeholders meeting has been carried out on 16/03/2022. The meeting agenda includes: 1. MSPO awareness; 2. Company policy; 3. Wildlife;	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>4. Consultation and communication channel;</p> <p>5. COVID-19 endemic phase.</p>	
4.2.1.2	<p>PPSB established master list for publicly available document and confidential documents updated on 03/06/2022.</p> <p>Example publicly available documents are:</p> <ol style="list-style-type: none"> 1. MPOB License; 2. Company policies; 3. SOPs; 4. Complaint and Grievance forms; 5. Delivery FFB; 6. Daily Work Records. <p>Example confidential documents are:</p> <ol style="list-style-type: none"> 1. Land Title; 2. Financial Report; 3. Bank Statement; 4. Company Budget; 5. Sales of FFB. <p>Site inspection sighted the list is publicly displayed at estate notice board.</p>	Yes
4.2.2.1	<p>PPSB established SOP Consultation and Communication dated 01/05/2019.</p> <p>The SOP includes:</p> <ol style="list-style-type: none"> 1. Communication to employee and other stakeholders; 2. Enquiry / issue from employee and other stakeholders. <p>The procedure describe on maintaining the method of communication with all internal and external stakeholders.</p>	Yes
4.2.2.2	<p>PPSB appointed Estate Manager as person in charge for handling consultation and communication with stakeholders.</p>	Yes
4.2.2.3	<p>PPSB established list of stakeholders updated 28/05/2022.</p> <p>The list consist of:</p> <ol style="list-style-type: none"> 1. Government agencies; 2. NGO; 3. Neighbours plantation; 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>4. Transporter (contractor);</p> <p>5. Suppliers;</p> <p>6. Oil palm mills.</p> <p>PPSB established flow chart of consultation and communication dated 01/05/2019.</p> <p>The flow chart of consultation and communication describes any request from stakeholders to be resolve within 14 days.</p> <p>Consultation and communication briefing to relevant stakeholder carried out on 16/03/2022.</p> <p>Document review verified the consultation and communication feedback has been documented and maintained.</p>	
4.2.3.1	<p>PPSB established SOP for Traceability on 23/06/2021.</p> <p>The SOP describes the process of recording the FFB sales.</p> <p>1. Harvesting records;</p> <p>2. Delivery to mill;</p> <p>3. Daily and contract records.</p> <p>FFB delivery note to mill includes information on vehicle no, date of delivery and oil palm mill name and driver name.</p> <p>Example of FFB delivery note;</p> <p>1. DN No.: 13752;</p> <p>2. Date: 14/06/2022;</p> <p>3. Lorry No.: ST3398L;</p> <p>4. Mill: TSH Plantation Management Sdn. Bhd.</p>	Yes
4.2.3.2	<p>PPSB estate conduct monthly checks on the traceability documents by the estate manager.</p> <p>Documents review on Monthly harvesting records, the traceability system recorded on monthly basis and verified by estate manager.</p>	Yes
4.2.3.3	<p>PPSB established SOP for Traceability on 23/06/2021.</p> <p>PPSB appointed admin staff as person in charge of traceability records.</p>	Yes
4.2.3.4	<p>PPSB established SOP for Traceability on 23/06/2021.</p> <p>The SOP describes the traceability documents as follows.</p> <p>1. Harvesting records June 2022 – Block 2, 2013;</p> <p>2. Delivery to mill – Delivery Note No.: 13752, dated 14/06/2022;</p>	Yes

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Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
	3. Daily and contract records – Mill Weighbridge Ticket No.: 442818. FFB delivery note to mill weighbridge are available and crosscheck with the unique identification number.	

Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.1.1	PPSB established legal register, list of permits and licenses updated 14/06/2022. Example of legal documents: 1. Malaysian Palm Oil Board Act 1998; 2. Prevention And Control Of Infectious Disease Act 1988; 3. Minimum Wage Order 2022. Example of licenses: 1. MPOB license valid till 30/09/2022.	Yes
4.3.1.2	PPSB established legal register updated 14/06/2022. Legal document applicable are kept in soft copy by estate manager. Example of legal documents applicable to estate: 1. Wildlife Conservation Enactment 1997; 2. Prevention and Control of Infectious Disease Act 1988.	Yes
4.3.1.3	PPSB established legal register dated 03/04/2019 and latest updated on 14/06/2022. Example: Minimum Wage Order 2022.	Yes
4.3.1.4	PPSB assigned manager as person in charge for monitor compliance and updating for legal register.	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 country lease 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 includes map indicating the size in acres, location and boundary markers. During field visit, observed boundary marker is marked with a boundary stone and red colour wooden stick.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.4	PPSB land titles are country lease issued by Sabah Land Authority. No dispute from previous owners.	Yes
4.3.3.1	PPSB land titles are country lease issued by Sabah Land Authority. There are no customary land titles listed in the summary of land titles.	Yes
4.3.3.2	PPSB land titles are country lease issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no map established.	Yes
4.3.3.3	PPSB land titles are issued by Sabah Land Authority. No customary land title listed in the summary of land titles. 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	<p>PPSB established Social Impact Assessment (SIA) dated 09/05/2019 updated on 09/06/2022.</p> <p>SIA survey assessment conducted on 22/05/2022.</p> <p>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.</p> <p>The SIA will be reviewed once a year with feedback from stakeholders.</p> <p>Example:</p> <p><u>Positive impact</u></p> <p>Social impact: Minimum wage provided for the workers;</p> <p>Action taken: Management will check regularly work done by the workers and make sure the works done are match minimum wages paid;</p> <p>Person in charge: Estate Manager;</p> <p>Timeline: Continuously.</p> <p>Document review, workers are paid in line with Minimum Wage Order and list of piece rate.</p> <p><u>Negative impact</u></p> <p>Social impact: Slow action on housing maintenance;</p> <p>Action plan: Management will conducted monthly checking for workers labour quarters;</p> <p>Action plan: Estate Manager;</p> <p>Timeline: Monthly.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled harvesters informed their housing are regularly checked and maintained by estate management.	
4.4.2.1	PPSB established SOP Complaints and Grievance dated 01/05/2019. The complaint and grievance procedure is displayed at office notice board. The procedure describes timelines to solve the complaint is within 30 days after complaint received. If the complaint is not able to be resolved by estate manager it will be referred to arbitration panel. Person in charge to handle complaint is the estate manager. Field interviews with sampled harvesters informed they aware on the complaint and grievance procedure.	Yes
4.4.2.2	PPSB established SOP Complaints and Grievance dated 01/05/2019. The procedure describe timelines to solve the complaint is within 30 days after complaint received. If the complaint not able to be resolve by estate manager it will be referred to arbitration panel. Document review on complaint record, no complaint lodged as at audit date. Field interviews with sampled harvesters and chemical sprayers informed they understand the timeframe to resolve complaint is 10 days after complaint lodged.	Yes
4.4.2.3	PPSB established complaint form. Document verify the complaint form available at estate office. Field interviews with sampled chemical sprayers and harvesters informed they are aware of the complaints forms at the estate office.	Yes
4.4.2.4	PPSB conduct estate meeting on 18/03/2022 include briefing of the SOP Complaint and Grievance. Field interviews with sampled harvesters they are able to demonstrate their understanding on the procedure and informed complaints could be lodged at any time.	Yes
4.4.2.5	PPSB established complaint logbook for workers and external parties. PPSB maintain complaint records as from 2019 till the audit date. Document review, no complaint lodged from 2019 till the audit date.	Yes
4.4.3.1	PPSB provides job opportunity to local communities for general worker. Site interview with estate management informed PPSB has provided job opportunity to local communities for general worker.	Yes
