

MSPO CERTIFICATION SUMMARY REPORT

PLY PLANTATION

SURVEILLANCE 04

Audit Date: 20/11/2023 – 21/11/2023

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Company Name: Ply Plantation

Certifying Unit: Ply Plantation

Client Number: 92-119

Audit Type: ASA 04

Mode of Audit: Onsite

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Abbreviations

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

1. INTRODUCTION

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

1.1. Objective

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

1.2. Scope

The assessment is based on the documentation established by Ply Plantation.

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 members. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of the report.

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

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

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Requirement	Qualifications
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

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Qualification of Team Member

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	Ariff bin Lokman	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)	Ariff bin Lokman	7 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Ariff bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors.	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.	Ariff bin Lokman	Qualified as auditor based on audit log.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Ariff bin Lokman	7 years working experience in oil palm plantations.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Ariff bin Lokman	7 years working experience in oil palm plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Ariff bin Lokman	Successfully completed ISO 9001:2015 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Ariff bin Lokman	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Ariff bin Lokman	Successfully completed SA 8000 Basic training	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Ariff bin Lokman	Successfully completed IMS ISO 14001:2015 LA course.	Yes
Completed High Conversation Value assessment	Ariff bin Lokman	Attended and completed the HCV-HCS for producers course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Ariff bin Lokman	Able to communicate in both Bahasa Malaysia and English.	Yes

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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, contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

Surveillance Audit:

The Surveillance audit conducted onsite on 20/11/2023 – 21/11/2023 covering the following activities but not limited to below:

Onsite:

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

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- 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(s) are conducted according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence by means of physical 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.

Ply Plantation has 1 estate. Therefore, no selection required.

Non-conformance:

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

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

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3. ORGANISATION INFORMATION

Ply Plantation is an oil palm plantation company located at Labuk Road, Mile 19, Sandakan, Sabah.

The details of the divisions as below:

Name of Division	Location	Coordinates
Ply Plantation	Labuk Road, Mile 19, Sandakan, Sabah.	5° 55' 42.0" N, 117° 48' 37" E
Yalasip Cocoa Sdn. Bhd	Sg. Manila, Mile 12, Jalan Labuk, Sandakan, Sabah.	5° 56' 51.0" N, 117° 56' 29.0" E
Sri Luasong Sdn. Bhd	Kudat, Sabah.	6° 54' 34.027" N, 116° 47' 29.331" E

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (January 2023 to December 2023)
	Total*	Production**	
Ply Plantation	377.04	349.00	4,300.00
Yalasip Cocoa Sdn. Bhd	137.71	123.26	3,017.00
Sri Luasong Sdn. Bhd	154.57	131.14	1,650.00
Total	669.32	603.40	8,967.00

*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 or Division	Ply Plantation	Yalasip Cocoa Sdn.Bhd	Sri Luasong Sdn.Bhd
1990	32.61	0	0
1994	31.55	0	0
1995	21.35	0	0
1996	82.20	0	0
1997	40.58	0	0
1998	43.77	0	28.32
1999	0	0	38.88
2000	0	0	16.19
2001	13.98	0	0
2003	0	0	21.04
2004	0	0	14.57
2005	0	38.94	12.14

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2006	26.11	27.98	0
2009	0	3.90	0
2010	0	18.62	0
2013	0	5.58	0
2016	15.02	0	0
2018	36.95	0	0
Total Mature	344.12	95.02	131.14
2020	0	28.24	0
2021	4.88	0	0
Total Immature	4.88	28.24	0
Total	349.00	123.26	131.14

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each estate or division				Total area to be replanted (ha)
	Ply Plantation	Yalasip Sdn. Bhd.	Cocoa	Sri Luasong Sdn. Bhd.	
2023	32.61	0		0	32.61
2024	31.55	0		28.32	59.87
2025	29.81	0		38.88	68.69
2026	76.85	0		16.19	93.04
TOTAL	170.82	0.00		83.39	254.21

3.4. Maps of Estate or Divisions Location

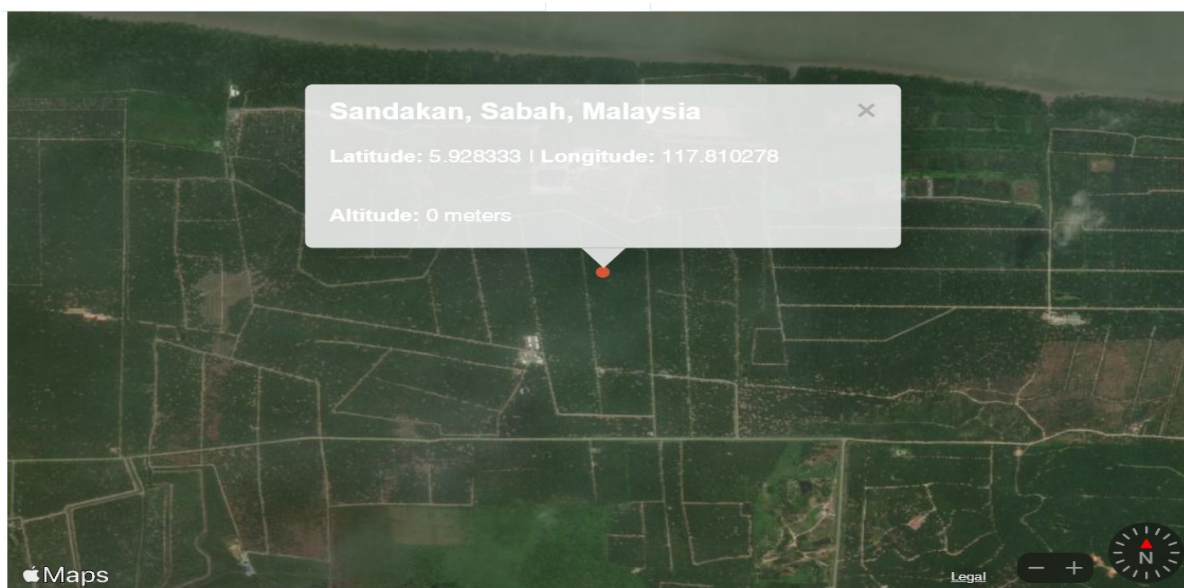


Figure 1: Ply Plantation estate location.

