

MSPO CERTIFICATION SUMMARY REPORT

PLY PLANTATION

SURVEILLANCE 01

Remote Audit Date: 11-12/01/2021

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Company Name: Ply Plantation

Certifying Unit: Ply Plantation

Client Number: 92-119

Audit Type: ASA 01

Mode of Audit: Remote



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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

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1. INTRODUCTION

Ply Plantation has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an surveillance one (01) audit for its oil palm estate(s) according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance one (01) audit is to assess the estate(s) by an independent certification body with the aim for compliance of the standard.

1.2. Scope

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

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

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

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

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

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

1.3. Appointment and qualification of team members

The audit team appointed 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 (Trainee): Navin Baskram

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following <ol style="list-style-type: none">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;	Bachelor in Biotechnology and Master in Environmental Management.

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Four (4) years working experience in oil palm plantation and two (2) years' experience as sustainability executive and Internal Auditor. Two (2) years' experience in RSPO accreditation for RSPO scheme accreditation body.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standard for Lead Auditors
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Completed 20 man days requirement to qualify as auditor. Currently undergoing process of completing 15 man days as trainee lead auditor for qualification as Lead Auditor.
Field working experience in the palm oil sector or demonstrable equivalent	Four (4) years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Four (4) years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO9001 standard for Lead Auditors.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO4501 standard for Lead Auditors.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Pending completion of SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Pending completion ISO 14001 training.
Attended High Conservation Value Assessment training	Successfully completed High Conservation Value assessment.

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Requirement	Qualifications
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in both Bahasa Malaysia and English.

Qualification of Team Member(s)

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Ariff Bin Lokman	Graduate in Agricultural Science.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	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 standard 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	Able to communicate in Bahasa Malaysia and English.	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	7 years working experience in oil palm plantations.	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 IMS ISO 9001, 14001 and 45001 LA 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 9001, 14001, 45001 LA course.	Yes
Completed High Conversation Value assessment	Ariff Bin Lokman	Qualified and appointed as MSPO OPMC auditor.	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.

The surveillance one (01) audit is conducted in single stage in accordance to the certification procedure.

Surveillance one (01):

Surveillance one (01) audit conducted remotely on 11/01/2021 – 12/01/2021 covering the following activities but not limited to below:

Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual review of documentation established but not limited to below
 - Policies
 - Estate(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

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- Virtual inspection of estate(s) facilities and field activities;
- Virtual interview operation personnel and field workers for understanding of work assigned; Interviews carried out using telephone and video calls
- Virtual stakeholders communication; If required
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit

Remote Assessment

The audit of the estate(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 virtual 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.

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

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

The communication tool applied for remote audit is WhatsApp and Telephone.

For the annual surveillance one audit, Ply Plantation has 1 estate with 3 divisions. Therefore, no selection required.

Table 2-1: Division(s) Selected

Name of Division	Coordinates
Ply Plantation	5°55' 42.0" N, 117°48' 37"E
Yalasip Cocoa Sdn. Bhd	5°56' 51.0" N, 117°56' 29.0" E
Sri Luasong Sdn. Bhd	6° 54' 34.027" N, 116° 47' 29.331" E

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

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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

The certified estates are owned by Ply Plantation 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 Division	Area (Ha)		Projected FFB Production (mt) (Jan 2021 to Dec 2021)
	Total*	Production**	
Ply Plantation	377.04	349.00	5,000.00
Yalasip Cocoa Sdn. Bhd	128.12	123.26	3,000.00
Sri Luasong Sdn. Bhd	154.57	130.71	2200.00
Total	659.73	602.97	10,200.00

*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 Division

Year / Division	Ply Plantation	Yalasip Cocoa Sdn.Bhd	Sri Luasong Sdn.Bhd
1990	32.61	0	0
1994	40.14	0	0
1995	33.89	0	0
1996	82.20	0	0
1997	44.40	0	0
1998	43.77	28.24	28.32
1999	0	0	38.45
2000	0	0	16.19
2001	13.98	0	0
2005	0	38.94	0
2006	0	27.98	21.04