4.4.4.1	PPSB established Safety and Health Policy dated 07/07/2020 signed by Managing Director. The policy is displayed at the estate notice board.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Workers are briefed on the policy and PPE on 18/03/2022.	
4.4.4.2	a PPSB established Safety and Health Policy dated 07/07/2020 signed by Managing Director. The policy is displayed at estate notice board. Workers are briefed on the safety and health policy, safe working practices and PPE usage dated 18/03/2022.	Yes
	b Major Non-Conformity 01 PPSB established HIRARC for estate operation updated 05/01/2022. However, the HIRARC does not cover on the following activities: 1. Harvesting at terrace area / hilly area; 2. Power line cable; 3. Genset room; 4. Loading and unloading of fertilizers; 5. Office; 6. Chemical and fertilizer store.	No
	c i PPSB established training program for year 2022 updated 18/03/2022 which includes the safe work practices of estate operation activities. Example: Chemical spraying SOP training conducted on 18/03/2022. Field interviews with sampled chemical sprayers informed they understand the safe work practices of their individual task.	Yes
	c ii PPSB kept SDS for chemical and fertilizer use in estate. Example: Ally SDS available in English and Bahasa Malaysia languages. Site inspection at chemical and fertilizer store, the store is in good condition and locked. All chemicals stored with original labelling. The chemical containers are arranged properly in the store.	Yes
	d PSB established records of PPEs issuance all workers. Document verify, PPE issuance records are maintained and updated. Type of PPE for activity in accordance to HIRARC and CHRA assessment is identified. Example: Chemical application;	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>PPE: Nitrile hand glove, goggles, nitrile apron, mask respirator and rubber boots.</p> <p>Field interviews with sampled chemical sprayers workers informed they provided with PPE according to individual task according to CHRA.</p>	
e	<p>PPSB established SOP Chemical Sprayer and SOP Premix dated 05/05/2019.</p> <p>The SOP describes safe chemical handling practice.</p> <p>PPSB adopted SDS for handling of chemicals to ensure proper and safe handling and storage.</p>	Yes
f	<p>PPSB assigned estate manager as person in charge for safety and health.</p>	Yes
g	<p>PPSB has a total number of 14 workers. Establishment of Safety and Health Committee is not applicable as per Occupational Safety and Health Act 1996 Section 30 requirements. However, topics covering safety issues has been discussed during workers meeting on 18/03/2022.</p>	Yes
h	<p>PPSB established accident and emergency SOP updated on 02/02/2020.</p> <p>Document review of Emergency Response Plan with emergency contact number displayed at estate notice board.</p> <p>Emergency Response Procedure training has been conducted for workers on 18/05/2022.</p> <p>Field interviews with sampled harvesters informed they are aware of the Emergency Response Procedure.</p>	Yes
i	<p>PPSB person in charge for first aid has attended training on 04/01/2020. Sighted certificate of first aid course for person in charge is valid and displayed at the notice board.</p> <p>Document review of contact number for person in charge displayed at the notice board.</p> <p>PPSB conducted first aid training for workers dated 08/06/2022.</p> <p>Field inspection of first aid kit box are available at the field operation and well maintained.</p>	Yes
j	<p>PPSB established record book for accidents and injuries.</p> <p>There is no case of accident or injury reported based on review and verification of record book.</p> <p>Document review, the JKKP 8 report was submitted to DOSH dated 20/01/2022 with 0 case of injury, accident and death reported.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.1	<p>PPSB established Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>Policy states:</p> <p>“Respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations”.</p> <p>The Sustainability Agriculture Policy briefing conducted on 18/03/2022.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed the policy dated 18/03/2022.</p>	Yes
4.4.5.2	<p>PPSB established Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>The policy describe as below:</p> <p>“The company does not engage in or support discriminatory practices and provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics”.</p> <p>The policy has been displayed at estate notice board.</p> <p>Field interviews with sampled harvesters informed, they are aware company provides equal opportunity to all workers without discrimination.</p>	Yes