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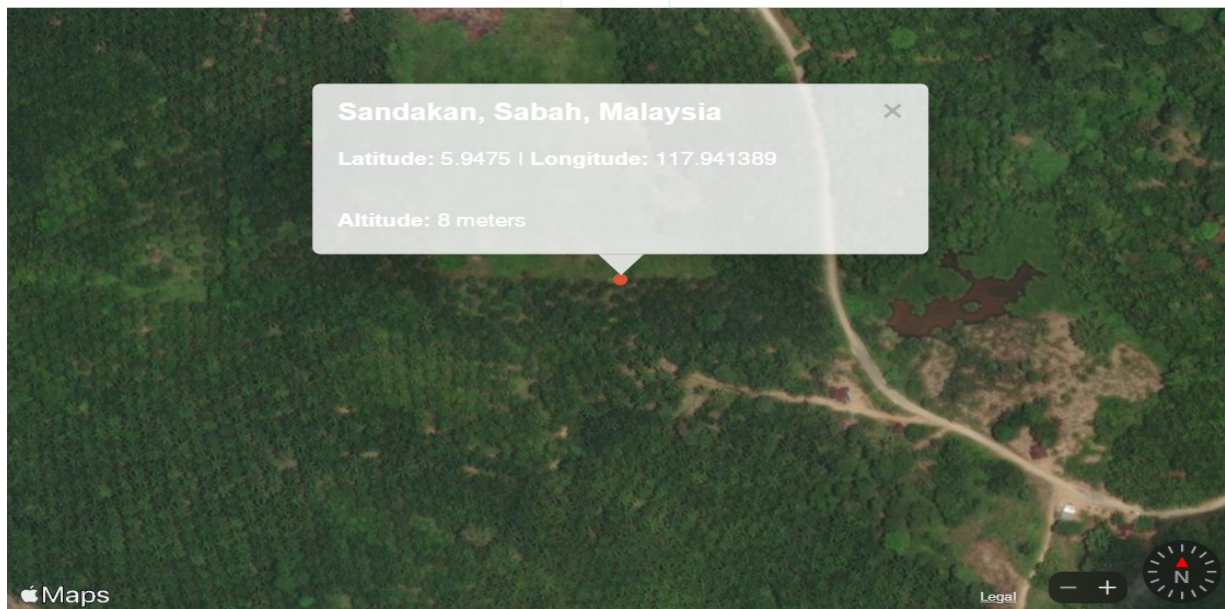


Figure 2: Yalasip Cocoa Sdn. Bhd estate location.

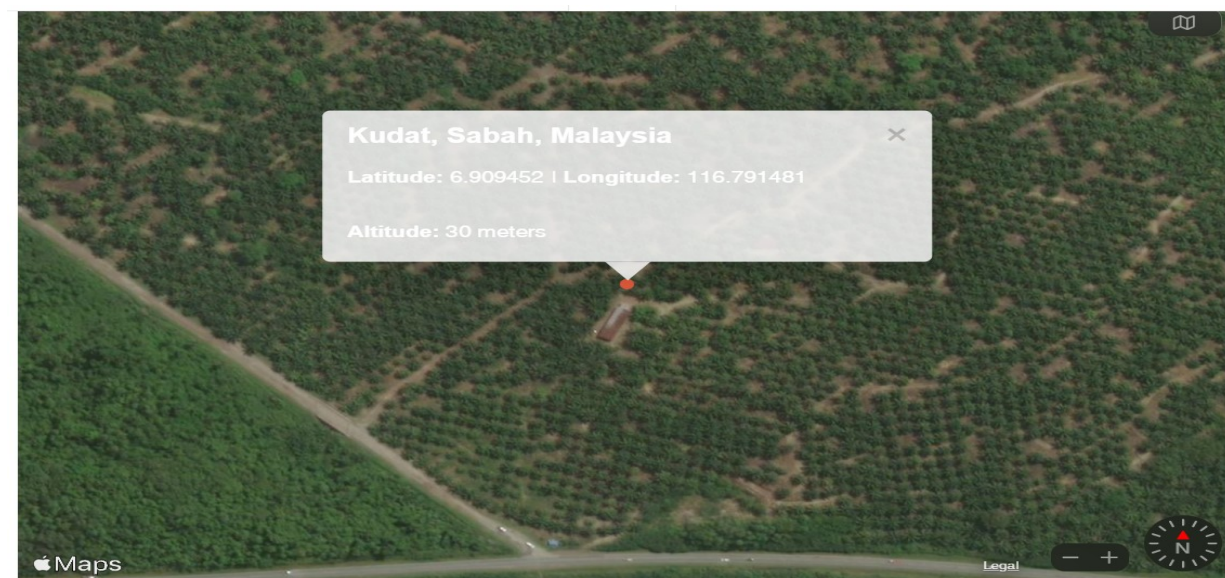


Figure 3: Sri Luasong Sdn. Bhd estate location.

4. CERTIFICATION ASSESSMENT

4.1. ASA

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:

The Surveillance audit is conducted on 20/11/2023 to 21/11/2023 covering 03 divisions - Ply Plantation, Yalasip Cocoa Sdn. Bhd and Sri Luasong Sdn. Bhd.

During the last surveillance audit, there are 1 Major, 0 Minor, 3 Opportunities for Improvement (OFI) are raised.

During this surveillance 04 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 surveillance 03 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 11/10/2023 to announce the audit of the certified unit. As at audit date on 16/11/2023 there are no comments received.