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2008	0	0	14.57
2009	0	3.90	12.14
2010	0	18.62	0
2013	0	5.58	0
2016	26.11	0	0
Total Mature	0	123.26	130.71
2018	31.90	0	0
Total Immature	0	0	0
Total	349.00	123.26	130.71

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each division			Total area to be replanted (ha)
	Ply Plantation	Yalasip Cocoa Sdn. Bhd.	Sri Luasong Sdn. Bhd.	
2020	32.61	28.24	0	60.85
2021	0	0	0	0
2022	0	0	0	0
2023	0	0	28.32	28.32
2024	44.22	0	28.88	83.10
TOTAL	76.80	28.24	67.20	82.27

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3.4. Maps of Estate(s) Location

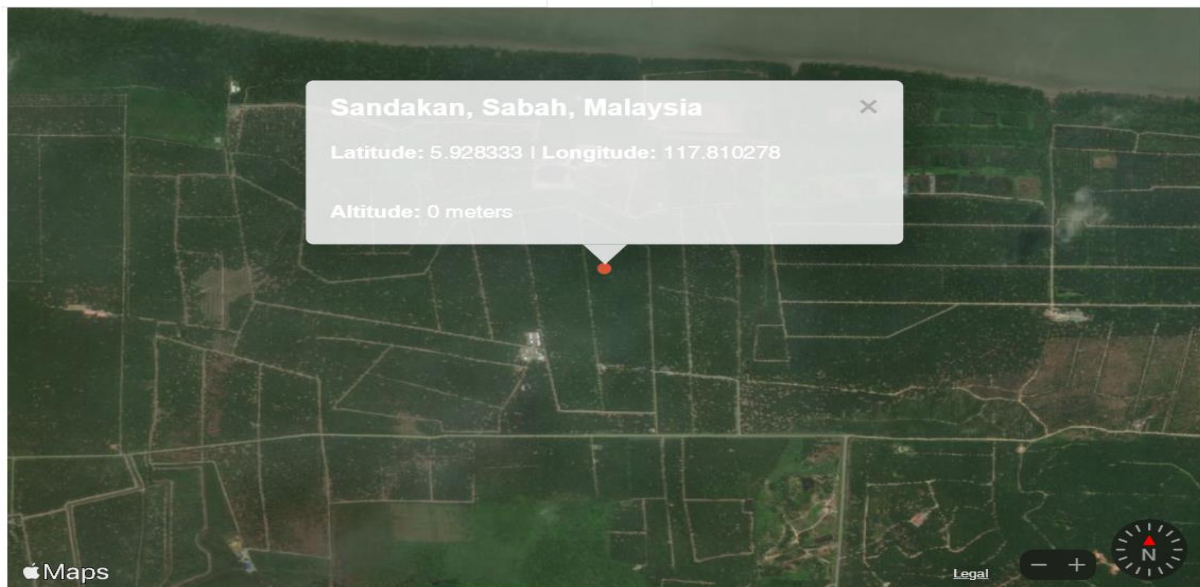


Figure 1: Ply Plantation estate location.