4.4.5.3	<p>PPSB established contract agreement for workers accordance to Sabah Labour Ordinance.</p> <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>PPSB established list of piece rate implemented for piece rate work updated 07/04/2022.</p> <p>Document review on harvester pay slip, the wages paid as agreed rate.</p>	Yes
4.4.5.4	<p>PPSB engaged FFB transport contractor.</p> <p>All records for contractor worker are available.</p> <p>PPSB monitored contractor worker payment base on pay slip provided.</p> <p>Document review the contractor worker pay slip, the worker is paid according to the agreed rate.</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> <p>Document review on list of workers are maintained and updated.</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>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>The worker is briefed on the working contract terms and conditions, wage, type of work and copy is provided.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they are briefed on the contract terms and conditions and received a copy after signed.</p>	
4.4.5.7	<p>PPSB established time recording system via check roll to monitor and record workers working hours on daily basis.</p> <p>PPSB has displayed the working hours at estate notice board.</p> <p>Field interviews with sampled chemical sprayers informed they are aware on the working hours and overtime.</p>	Yes
4.4.5.8	<p>PPSB established working hours and displayed at offices notice board. Working hours is included in the worker contract agreement.</p> <p>The working hours is from 7:00 am until 4.00 pm with break time on 11:00am – 1.00pm.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they understand the working hours and overtime time.</p>	Yes
4.4.5.9	<p>PPSB established pay slip records to document workers' wages.</p> <p>Sampled pay slip for April 2022, workers are paid on piece rated basis for harvesting and chemical spraying.</p> <p>Review on pay slip April 2022, daily rate paid at RM 57.69 to workers for holiday and sick leave as describe in the contract agreement in accordance to Minimum Wage Order (Amended 2022).</p> <p>Field interviews with sampled harvesters informed, the wages document is in Bahasa Malaysia language.</p>	Yes
4.4.5.10	<p>PPSB provides benefits to workers such as medical care, SOCSO, housing, water and electricity.</p>	Yes
4.4.5.11	<p>PPSB workers housing follow the industry best practices.</p> <p>Site inspection at workers quarters, PPCB had provide water tank and electricity.</p> <p>Field interviews with sampled harvesters informed, they are provided with basic amenities such as water and electricity.</p>	Yes
4.4.5.12	<p>PPSB Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>The policy state:</p> <p>“To prevent sexual harassment and any other forms of violence against women, works and community”.</p> <p>The policy is available in both English and Bahasa Malaysia language and displayed at the estate notice board.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The briefing on policy to workers on 18/03/2022.</p> <p>Review on complaints records, no complaint lodged for sexual harassment.</p>	
4.4.5.13	<p>PPSB Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>Policy states:</p> <p>“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.”</p> <p>Document review on Joint Consultative Committee (JCC) meeting conducted on 07/04/2022 between workers and management includes agenda of social, safety, health, housing and others.</p> <p>Site interview with estate management informed the meeting and briefing will be conducted once a year.</p>	Yes
4.4.5.14	<p>PPSB Sustainability Agriculture Policy dated 01/08/2019 signed by Managing Director.</p> <p>The policy state:</p> <p>“Ensure that no child or young person shall be, or be required or permitted to be, engaged in any employment other than those allowed by the laws”.</p> <p>Document review the employee list, the workers are above minimum age.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed there is no child labour or young person employed by estate management. All workers are above 18 years prior joining the estate.</p>	Yes
4.4.6.1	<p>PPSB has established training programs for employees dated 01/01/2022.</p> <p>Example training has conducted:</p> <ol style="list-style-type: none"> 1. Fire and emergency dated 18/05/2022; 2. Environmental awareness dated 18/03/2022; 3. Harvesting dated 18/03/2022; 4. Company Policies, SOP & PPE dated 18/03/2022; 5. COVID-19 dated 07/04/2022. <p>Field interviews with sampled harvesters and chemical sprayers confirmed they attended and understand the training conducted by estate management.</p>	Yes
4.4.6.2	<p>PPSB established training programme according to the job task.</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>	Yes