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

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

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Ply Plantation (PP) established MSPO policy dated 19/03/2019, signed by owner.</p> <p>The policy states that PPG shall adhere to the following key principles:</p> <ul style="list-style-type: none"> • Management commitment and responsibility; • Transparency; • Compliance to legal requirement; • Social responsibility, health, safety and employment condition; • Environmental, natural resources, biodiversity and ecosystem service; • Best practices; • Development of new planting. <p>MSPO policy publicly displayed at notice boards.</p> <p>MSPO briefing on the policy conducted as below:</p> <ul style="list-style-type: none"> • Ply Plantation (PP) dated 01/09/2023; • Yalasip Cocoa Sdn Bhd (YCSB) dated 06/07/2023; • Sri Luasong Sdn Bhd (SLSB) dated 02/08/2023. <p>Field interview with sampled chemical sprayers and harvesters informed they have been briefed on the policy.</p>	Yes
4.1.1.2	<p>PP established MSPO policy dated 19/03/2019 signed by owner.</p> <p>The policy states Ply Plantation is committed to continual improvement practice by harnessing its resources of people, processes and technology in order to ensure the continuous production of oil palm product in a sustainable manner.</p>	Yes
4.1.2.1	<p>PP established SOP of internal audit document no: 1.2-1, updated 22/05/2020 with a flow chart describing the process.</p> <p>The procedure described that the frequency of internal audit is once a year.</p> <p>Latest internal audit conducted as below:</p> <ul style="list-style-type: none"> • PP & YCSB conducted internal audit dated 14/11/2023; • SLSB conducted internal audit dated 14/11/2023. 	Yes
4.1.2.2	<p>PP established SOP of internal audit document no: 1.2-1, updated 15/05/2023 describes the process of internal audit.</p> <p>Example:</p> <p>PP internal audit conducted by using the internal audit checklist dated 14/11/2023. There is no non-conformities raised.</p>	Yes
4.1.2.3	<p>PP discussed the results of internal audit in the management review meeting as follows:</p> <ul style="list-style-type: none"> • PP & YCSB dated 16/11/2023; 	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.3.1	<p>PP carried out management review meeting on 16/11/2023 for PP & YCSB and the meeting agenda includes:</p> <ul style="list-style-type: none"> Internal audit result; Recommendation for improvements; CIP. <p>Frequency of management review is conducted once a year after internal audit.</p>	Yes
4.1.4.1	<p>PP established Continuous Improvement Plan (CIP) updated 01/09/2023.</p> <p>The topics covered in the CIP as below:</p> <ul style="list-style-type: none"> Environmental; Safety and health; Social; Domestic waste. <p>The CIP describe the improvement action, expected outcome, timeframe, review and monitor, status and PIC.</p> <p>Example: Social;</p> <p>Improvement plan: To ensure all workers and staff quarters provided with electricity and clean water.</p> <p>Expected outcome: Ply Plantation providing free 24 hours electricity and clean water for all employees.</p> <p>Action plan: To ensure all employees are convenience and in a good living environment in the Ply Plantation.</p> <p>Status: Continue</p> <p>Person In charge: Estate Manager.</p>	Yes
4.1.4.2	<p>PP established SOP of identification and implementation of new information and technique or new industry standards and technology established updated on 20/05/2023.</p> <p>The SOP describe process for implementation of new technology:</p> <ul style="list-style-type: none"> Identification of new technology; Implementation and control. <p>Document review and interview with estate management informed there is no new technique or new technology used currently.</p>	Yes
4.1.4.3	<p>PPG established SOP of identification and implementation of new information and technique or new industry standards and technology established updated 20/05/2023.</p> <p>The SOP new technology established includes:</p> <ul style="list-style-type: none"> Objective; 	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> • Cost effective; • Site selection; • Economic viable; • Training; • Monitoring for further improvement. <p>The flow chart states to train the operators or employees involved in implementations, techniques and equipment.</p>	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>PP Stakeholders list updated includes the surrounding neighbours, government agencies, NGO, suppliers and collecting centre.</p> <p>Review the latest stakeholder list updated on 11/10/2023.</p> <p>PP established SOP Consultation and Communication updated on 20/05/2023.</p> <p>PP external and internal stakeholders meeting conducted on 26/10/2023 include company policies, social impact or response form, SOP communication and complaint and grievance.</p> <p>External stakeholders response captured in the "Borang Penilaian Impak Social".</p> <p>As of audit date, no request of information observed in the record book.</p>	Yes
4.2.1.2	<p>PP established list of publicly available documents 'Perkara-perkara Yang Boleh Diperlihatkan Kepada Umum dan Perkara-Pekara Yang Hanya Pengetahuan Pengurusan' updated 01/09/2023.</p> <p>Example of publicly available documents:</p> <ul style="list-style-type: none"> • Company policies; • SOP; • Licenses; • Complaints records. <p>Example of confidential document:</p> <ul style="list-style-type: none"> • Financial budget. • Land title <p>The list of publicly available documents displayed at the estate notice board.</p>	Yes
4.2.2.1	<p>PP established Consultation and communication flow chart, document no. PJ001/21 updated 20/05/2023.</p> <p>The flowchart describe:-</p> <ol style="list-style-type: none"> 1. Communication to employee and stakeholders; 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>2. Enquiry / issue from employee and stakeholders.</p> <p>PP displayed flowchart on the notice board for stakeholders and outsiders to access the communication and consultation process.</p> <p>PP conducted internal and external stakeholders meeting on 26/10/2023. Review on documents indicate responds by stakeholders.</p>	
4.2.2.2	<p>PP established organization chart updated 16/11/2023.</p> <p>From document review of the organization chart, admin clerk assigned as person in charge for consultation and communication.</p>	Yes
4.2.2.3	<p>PJSB established list of stakeholders updated 11/10/2023.</p> <p>From document review, list of stakeholders consist of government bodies, NGOs, Village Head, school, neighbouring plantations, collection centre, oil mill and suppliers.</p>	Yes
4.2.3.1	<p>PP sales and delivery record are maintained in the estate office.</p> <p>Sampled records is review for PP are available and well maintained.</p> <p>PP policy on record maintenance is for 7 years.</p> <p>Example:</p> <p>FFB delivery chit</p> <p>Date: 09/08/2021</p> <p>DO no: 42821</p> <p>Collecting center: Kontraktor Maharan</p> <p>Collecting centre weighbridge ticket:</p> <p>Date: 09/08/2021</p> <p>Ticket no: 086945</p> <p>DO no: 42821</p> <p>Nett Weight: 10,170 kg.</p>	Yes
4.2.3.2	<p>PP established SOP of Traceability updated on 20/05/2023. No changes to SOP.</p> <p>The procedure describe the traceability documents such as delivery note, weighbridge ticket and record of FFB sales book.</p> <p>The Delivery Order (DO) includes the date of delivery, vehicle number and driver name.</p> <p>The DO to collecting centre has a unique identification number stated in the weighbridge ticket.</p> <p>Example:</p> <p>Ply Plantation Delivery Note:</p> <p>Date: 31/10/2023</p> <p>DN number: 44557</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Collecting Center: Kini Makmur Sdn Bhd; Lorry no: SS 2994 L Quantity: 6,730 Kg Weighbridge ticket from collecting center: Date: 31/10/2023; Ticket number: 024471; DO no: 44557; Weight: 6,730 Kg Vehicle no: SS 2994 L Product: FFB.	
4.2.3.3	PJSB established organization chart updated 16/11/2023. Document review on the organization chart verify, admin clerk assigned as person in charge for traceability.	Yes
4.2.3.4	PP established records of sales and delivery and kept at estate office on daily basis. The estate dispatch note is crosschecked against the weighbridge ticket received from 3rd party ramp include details such as estate dispatch note number, date of delivery, transport details, weight of FFB delivered.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	PP established list of legal document and list of permits and licenses applicable for estate operations. List of relevant licenses: Example: Ply Plantation and Yalasip Cocoa Sdn. Bhd. <ul style="list-style-type: none"> JTK approval license for “Menggaji Pekerja Bukan Pemastautin” valid from 08/02/2023 until 07/02/2024; MPOB license for Ply Plantation, license number: 503403802000 valid from 01/11/2023 to 31/10/2024; MPOB license for Yalasip Cocoa, license number: 501568802000 valid from 01/04/2023 to 31/03/2024. 	Yes
4.3.1.2	PP established list of related laws, regulations and guidelines, updated on 14/03/2023. Example list of laws: <ul style="list-style-type: none"> Minimum Wages Order (Amendment) 2022; Environmental quality Act 1974; Occupational Safety and Health Act 1994 (Act 514). 	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.3	<p>PP established list of legal documents applicable for estate operations updated 14/03/2023.</p> <p>Example:</p> <ul style="list-style-type: none"> Minimum Wages Order (Amendment) 2022. 	Yes
4.3.1.4	<p>PP assigned admin executive as person in charge for monitoring and tracking changes in legal requirements and laws.</p> <p>Appointment letter dated 15/03/2023 has been reviewed and verified.</p>	Yes
4.3.2.1	<p>PP land titles are Country Lease (CL) and Provisional Lease (PL) issued by the state land office.</p> <p>Ply Plantation has two (2) titles one under Country Lease (CL) and another under Provisional Lease (PL). Yalasip Cocoa Sdn. Bhd has three (3) land titles all under Country Lease (CL).</p> <p>Sri Luasong division has sixteen land titles where thirteen (13) are Country Lease and three (3) are Provisional Lease.</p> <p>Sampled land titles CL 075344688 (Ply Plantation), CL 076221577 (Yalasip Cocoa)</p> <p>Type of activity for the sampled land titles:</p> <ul style="list-style-type: none"> Cultivation of agriculture crop of economic value. 	Yes
4.3.2.2	<p>PP is the legal owner of the land issued by State Land Authority. The land tenure is 99 years lease. Land title has been reviewed and verified.</p>	Yes
4.3.2.3	<p>Land titles include map stating area size, title no. and boundary stone numbering.</p> <p>During field visit observed boundary stone maintenance at block 13 at Ply Plantation and block 09 at Yalasip Cocoa Sdn. Bhd.</p> <p>Boundary stone and markings are clearly demarcated and well maintained.</p>	Yes
4.3.2.4	<p>The land titles are Country Lease (CL) and Provisional Lease (PL) for PP issued by State Land Authority of Sabah.</p> <p>No disputes found during document review.</p>	Yes
4.3.3.1	<p>PP land titles are Country Lease (CL) and Provisional Lease (PL) issued by Sabah Land Authority.</p> <p>No customary land title listed in the summary of land titles. Therefore, no customary right encumbered.</p>	Yes
4.3.3.2	<p>PP land titles are Country Lease (CL) and Provisional Lease (PL) issued by Sabah Land Authority.</p> <p>No customary land title listed in the summary of land titles. Therefore, no maps established.</p>	Yes
4.3.3.3	<p>PP land titles are Country Lease (CL) and Provisional Lease (PL) issued by Sabah Land Authority.</p> <p>No customary land title listed in the summary of land titles. Therefore, no FPIC or negotiated document established.</p>	Yes

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Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>PP carried out Social Impact Assessment (SIA) survey dated 21/09/2023 includes information feedback from the internal and external stakeholders.</p> <p>The SIA summary established dated 12/10/2023 includes plan to mitigate the negative impact and promoting the positives.</p> <p>Example:</p> <p>Negative impact: Income of harvesters is low due to the replanting activity.</p> <p>Action taken: Replace the work with maintenance work and daily work.</p> <p>PIC: Estate Manager</p> <p>Time Frame: 3 years</p> <p>Status: Continuous implementation.</p> <p>Review the harvester check roll dated September 2023, all harvesters are provided with replacement works such as daily work.</p>	Yes
4.4.2.1	<p>PP established SOP Complaint and Grievance updated on 17/07/2021.</p> <p>The SOP describe complaint received by office to be resolve within one week, if the complainant did not satisfy the complaint will forward to Estate Manager to be resolved within one month.</p> <p>Complaint and grievances flowchart displayed at estate notice boards.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand the complaint and grievances procedure.</p>	Yes
4.4.2.2	<p>PP established SOP Complaint and Grievance updated on 17/07/2021.</p> <p>The SOP describe complaint received by office to be resolve within one week, if the complainant not satisfied the complaint forward to estate manager to be resolved within one month.</p> <p>Review complaint record, the complaint is resolved in timely manner.</p>	Yes
4.4.2.3	<p>Complaint form and box displayed at PP and YCSB division offices.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand on complaint and grievances process.</p>	Yes
4.4.2.4	<p>Complaint form and box displayed at PP and YCSB divisions notice boards.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand and has been briefed on complaint and grievances procedure.</p> <p>Briefing for complaint and grievances conducted for external stakeholders during stakeholders meeting as follows:</p> <ul style="list-style-type: none"> PP & YCSB dated 26/10/2023; <p>Briefing of SOP complaint and grievance to workers as follows:</p> <ul style="list-style-type: none"> PP dated 01/03/2023; 	Yes

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Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> YCSB dated 06/07/2023. 	
4.4.2.5	<p>PP complaint record is review and maintained since 2020 until the audit date.</p> <p>Documents review verified, there is no complaint raised towards field operations.</p> <p>The complaint received is on housing maintenance only.</p>	Yes
4.4.3.1	PP provide work opportunities on hiring local communities for estate operation such as driver, office admin work and field supervisor.	Yes
4.4.4.1	<p>PP established Occupation Safety And Health Policy dated 19/03/2019 signed by owner.</p> <p>The policy states:</p> <ul style="list-style-type: none"> Strict compliance with all the laws and regulations pertaining to OSH Act 1994; Strict adherence to any approved codes of practice on OSH for industry issued by Industry Associations such as the Malaysian Palm Oil Association; To document standard and enforce safe working procedure for field operations inclusive of labelling and putting up signboards at the work place. <p>The policy displayed on the estate notice board.</p> <p>PP conducted briefing of company policies included OSH policy to the workers on 01/09/2023 for PP, 06/07/2023 for YCSB.</p>	Yes
4.4.4.2	<p>a</p> <p>PP established Occupation Safety and Health policy dated 19/03/2019 signed by owner.</p> <p>The policy displayed at the estate notice board.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand on the safety and health policy.</p>	Yes
	<p>b</p> <p>PP established HIRARC updated 19/04/2022.</p> <p>The HIRARC covered all estate operations.</p> <p>The HIRARC includes Activity, Hazard, Risk and Effects, Risk rating, Existing control, Risk control (admin/engineering), PIC and Risk rating after control.</p> <p>Example:</p> <p>Activity: Harvesting</p> <p>Hazard: FFB Harvesting</p> <p>Potential risk: FFB fall on the body.</p> <p>Existing Controls: Briefing for Harvesting Safety SOP.</p> <p>Initial Risk Rating: 16</p>	Yes