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

Indicator	Summary of Assessment	Compliance
	Document review of training need analysis is established by PPSB for all workers updated on 18/03/2022.	
4.4.6.3	<p>PPSB established annual training programs for year 2022 updated 01/01/2022 includes company policies, safety & health, environmental, SOP, PPE and COVID-19.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Training on harvesting operation; 2. Training on chemical spraying operation; 3. Training on Emergency drill; 4. Training on PPE; 5. Training on COVID-19. 	Yes

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

Principle 3: Environmental, Natural Resources, Biodiversity, and Ecosystem Services		
Indicator	Summary of Assessment	
4.5.1.1	<p>PPSB has established Environmental Policy dated 01/08/2019 signed by Managing Director.</p> <p>Environmental Policy states 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.</p> <p>PPSB established Environmental Management Plan updated on 03/06/2022.</p> <p>The EMP includes the environmental impacts, action plans, monitoring and continuous improvement programme.</p> <p>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	a	<p>PPSB established Environmental Policy dated 01/08/2019 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>
	b	<p>PPSB establish Environmental Management Plan updated 03/06/2022.</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>

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<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>	
4.5.1.3	<p>PPSB establish Environmental Management Plan updated 03/06/2022.</p> <p>Example mitigation of negative impact to promote the positive ones:</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
4.5.1.4	<p>PPSB established Environmental Management Plan updated 03/06/2022 include action to promote positive impacts.</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 dated 18/03/2022.</p>	Yes
4.5.1.5	<p>PPSB established training program include environmental training for year 2022 updated 01/01/2022.</p> <p>Example:</p> <p>Training on environmental policy and its objective has been carried out to workers on 18/03/2022.</p> <p>Field interviews with sampled chemical sprayers informed they has been brief on environmental policy and its objective.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.6	PPSB carried out latest environmental meeting with workers dated 07/04/2022 to discuss on environmental issue, buffer zone, recycling program, domestic wastes and wildlife. The frequency of the meeting is carried out once a year.	Yes
4.5.2.1	PPSB establish baseline for diesel usage for 2 years from 2019 to 2021 as a guideline to monitor and compare actual diesel usage in year 2022. Document review on diesel consumption for year 2021 is lower than baseline due to high FFB production and strict monitoring of fuel for genset. Document review, diesel budget for 2022 is compared against actual usage 2021. The actual diesel usage from January to May 2022 is lower compared to budget. PPSB monitor diesel consumption on monthly basis updated on 31/05/2022.	Yes
4.5.2.2	PPSB established budget for diesel consumption for year 2022. The fuel consumption established including farm tractor and genset. Diesel budget for 2022 is compared against actual usage for effective monitoring.	Yes
4.5.2.3	Field inspection at PPCB area, there is no renewable energy implemented.	Yes
4.5.3.1	PPSB established Waste Management Plan updated on 03/06/2022. Waste Management Plan has identified source of waste: 1. Gaseous; 2. Solid; 3. Liquid. Example: Solid waste: Empty chemical containers; Activities: Chemical spraying; Source: Premixing chemical area; Monitoring plan: Chemical store records; Responsibility: Storekeeper.	Yes
4.5.3.2	a) PPCB established Waste Management Plan updated on 03/06/2022 include waste identification and disposal method. Waste Management Plan describes waste identification, sources of waste, location, disposal method, disposal records and responsibility. Example: Solid waste	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Activities: Chemical spraying; Source: Premixing chemical area; Waste: Empty chemical containers; Disposition method: Triple rinsed and reused for diesel storage; Monitoring plan: Chemical store records; Responsibility: Storekeeper.</p> <p>Document review on empty chemical containers record, the volume of empty containers in store are regularly monitor with latest updated on January 2022.</p>	
	<p>b PPSB established Waste Management Plan updated on 03/06/2022 include waste identification and disposal method.</p> <p>Sources of waste and pollution identify the wastes to be recycle or reuse.</p> <p>Example:</p> <p>Waste: Empty chemical containers; Activities: Chemical spraying; Disposition method: Triple rinsed and reused for water storage; Environment Negative Impact: Pollution to water courses and land; Responsibility: Storekeeper.</p> <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>	Yes