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	<p>Additional Risk Control: Provide the PPE to workers</p> <p>PIC: Supervisor and Mandore</p> <p>Field interviewed with sampled harvesters informed they have been briefed on harvesting risk during SOP harvesting training.</p>	
c i	<p>PP conducted safe work practice training to workers for estate operations.</p> <p>Example:</p> <ul style="list-style-type: none"> Chemical handling training for PP dated 27/09/2023; Spraying training for YCSB dated 03/08/2023. <p>Field interviewed with sampled chemical sprayers and harvesters informed they understand on the safe work practices.</p>	Yes
c ii	<p>PP displayed SDS at chemical store and general store in English and Bahasa Malaysia language.</p> <p>Example:</p> <ul style="list-style-type: none"> NPK 15-09-20 + S + micro dated 12/04/2023; <p>Onsite visit at chemical store confirmed store arrangement was in good condition. The store is lock and open upon request. Proper chemical placement and labelling been implemented. Signage of awareness warning and hazard are in place.</p>	Yes
d	<p>PP established record of PPEs issuance and review on the records is maintained and updated.</p> <p>Example:</p> <p>PPE issuance records dated 01/09/2023 for sprayers is reviewed.</p> <p>Site inspection sighted respective workers are wearing PPE based on their job scope.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand the importance use of PPE.</p>	No
e	<p>PP established the SOP chemicals handling dated 02/01/2019 and SOP safe working practice in store dated 02/01/2019.</p> <p>The SOP chemical handling and safe working practice in store briefed to workers on 04/08/2023 for YCSB and 10/03/2023 for PP.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand on the SOP.</p> <p>Onsite visit at chemical store observed chemical products are stored in original label and packaging.</p>	Yes
f	<p>PP safety and health organization chart identified the appointed person in-charge of workers' health and safety is Estate Manager.</p>	Yes
g	<p>PP total number of workers are below than forty (40). Therefore, below the minimum requirements to have an OSH committee in</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>accordance to DOSH requirements. However, PP do carry out safety and health meeting on yearly basis.</p> <p>Latest safety and health meeting conducted on 10/05/2023 participants of both employer and employee representatives and includes agenda of safety, hygiene and first aid.</p>	
	<p>h PP established emergency response plan dated 05/06/2021.</p> <p>Emergency response plan and emergency contact number displayed at division notice boards.</p> <p>Emergency Response Procedure and conducted to workers example:</p> <ul style="list-style-type: none"> 01/09/2023 for PP; 04/08/2023 for YCSB. 	Yes
	<p>i First aid training conducted on 06/11/2022 by Malaysian Red Crescent Sandakan District Center. The certificate is valid for 3 years period.</p> <p>Emergency contact number list displayed at estate notice boards.</p> <p>The first aid kits are in good condition and are available at office and operation site.</p> <p>Site inspection at harvesting and slashing working area sighted the first aid kit box is available.</p>	Yes
	<p>j PP established accident and injuries logbook, no accident reported since last audit date.</p> <p>JKKP 8 form for year 2022 submitted to DOSH for all division dated 19/01/2023 with zero accident reported.</p>	Yes
4.4.5.1	<p>PP established Human Right policy dated 19/03/2019 signed by owner.</p> <p>The policy state to respect and support the universal declaration of human right by the united nations for all workers, contractors, indigenous people, local communities and anyone affected by our operations.</p> <p>The policy is publicly displayed at estate notice board.</p> <p>Human Right policy briefing carried out as follows;</p> <ul style="list-style-type: none"> PP dated 01/09/2023; YCSB dated 06/07/2023. <p>Field interview with sampled chemical sprayers and harvesters informed they understand the Human Right policy.</p>	Yes
4.4.5.2	<p>PP established Good Social Practice policy dated 19/03/2019 signed by owner.</p> <p>The policy states company does not engage in or support discrimination practices and provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>The policy is publicly displayed at estate notice board.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand the Good Social Practice policy.</p>	
4.4.5.3	<p>PP established contract agreement for workers in accordance to Sabah Labour Ordinance (Sabah Cap.67).</p> <p>Worker contract agreement states the pay rate as per agreeable daily rates or piece rates. The contract agreement was signed by both workers and management.</p> <p>Example of harvesting rates:</p> <p>PP - RM38.00 / mt;</p> <p>YCSB -RM40.00 / mt.</p> <p>Reviewed workers' pay slips and against pay roll for the month of October 2023, the wages paid as agreed task rate.</p>	Yes
4.4.5.4	<p>PP did not engage any contractors for operation activities. Therefore, no contractor worker wages monitoring required.</p>	Yes
4.4.5.5	<p>PP established list of workers that consist of name, gender, date of birth, date joined, job description and wages.</p>	Yes
4.4.5.6	<p>PP established worker contract for every worker recruited and signed by both parties.</p> <p>Work Contract details in accordance to Sabah Labour Ordinance (Cap.67) requirements that include annual leave, public holidays, sick leave, maternity leave and working hours.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they briefed on the contract terms and conditions and received a signed copy.</p>	Yes
4.4.5.7	<p>PP use the check roll record book to monitor workers reporting work and working hours for each day.</p> <p>Working hours is publicly displayed at estate notice board.</p> <p>Overtime rate according to Sabah Labour Ordinance (Cap.67) requirement of 1.5 times hourly rate for normal overtime and 2.0 times hourly rate for rest day.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand working hours and overtime rates.</p> <p>Workers informed they are briefed on the working hours during sign the contract agreement.</p>	Yes
4.4.5.8	<p>PP working hours are complying with Sabah Labour Ordinance 1950 (Chapter 67).</p> <p>Standard working hours:</p> <p>Working hours: 6.30 am to 3.30 pm;</p> <p>Break time: 10.30 am to 11.30 am.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Field interview with sampled chemical sprayers and harvesters informed they understand on estate working hours.	
4.4.5.9	<p>PP provide pay slip to all workers documenting wage for the month and any overtime performed.</p> <p>Workers are paid based on agreeable piece rate.</p> <p>Field interview with sampled chemical sprayers and harvesters informed they understand the working hours and overtime rates, however no OT required at PP.</p>	Yes
4.4.5.10	PP provides benefits for both local and foreign workers such as medical cost, annual leave, sick leave, SOCSO, school incentive, prepaid incentive and public holidays as listed in the employment contract.	Yes
4.4.5.11	<p>PP adopts Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) the housing includes water, electricity, recreational area and gardening area provided.</p> <p>Latest monthly housing inspection is carried out dated 09/11/2022 in order to ensure workers housing is habitable in all time.</p> <p>Onsite visit at housing area observed housing compound include basic amenities and well maintained.</p>	Yes
4.4.5.12	<p>PP established Sexual Harassment, Violence Abuse Policy dated 19/03/2019 signed by owner.</p> <p>The policy states committed to provide safe, supporting and respectful working environment free from sexual harassment, violence and abuse where all employees shall be treated with dignity, courtesy and respect. It shall take remedial steps to prevent and protect its employees from such intimidation.</p> <p>The policy displayed at estate notice board.</p> <p>Review on complaint record verified no related complaint lodged for sexual harassment and violence.</p>	Yes
4.4.5.13	<p>PP established Good Social Practice Policy dated 19/03/2019 signed by owner.</p> <p>The policy states respect employees that have rights and freedom to form or join trade union.</p> <p>The policy is publicly displayed at estate notice board.</p> <p>Worker meeting conducted on 21/07/2023 for both PP and YCSB attended by workers and management.</p> <p>Field interview with sampled chemical sprayers and harvesters informed there is no union form in PP. However, they informed the meeting conducted annually as communication tools between workers and management team.</p>	Yes
4.4.5.14	PP established Good Social Practice Policy dated 19/03/2019 signed by owner.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Policy states management to ensure that no child or young person under age 18 shall be, or be required or permitted to be, engaged in any employment other than those allowed by the laws.</p> <p>Reviews on workers list and site inspection confirmed there is no employment of children or young persons in the estate. All workers are above 18 years prior joining the PP.</p>	
4.4.6.1	<p>PP established annual training program for year 2023 dated 01/10/2022.</p> <p>Example of training program includes:</p> <ul style="list-style-type: none"> • Policy briefing; • PPE training; • Fire extinguisher training; • Schedule waste training; • Harvesting training; • Complaint and grievance. <p>Example of briefing records:</p> <ul style="list-style-type: none"> • PP briefing for company policies and SOPs conducted on 06/07/2023 and 01/09/2023. 	Yes
4.4.6.2	<p>PP established training matrix for 2023 for all staff and workers according to job scope.</p> <p>Example:</p> <p>Harvesters to attend briefing on company policies, SOP harvesting, safety, employment, environmental awareness, complaint and grievance.</p> <p>Field interview with sampled harvesters informed training have been provided to them according to their job scope.</p>	Yes
4.4.6.3	<p>PP established continuous training program for year 2023.</p> <p>The training were planned once a year according to the established activity SOP, which include social, environmental and safety aspects.</p> <p>Hence, the incoming training programme to be carried out on March and August 2024:</p> <p>Example of training programme:</p> <ul style="list-style-type: none"> • MSPO requirements on March 2024; • ERP on August 2024. 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>PP established environmental policy dated 19/03/2019 signed by owner.</p> <p>The policy states :</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Establish appropriate infrastructures and responsibility for environmental affairs within our organization and carry out appropriate and routine assessment and reporting procedures on such matter; Endeavour to preserve high conservation value tropical forest and natural areas of unique scientific, historic and cultural interest for prosperity; Adhere and conform to all environmental legislation of the country; Adopt and implement best management practise at all times currently established in the industry; Take judicious actions to minimize environmental pollution; Operate with due regard for the welfare, health and safety of employees, the local community and the wider public; Educate employees and business partners to accept, uphold, and apply this charter judiciously. <p>PP established environmental impact, mitigation plans and continuous improvement plans, updated on 12/05/2023.</p> <p>Policy training conducted for three (3) divisions as below:</p> <ol style="list-style-type: none"> 1) Ply Plantation on 01/09/2023; 2) Yalasip Cocoa on 06/07/2023; 3) Sri Luasong on 02/08/2023. <p>Field interviews with sampled chemical sprayers and harvesters informed there are aware on the importance in protecting the environment and the environmental policy.</p> <p>Site visit observed the policy displayed at estate notice boards.</p>	
4.5.1.2	<p>a PP established Environmental Policy dated 19/03/2019 signed by owner.</p> <p>PP established EMP updated on 12/05/2023.</p> <p>This objective of the environmental management plan is to identify all the negative and positive impacts of the plantation operation to the environment in order to implement the necessary control measures and promotional program to mitigate and promote the negative and positive environmental impacts.</p>	Yes
	<p>b PP established environmental aspect and impact included in Environment Management Plan (EMP) updated on 12/05/2023.</p> <p>The information in the aspect covers:</p> <ol style="list-style-type: none"> 1. Activity; 2. Aspect; 3. Impact; 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>4. Risk score;</p> <p>5. Control measure;</p> <p>6. Risk description.</p> <p>Example:</p> <p>Activities: Premixing chemical;</p> <p>Environment Aspect: Leakage of chemical;</p> <p>Environment negative impact: Pollution to the ground;</p> <p>Improvement plan: Monitoring on spillage trap.</p> <p>Site inspection at chemical store, no spillage is found. Bund was constructed to avoid leakage or spillage from store. Chemical store was well maintained, has good ventilation system and locked.</p>	
4.5.1.3	<p>PP established Environment Management Plan dated 12/05/2023 include mitigation plan to mitigate negative impacts and promote positive impacts.</p> <p>Example:</p> <p>Activities: Harvesting;</p> <p>Environment Aspect: Rotten bunches;</p> <p>Environment negative impact: Breeding ground for rhinoceros beetle and resulting to VOPS development;</p> <p>Improvement plan: Proper FFB evacuation and disposal method;</p> <p>Promote to positive: Rotten bunches can enhance soil nutrient through decomposition.</p> <p>Field inspection sighted the rotten bunches is placed in between row for decomposition.</p>	Yes
4.5.1.4	<p>PP established CIP include environmental aspects updated on 12/05/2023.</p> <p>Example: Planning to minimize use of chemical for estate operation;</p> <p>Positive impact: to improve soil condition;</p> <p>CIP: Continuous awareness and training for workers.</p> <p>PIC: Estate Staff</p> <p>Field interviews with chemical sprayers informed they have been briefed on SOP safe work practices for chemical spraying activities dated 11/03/2023.</p>	Yes
4.5.1.5	<p>PP established training program include environmental training for year 2023 updated 09/01/2023.</p> <p>Example:</p> <p>Training on environmental policy and its objective has been carried out to workers on 21/07/2023.</p>	Yes