4.5.3.3	<p>PPSB established SOP handling chemical containers updated on 20/06/2020 for proper handling, storage and disposal of chemical to protect the environment.</p> <p>PPSB 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>PPSB established SOP handling chemical containers updated on 20/06/2020 for proper handling, storage and disposal of chemical to protect the environment.</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>Site inspection at premixing area, empty chemical containers are properly marked with red colour and re-used for water storage.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.5	PPSB established Waste Management Plan dated 26/06/2021 include waste identification and disposal method. Sources of waste and pollution identify the wastes to be recycle or reuse. Field inspection sighted domestic waste is disposed at designated landfill located 500m away from housing and waterways.	Yes
4.5.4.1	PPSB established Waste Management Plan dated 26/06/2021. Document review waste list established identify the sources of wastes as solids, liquids and gaseous. Example: Liquid waste Activity: Chemical spraying; Source: Premixing chemical area; Waste: Chemical spillage. Document review of chemical stock record, the volume of chemicals stored in chemical store are regularly monitor with latest updated on 27/05/2021.	Yes
4.5.4.2	PPSB established Waste Management Plan dated 26/06/2021. The plan includes the action plan for significant pollutants and emissions. Example: Liquid waste Activities: Chemical spraying; Waste: Chemical spillage; Disposal method: Reused chemical spillage for chemical spraying; Improvement plan: Bund construct in premixing chemical area; Responsibility: Mandore. Bund is constructed at premixing chemical area to reduce spillage direct to store drainage.	Yes
4.5.5.1	a PPSB established Water Management Plan (WMP) updated on 03/06/2022. The main sources of water for PPCB are from rain and water catchment pond. The usage of water is generally for domestics use and chemical spraying activities The WMP describes the following; Water source: Rain water; Usage: Domestics use;	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Action plan: Each house is provided with sufficient water tanks;</p> <p>Management review: To provide the additional / replacement if required.</p> <p>Site inspection sighted the water tank is provided at each house.</p>	
	<p>b PPSB established Water Management Plan updated 03/06/2022.</p> <p>Documents review on estate PPSB 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 PPSB established Water Management Plan updated 03/06/2022.</p> <p>PPSB 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 PPSB established Water Management Plan updated 03/06/2022.</p> <p>Field inspection along the estate boundary verified there is no river flowing through the estate.</p> <p>Field interviews with sampled chemical sprayers informed they understand of no chemical spraying at the buffer zone area.</p>	Yes
	<p>e Field inspection at buffer zone area, palm trees along buffer zone area are marking with red colour and no vegetation has been removed.</p>	Yes
	<p>f Field inspection at PPSB area, there are no bore wells constructed to extract ground water.</p>	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 PPSB estate.	Yes
4.5.5.3	<p>PPSB established monthly rainfall records from January to June 2022 for monitoring of rain water harvesting by estate.</p> <p>Site inspection and interviews with sampled chemical sprayers informed rain water harvesting practice at the labour quarters and chemical mixing areas.</p>	Yes
4.5.6.1	<p>a PPSB established HCV Management Plan updated on 03/06/2022 to monitor wildlife in and surrounding the estates.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>PPSB has identified type of wildlife and conservation area within estate.</p> <p>Field inspection sighted buffer zone area was identified, installed with proper signage and well maintained.</p>	
	<p>b</p> <p>PPSB established monitoring record of wildlife updated on quarterly basis.</p> <p>Monitoring records of wildlife has identified below species;</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Jungle fowls; 2. Eagle; 3. Snake; 4. Monkey. <p>Type of protected animal species are publicly displayed at estate notice board.</p> <p>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.</p>	Yes
4.5.6.2	<p>a</p> <p>PPSB displayed guideline 'No hunting area' at field and notice board.</p> <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 Kalumpang river.</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>	Yes
	<p>b</p> <p>PPSB established Environmental Policy updated 01/08/2019 signed by Managing Director state as below:</p> <p>PPSB 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 dated 18/03/2022.</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