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	Field interviews with sampled chemical sprayers informed they has been briefed on environmental policy and its objective.	
4.5.1.6	PP environmental meeting conducted on 19/08/2023 attended by management and workers. Example of topics discussed recycle, waste management, zero burning and wild life awareness.	Yes
4.5.2.1	PP establish baseline for diesel usage for 3 years from 2020 to 2022 as a guideline to monitor and compare actual diesel usage in year 2023. Document review on diesel consumption for year 2023 is lower than baseline due to strict monitoring of fuel for genset. Document review, diesel budget for 2023 is compared against actual diesel usage 2022. The actual diesel usage from January 2023 to September 2023 is lower compared to usage 2022 due lesser road maintenance works being carried out for the past 9 months. PP monitor diesel consumption on monthly basis updated on September 2023.	Yes
4.5.2.2	Estimates for fossil fuel and electricity usage for the year 2023 is available and well documented. Actual Fossil fuel usage for the year 2023 is lower compared against the budget. <u>Fossil Fuel:</u> Actual fossil fuel usage is lower as compared to the budget for Ply Plantation than budgeted. Ply Plantation has lower fossil fuel usage due to actual road maintenance activities has been much lower in 2023 compared to the estimate. <u>Electricity:</u> Actual electricity usage is lower compared to the budget for all divisions due to frequent monitoring of electricity usage by person in charge.	Yes
4.5.2.3	PP does not use any renewable energy. Site interviews with management informed that there are no plans to install renewable energy due to high cost.	Yes
4.5.3.1	PP established Waste Management Plan updated on 12/05/2023. Waste Management Plan has identified source of waste: 1. Gaseous; 2. Solid; 3. Liquid. Example: Solid waste: Empty chemical containers; Activities: Chemical spraying;	Yes

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Indicator	Summary of Assessment		Compliance
	Source: Premixing chemical area; Monitoring plan: Chemical store records; Responsibility: Estate in charge.		
4.5.3.2	a PP established waste identification list and plan updated on 12/05/2023. The waste categorizes by gaseous, solid and liquid. Example: Solid: Empty Fertilizer bags; Source: Fertilizer application; Action: Reuse for loose fruit collection. During field visits, observed empty fertilizer bags are reused for loose fruit collections.		Yes
	b PP established waste identification list and plan, updated on 12/05/2023. The waste categorizes by gaseous, solid and liquid. Waste management Plan has cover identification of wastes generated that could be reduced, reused & recycled. Solid wastes: Fertilizer bags; Reduce: As rubbish bag; Reuse: For loose fruit collection. Field interviews with sampled harvesters informed they reduce and reuse the empty fertilizer bags for loose fruit collection.		Yes
4.5.3.3	PP has established SOP for 'Penyimpanan dan Pengurusan Bahan Kimia' doc no doc.no: LB-4.5.3 on 02/01/2019. The procedure is for proper handling, storage and disposal of chemical to protect the environment. The procedure includes the storage and safety handling of chemical in store. Site interview with estate manager informed used lubricants oil are collected by service contractor after vehicle services. Empty chemical containers are triple rinse, mark and reused for chemical spraying activity		Yes
4.5.3.4	PP established SOP for chemical storage and handling document no. PLYSOP-OP11, revision 0 dated 02/01/2019 and SOP disposal of chemical containers, document number PLYSOP-OP16, dated 02/01/2019. The SOP describes: <ol style="list-style-type: none"> All empty containers are collected and returned to be stored; All empty chemical containers to be triple rinsed. All rinsed water from premix chemical activities will be collected and reused for chemical spraying activity in field.		Yes

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	<p>The plan states the empty pesticide containers must be triple rinsed before disposed or keep in store. If the empty container is not reused for premix should be punctured and kept in store.</p> <p>Site visit at chemical store, all empty chemical containers are marked with red colour for reuse in chemical spraying.</p> <p>This is in line with the Department of Agriculture's Guidelines for managing used Empty Chemical containers under section 8.</p>	
4.5.3.5	<p>Domestic wastes are disposed at centralized collecting center managed by Majlis Perbandaran Sandakan (MPS) for all divisions.</p> <p>Domestic wastes collection schedule is twice per week.</p> <p>During site visits, observed bins provided for disposal of waste at all divisions.</p>	Yes
4.5.4.1	<p>PP established Waste Management Plan updated 12/05/2023 identified sources waste into solid, liquid and gases.</p> <p>Greenhouse gas emissions has been identified from fossil fuel usage.</p> <p>Type of Greenhouse Gasses identified example:</p> <ul style="list-style-type: none"> Carbon Monoxide (CO) from tractors; Nitrogen Dioxide (NO₂) from fertilizer. 	Yes
4.5.4.2	<p>PP established Environment Management Plan updated on 12/05/2023 include action plan to reduce identified significant pollutants and emission.</p> <p>Example:</p> <p>Liquid waste</p> <p>Activities: Chemical spraying;</p> <p>Waste: Chemical spillage;</p> <p>Disposal method: Reused chemical spillage for chemical spraying;</p> <p>Improvement plan: Bund construct in premixing chemical area;</p> <p>Responsibility: Estate in charge.</p> <p>Bund is constructed at premixing chemical area to reduce spillage direct to store drainage.</p>	Yes
4.5.5.1	<p>a PPG Water Management Plan established for all divisions, updated on 15/03/2023.</p> <p>Source of water:</p> <ol style="list-style-type: none"> Pipe line water from Jabatan Air Negeri Sabah; Pond water as alternative source for emergency situation during drought season. <p>Water usage:</p> <p>Pipe water:</p> <ol style="list-style-type: none"> Domestic and office; 	Yes

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	<p>2. Chemical mixing (primary usage).</p> <p>Catchment Pond:</p> <p>1. Domestic and office;</p> <p>2. Chemical mixing (secondary usage).</p>	
b	<p>PP does not have streams, rivers or waterways within all its divisions.</p> <p>Maps of the divisions have been reviewed and verified.</p> <p>Interview with chemical sprayers and manurers informed there are no streams or rivers within the estate.</p> <p>Therefore, no monitoring establish for outgoing water.</p> <p>Only field drains are established for water conservation purposes.</p>	Yes
c	<p>PP monitor the efficiency usage of water:</p> <p>1. Monitoring of water usage meter reading;</p> <p>2. Rainfall records;</p> <p>3. Pipeline inspection and in good condition.</p> <p>Catchment pond is constructed for rainwater harvesting and daily usage in case of insufficient water supply.</p> <p>The palms surrounding the pond has been marked with red paint as an indicator to prevent chemical and fertilizer application.</p> <p>During site visit, observed marked palms around the catchment pond.</p> <p>Field interviews with sampled chemical sprayers and manurers informed they understand no chemical application for palms surrounding the pond area.</p>	Yes
d	<p>During field visit, there are no rivers or streams within the estate.</p> <p>Therefore, no buffer zone or riparian required to establish.</p> <p>PP establish buffer zone area at pond area.</p> <p>During site visit, observed marked palms around the catchment pond.</p> <p>Field interviews with sampled chemical sprayers and manurers informed they understand no chemical application for palms surrounding the pond area.</p>	Yes
e	<p>PP does not have river or stream for all divisions.</p> <p>During field interviews with the sampled sprayers and manurers, they have informed that there are no natural water ways passing through the estate.</p>	Yes
f	<p>During site visits and field visit, there are no bore wells established.</p>	Yes
4.5.5.2	<p>PP does not have river or stream for all divisions.</p> <p>Therefore, no construction of bunds, weirs and dams.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.5.3	Water harvesting is practiced throughout the facilities and housing. During site visit, observed 4000 Litres storage tanks established for water storage and usage at worker quarters.	Yes
4.5.6.1	<p>a PP established RTE policy dated 19/03/2019 signed by owner. The policy states management committed to sustainable development in the protection and conservation of RTE species through:</p> <ol style="list-style-type: none"> 1. Comply with all legal requirement regarding RTE species; 2. Awareness on the conservation of RTE species to all employees and stakeholder through meeting and training. <p>Standard Operating Procedure for wildlife conservation is established and updated on 03/05/2023. SOP covers:</p> <ol style="list-style-type: none"> 1. Identification of wildlife; 2. Listing of wildlife sightings; 3. Training and awareness for local community; 4. Reporting to authorization if there are violations to the law. <p>Field inspection sighted buffer zone area was identified, installed with proper signage and well maintained.</p>	Yes
	<p>b The identified wildlife according to IUCN status in the Ply Plantation as below:</p> <ol style="list-style-type: none"> 1. Monkey (Least concerned); 2. Water monitor lizard (Least concerned); 3. Pangolin (Endangered); 4. Squirrels (Least concerned); 5. Snakes (Least concerned); 6. Rats (Least concerned); 	Yes
4.5.6.2	<p>a PP displayed signage 'No hunting area' on gate notice board. Signage includes statement on penalty of hurting or capturing RTE base on Wildlife Conservation Enactment 1997. Field interviews with sampled general workers and harvesters informed that they are aware of the consequences of illegal hunting in the estate concession. Policy training conducted for three (3) divisions as below:</p> <ol style="list-style-type: none"> 1. Ply Plantation on 01/09/2023; 2. Yalasip Cocoa on 06/07/2023; 3. Sri Luasong on 02/08/2023. 	Yes
	<p>b PP established RTE policy dated 19/03/2019 signed by owner.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The policy states “Comply with all legal requirement regarding RTE species”.</p> <p>Besides, Standard Operating Procedure for wildlife conservation updated on 03/05/2023 describe on reporting to authorities if there are any violations to the law.</p> <p>Other efforts by estate was:</p> <ol style="list-style-type: none"> 1. Signage of RTE and no hunting area. 2. Monitoring of boundary and estate area by workers and security. <p>Field interviews with sampled general workers and harvesters and drivers informed any sightings of animals will be informed to the staff.</p>	
4.5.6.3	<p>PP established RTE Policy dated on 19/03/2019 includes information of wildlife.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Jungle fowls; 2. Snake; 3. Monkey. <p>PP established wildlife monitoring logbook for reporting of any sighted wildlife within the estate. The last reporting of wildlife sighted is in year 2023.</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>PP established zero burning policy dated 19/03/2019 signed by estate owner.</p> <p>The policy states:</p> <p>PPG having a policy for zero burning of any kind of activities except where necessary writes the prior approval of the relevant authorities. The policy includes management of domestic waste, agricultural waste and biomass or by products generated by estate.</p> <p>The policy states open burning is prohibited.</p> <p>Briefing on Zero Burning carried out to workers on 01/09/2023.</p> <p>Site verification there are no signs of open burning observed at estate housing compounds area or at the fields.</p> <p>During field visits, observed signage of no open burning at all divisions.</p> <p>Field interviews with sampled general workers and harvesters informed that workers are aware of the zero burning policy and do not practice any burning.</p>	Yes
4.5.7.2	<p>No disease observed on palm oil tree that required burning for treatment.</p> <p>Therefore no special approval for open burning from relevant authorities.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.7.3	Controlled burning prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 are not applicable for the plantation operations. Therefore, no application for approval of controlled burning.	Yes
4.5.7.4	PP adopt the field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as a guideline to conduct new planting and replanting practices. No replanting activities for year 2023 for PPG.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	PP established operational SOPs for all estate operation. Example: <ol style="list-style-type: none"> 1. Harvesting SOP on 01/09/2023; 2. Manuring SOP on 04/09/2023; 3. Chemical spraying SOP on 01/09/2023. Field interview with sampled harvesters informed that they understand the harvesting parameters implemented by the company such as only ripe bunches to be harvested and dry fronds to be pruned.	Yes
4.6.1.2	PP adopt the field book oil palm volume 2 immature, doc no ISBN 981-04-1433-1, date 2017. Page 54 states Terraces of platform are constructed in steeper areas in order to: <ul style="list-style-type: none"> • Facilitate effective establishment, maintenance and harvesting of palms; • Minimize soil erosion; • Reduce rainwater runoff and nutrient losses. Field visit at Block 09 Yalasip Cocoa division confirmed no bare ground on terrace lips that prevents erosion from taking place. Terrace lips are planted with <i>Mucuna bracteata</i> to prevent soil erosions. Altitude of terrace using tool "GPS Coordinate Malaysia" is 4 m from sea level that is in line with code of practices provided by MPOB for best agricultural practices.	Yes
4.6.1.3	PP established block markers on each block for all divisions. Field visit confirm block marker include block number, block area (ha), year planted and no. of palm. Example: Block : 22 Year Planted: 2018	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Total area: 11.64 ha Total palm: 1,584	
4.6.2.1	PP established 5 years financial plan from year 2023 to 2027. The content of financial plan includes: <ul style="list-style-type: none"> Financial Projection; Long Term Management Plans; Budget & Projection Operation Cost; Estimated FFB production; Price/Mt FFB. 	Yes
4.6.2.2	PP established long term replanting program from year 2020 to 2043. No replanting conducted for year 2023.	Yes
4.6.2.3	PP established 5 years business plan from 2023 to 2027. The budget includes: <ul style="list-style-type: none"> Crop projection; Estimate FFB, CPO & PK price; Operational expenses; Capital expenditure; Production cost per ton of FFB; Replanting cost; Net income. 	Yes
4.6.2.4	PP established monthly and annual monitoring report on operational cost and FFB production. The previous month and year actual performance used to monitor the following month and year performance. This is a continuous system established by the company.	Yes
4.6.3.1	PP purchase chemicals and fertilizers from local suppliers. Quotations and purchase orders for chemical purchasing are reviewed and verified. Reviewed and verified Ply Plantation purchase order dated 13/06/2023 for purchasing of chemical describes the product pricing and payment terms.	Yes
4.6.3.2	PP has documented records of quotation as agreed on the term and conditions. Payments made on a monthly basis and in timely manner according to agreed terms and conditions. Reviewed and verified purchase order details for chemical purchased on the 27/06/2023. The price and quantity is the same as chemical quotation.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.1	PP does not engage contractors. Therefore, no documents established.	Yes
4.6.4.2	PP does not engage contractors. Therefore, no documents established.	Yes
4.6.4.3	PP does not engage contractors. Therefore, no documents established.	Yes
4.6.4.4	PP does not engage contractors. Therefore, no documents established.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>PP land titles and planting statement documents are review and there is no new land acquire. The latest replanting is in year 2021.</p> <p>Field visit and interview with PP management team informed no high biodiversity area within the estate.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.1.2	<p>PP planting statement updated for year 2021 is review and field visit confirmed, there is no new planting within the estate. Thus, no PMM carried out.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.2.1	<p>PP estate map, planting statement and field visit confirmed there is no peat land.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.3.1	<p>PP estate map, planting statement and field visit confirmed there is no new planting. Therefore, no SEIA conducted.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.3.2	<p>PP estate map, planting statement and field visit confirmed there is no new planting. Therefore, no SEIA conducted.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.3.3	<p>There is no new planting established within PP area, therefore no management plan nor SOP established.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.3.4	<p>There are no smallholders' scheme in PP certification. Therefore, not applicable.</p>	Yes
4.7.4.1	<p>PP planting statement is review and site verification confirmed there is no new planting. Therefore, no soil map established.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.4.2	<p>PP planting statement is review and site verification confirmed there is no new planting. Therefore, no topography map established.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.5.1	<p>PP planting statement and site verification confirmed there is no new planting. Therefore, no topography map established.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes