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.3	<p>PPSB established HCV Management Plan date 03/06/2022.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Jungle fowls; 2. Eagle; 3. Snake; 4. Monkey. <p>PPSB established wildlife monitoring logbook for reporting of any sighted wildlife within the estate. The last reporting of wildlife sighted is in year 2021.</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>PPSB established Environmental Policy updated 01/08/2019 signed by Managing Director.</p> <p>The policy describe PPSB shall undertake implementation of zero burning in all oil palm cultivation activities.</p> <p>Briefing on Zero Burning carried out to workers on 18/03/2022.</p> <p>Field inspection at the replanting area, the old palms are fell, chipped and no burning activities for land clearing activities.</p>	Yes
4.5.7.2	<p>PPSB established Environmental Policy updated 01/08/2019 signed by Managing Director.</p> <p>The policy describe PPSB shall undertake implementation of zero burning in all oil palm cultivation activities.</p> <p>Field inspection at replanting area sighted there is no disease observed that required burning.</p> <p>Therefore, no special approval for open burning from relevant authorities.</p>	Yes
4.5.7.3	<p>PPSB established Sustainability Agriculture Policy dated 15/05/2019. The policy includes a statement on zero burning.</p> <p>Field inspection at replanting area sighted there is no disease observed that required burning.</p> <p>Therefore no applications for approval of controlled burning sighted.</p>	Yes
4.5.7.4	<p>Field inspection at the replanting area, the old palms are fell, chipped and no burning activities for land clearing activities.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>PPSB established operational SOPs for all estate operation.</p> <p>Examples:</p> <ol style="list-style-type: none">1. SOP for harvesting;2. SOP for manuring;3. SOP for chemical handling. <p>There are SOP training has been carried out in year 2022;</p> <ol style="list-style-type: none">1. Harvesting dated 18/03/2022;2. Chemical spraying 18/03/2022;3. Manuring on 18/03/2022. <p>Field interviews with sampled harvesters informed they were briefed on SOP based on job task.</p>	Yes
4.6.1.2	<p>PPSB 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> <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>	Yes
4.6.1.3	<p>PPSB established block marking includes block no, year planting and planting material.</p> <p>Example:</p> <p>Block 1, 84.51 Ha, Planted 1997.</p>	Yes
4.6.2.1	<p>PPSB established 5 years financial budget for year 2022 to 2026.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none">1. Financial projection;2. Budget & projection operation cost;3. Replanting plan.	Yes
4.6.2.2	<p>PPSB establish replanting programme for year 2022 to 2023.</p> <p>Example:</p> <ol style="list-style-type: none">1. 2022 – 32.85 ha;2. 2023 – 12.37 ha.	Yes
4.6.2.3	<p>PPSB established business management plan for 2022 until 2026.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>The plan includes:</p> <ol style="list-style-type: none"> 1. Long term plan FFB production and Forecast 2022 -2026; 2. FFB and CPO price forecast; 3. Cost of FFB sales. 	
4.6.2.4	<p>PPSB 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>PPSB management monitor through monthly progress report for comparing budget and actual performance.</p> <p>Document review sighted PPSB has monitor the business management plan through summary of monthly expenditure and revenue.</p>	Yes
4.6.3.1	<p>PPSB managed and control purchase of products by receiving quotation from seller.</p> <p>Example:</p> <p>Documents review on quotation for purchasing of chemicals dated 20/01/2022 stated the proposed price with purchasing order issued based on the agreed price.</p>	Yes
4.6.3.2	<p>PPSB purchases chemicals using a quotation and purchase order system.</p> <p>The payment is made based on terms and conditions stated in the quotation provided by the supplier and issuance of purchase order to acknowledge and confirmation of the price.</p> <p>Example:</p> <p>PPSB purchase order, delivery order and invoice of chemicals dated 02/03/2022 and 17/03/2022 is documented and maintained.</p> <p>Document review on payment voucher dated 11/04/2022 issued to supplier is paid in timely manner as mutually agreed by both parties.</p>	Yes
4.6.4.1	<p>PPSB engage FFB transporter for transporting FFB to the mills.</p> <p>Document review on contract agreement, describe contractor shall observe and comply with MSPO principles requirements with regards to the replanting activities.</p> <p>MSPO briefing to transporter has been carried out during stakeholders meeting dated 16/03/2022.</p>	Yes
4.6.4.2	<p>PPSB engage contractor FFB transporting work with contract agreement duly agreed and signed by both parties dated on 22/09/2021.</p>	Yes
4.6.4.3	<p>PPSB engage contractor for FFB transporter.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The contract agreement describes that relevant sustainability certification body have the access to contractor or operation when required.	
4.6.4.4	PPSB engage contractor for FFB transporting to Mill. PPSB monitor the completion of the contractor's work via progress payment claim.	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. Review on the planting statement, no new planting at PPSB. The first planting is in year 1997 while 1st replanting is in 2018. Document review of replanting statement, there is replanting conducted in PPSB in year 2022. No new planting activities in the replanting area. Therefore, no assessment for high biodiversity value conducted.	Yes
4.7.1.2	PPSB planting statements is review. There is no new planting. The replanting in 2022 is 51.59 ha which less than 100 is ha. Therefore, no PPM required.	Yes
4.7.2.1	Field inspection at PPSB confirmed there is no peat land in the estate.	Yes
4.7.3.1	PPSB planting statements is review and there is no new plantings at PPSB. Therefore, no SEIA conducted.	Yes
4.7.3.2	PPSB planting statements is review and there is no new planting at PPSB. Therefore, no SEIA conducted.	Yes
4.7.3.3	PPSB planting statements is review and there is no new planting at PPSB. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no involvement of smallholder's scheme in PPSB certification. Therefore, not applicable.	Yes
4.7.4.1	PPSB planting statement is reviewed. There is no new planting. Therefore, no soil assessment report and soil map established.	Yes
4.7.4.2	PPSB planting statement is reviewed. There is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	PPSB planting statement is reviewed. There is no new planting. Therefore, no topography map established and soil assessment report established.	Yes
4.7.5.2	PPSB planting statement is reviewed. There is no new planting. Therefore, no plan on fragile and marginal soil established.	Yes
4.7.5.3	PPSB planting statement is reviewed. There is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	PPSB planting statement is reviewed. There is no new planting. Therefore, no FPIC conducted and communities affected.	Yes
4.7.6.2	PPSB planting statement is reviewed. There is no new planting. Therefore, no management plan established.	Yes
4.7.6.3	PPSB planting statement is reviewed. There is no new planting. Therefore, no management plan for monitoring and acceptable by the affected communities is established.	Yes
4.7.6.4	PPSB planting statement is reviewed. There is no new planting. Therefore, no compensation established.	Yes