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4.7.5.2	PP planting statement and site verification confirmed there is no new planting. Therefore, no monitoring management plans for fragile and marginal soil established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.5.3	PP planting statement is review and there is no new planting. Therefore, no soil map established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.1	PP planting statement is review and interview with estate management confirmed there is no new planting. Therefore, no FPIC conducted and no communities affected. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.2	PP planting statement is review and site verification confirmed there is no new planting. There are no sacred sites, therefore no management plan established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.3	PP planting statements are review and site verification confirmed there is no new planting. Therefore, no compensation or agreement established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.4	PP planting statements are review and site verification confirmed there is no new planting. Therefore, no compensation and agreement established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.5	PP planting statement is review and there is no new planting. Therefore, no assessment to identify customary right established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.6	PP planting statement is review and site verification confirmed there is no new planting. Therefore, no system established for calculating the compensation for distribution. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.7	PP planting statement is review and site verification confirmed there is no new planting. Therefore, no compensation plan established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.8	PP planting statement is review and there is no new planting. Therefore, no communities affected. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes

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

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Ply Plantation operation or any on/off-products claim.

4.5. 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>	

4.6. Detail of Audit Findings in last audit

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

Non Conformity Number 01			
Indicator # and Description:	4.4.4.2		
	The occupational safety and health plan shall cover the following: d) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). (MAJOR)		
Location:	PP Estate		
Description of Finding / Objective Evidence:			
Reviewed PP Chemical Health Risk Assessment (CHRA) dated 27/05/2019 and 30/03/2021 stated for spraying activity recommended to supply R95 respirator or particulate respirator/FFP respirator or Half respirator Onsite visit at PP confirmed, the chemical sprayers were provided with dusk mask that were not recommended for chemical spraying activities based on CHRA.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Khairul Anwar Bin Ismail		Date Raise: 10/11/2022
Deadline for implementation			17/01/2023
Root Cause Analysis (by company):			

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Non Conformity Number 01	
The masks purchased do not meet the standards for sprayers	
Correction (by company):	
Re-check that the PPE used by workers to meet the quality requirements.	
Corrective / Preventive Action (by company)	
The employer has checked the existing PPE and purchased new Mask for workers to use when applying fertilizer and chemical spraying. There has been monitoring from supervisor. Discussion and references need to be made in order for workers to use quality PPE when purchasing PPE items. This matter was taken into consideration so that it would not happen again in future	
Review of Correction & Corrective / Preventive Action	
Reviewed purchased order of R95 respirator dated 7/12/2022 for chemical sprayer.	
Reviewed the R95 respirator issuance record to sprayer dated 08/12/2022.	
The action taken is appropriate the close the non-conformity.	
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: Khairul Anwar Bin Ismail	Date of Closure: 08/12/2022
Review of Implementation	
Site inspection at chemical store sighted there are R95 respirator provided to chemical sprayer.	
Field interviews with sampled chemical sprayers informed, R95 respirator has been given for chemical spraying activities.	
Further review on PPE issuance records dated 01/09/2023 verified there are R95 respirator has been issued to the respective chemical sprayers.	
Thus, the implementation could consider appropriate to close the non-conformance.	
Name of Lead Auditor: Muhammad Khairul Anuar bin Azizul Hasan	Date of Review: 20/11/2023

4.7. 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,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	Office	PP could improve on legal register updated when necessary.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
2.	4.5.1.2	The environmental management plan shall cover the following: b. The aspects and impacts analysis of all operations.	Office	PP could improve monitoring aspect and impact analysis in the EMP report.
3.	4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan.	Office	PP could improve CIP in promoting the positives impact.
4.	4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	Office	PP could improve on environmental meeting agenda.

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5. CONCLUSION

Ply Plantation 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.

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:	1	
Total certified production area:	603.40	Ha
Certified FFBs January to October 2023:	7,681.96	Mt
Project FFBs November to December 2023:	1,625.00	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, 28/11/2023



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

Puchong, 05/12/2023



Mohamad Norhisham Bin Mohd Salleh
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	<input checked="" type="checkbox"/> P&C Audit Report / Checklists <input checked="" type="checkbox"/> Audit Plan
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