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4.7.6.5	PPSB planting statement is reviewed. There is no new planting. Therefore, no assessment of legal and recognized customary rights conducted.	Yes
4.7.6.6	PPSB planting statement is reviewed. There is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.7	PPSB planting statement is reviewed. There is no new planting. Therefore, no compensation plan established	Yes
4.7.6.8	PPSB planting statement is reviewed. There is no new planting. Therefore, no communities affected.	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>	

4.5. Detail of Audit Findings in last audit

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

Non Conformity Number < 1 >			
Indicator # and Description:	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 (MAJOR)		
Location:	Office		
Description of Finding / Objective Evidence:			
PPSB established internal audit procedure flowchart dated 03/04/2019. However, document review found the internal audit does not cover principle 7.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Mohd Nur Amin Bin Mohd Halim	Date Raise:	29/06/2021

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Non Conformity Number < 1 >	
Deadline for implementation	28/08/2021
Root Cause Analysis (by company):	
Internal audit not cover principle 7 at replanting activities	
Correction (by company):	
To conduct internal audit cover principle 7 especially the area with replant activities.	
Corrective / Preventive Action (by company)	
To plan the internal audit in the future to cover principle 7 as well.	
Review of Correction & Corrective / Preventive Action	
From remote document review of the NC documents submission. The internal audit conducted on 05/07/2021 include principle 7 requirements. The submitted documents include with internal audit checklist and internal audit closing meeting minutes are sufficient to close the nonconformity. Further verification will be review on the next audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Mohd Nur Amin Bin Mohd Halim	Date of Closure: 10/07/2021
Review of Implementation	
Review on PPSB internal audit report dated 03/01/2022 principle 7 has been covered. The implementation could be considered appropriate.	
Name of Auditor: Muhammad Khairul Anuar Bin Azizul Hasan	Date of Review: 17/06/2022

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		
During this onsite audit,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

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Non Conformity Number < 1 >			
Indicator # and Description:	4.4.4.2 (b) The occupational safety and health plan shall cover the following: b) The risks of all operations shall be assessed and documented (Major)		
Location:	Office		
Description of Finding / Objective Evidence:			
PPSB established HIRARC for estate operation updated 05/01/2022. However, the HIRARC does not cover on the following activities: <ul style="list-style-type: none">1. Harvesting at terrace area / hilly area;2. Power line cable;3. Genset room;4. Loading and unloading of fertilizers;5. Office;6. Chemical and fertilizer store.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Ariff Bin Lokman	Date Raise:	17/06/2022
Deadline for implementation		16/08/2022	
Root Cause Analysis (by company):			
Omitted some operational risks that are not assessed and documented.			
Correction (by company):			
PPSB established HIRARC for estate operation updated 26/06/2022 has covered activities as follow; <ul style="list-style-type: none">1) Harvesting at terrace area / hilly area;2) Power line cable;3) Genset room;4) Loading and unloading of fertilizers;5) Office;6) Chemical and fertilizer store.			
Corrective / Preventive Action (by company)			
PPSB plan to monitor and review on the HIRARC yearly basis to ensure all operation will covered.			
Review of Correction & Corrective / Preventive Action			

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Non Conformity Number < 1 >

Document review of the NC documents submission. PPSB has established HIRARC for estate operation updated 26/06/2022 has cover on the following activities:

- 1) Harvesting at terrace area / hilly area;
- 2) Power line cable;
- 3) Genset room;
- 4) Loading and unloading of fertilizers;
- 5) Office;
- 6) Chemical and fertilizer store.

The submission of documents are sufficient to close the nonconformity.

Further verification will be reviewed during the next audit.

Closed: ☒ Yes ☐ No

Site verification : ☐ Yes ☒ No

Name of Lead Auditor:

Ariff Bin Lokman

Date of Closure:

28/06/2022

Review of Implementation

Name of Lead Auditor / Auditor:

Date of Review:

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.5.3.1	All waste products and sources of pollution shall be identified and documented.	Documents	PPSB could improve waste management plan to include empty fertilizer bags.
2.	4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	Field	PPSB could improve domestic wastes management.
3.	4.6.1.1	Standard operating procedures shall be appropriately documented and implemented consistently and monitored.	Field	PPSB could improve field operation activities for below: 1. Weeding; 2. Pruning.

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5. CONCLUSION

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

There is 1 Major NC raise 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:	205.89 Ha
Certified FFBs January to April 2022:	589.93 Mt
Project FFBs May to December 2022:	1,710.07 Mt

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6. RECOMMENDATION

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

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

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

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

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

Puchong, 29/06/2022

Ariff Bin Lokman
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 12/07/2022

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

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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 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