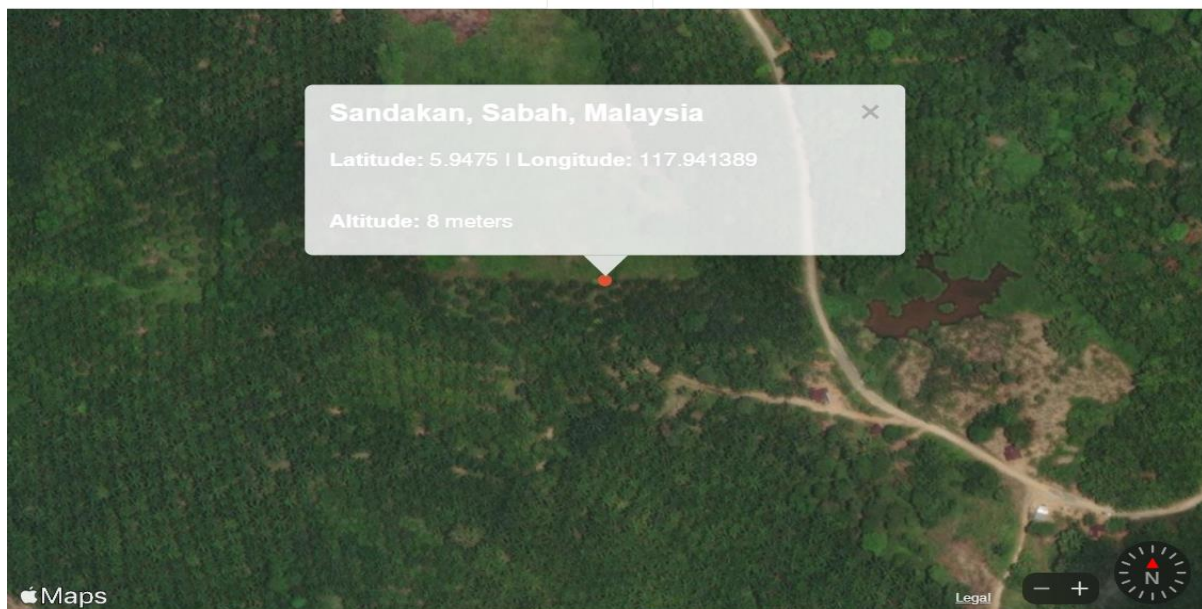


Figure 2: Yalasip Cocoa Sdn.Bhd estate location.

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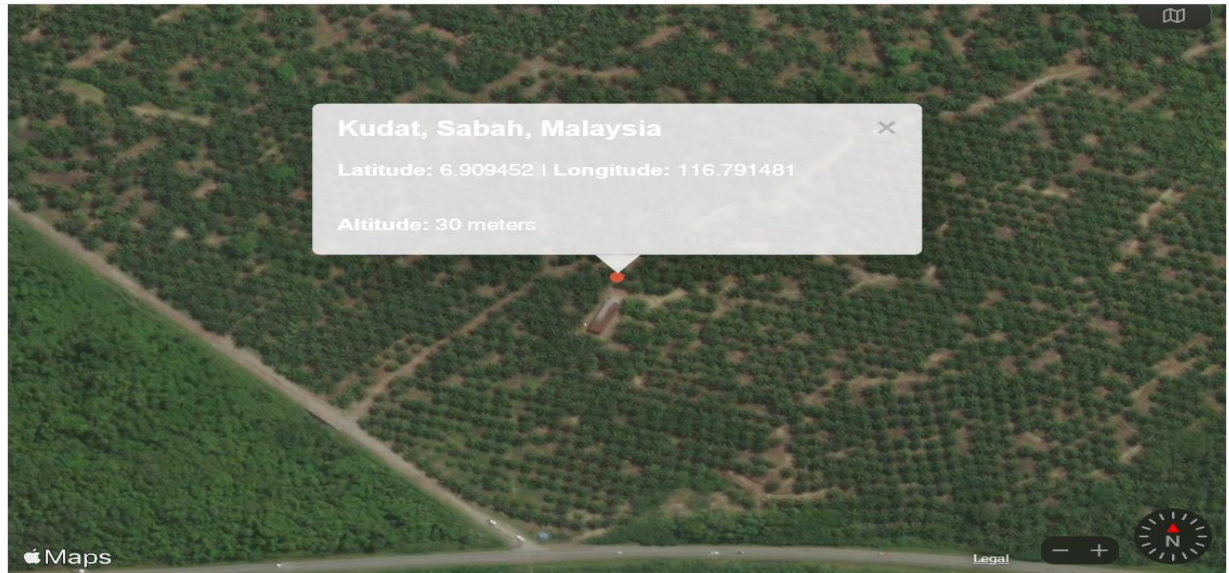


Figure 3: Sri Luasong Sdn.Bhd estate location.

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4. CERTIFICATION ASSESSMENT

4.1. ASA 01

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

4.1.1. Surveillance one (01):

The Remote Surveillance one (01) audit is conducted on 11/01/2021 to 12/01/2021 covering 03 divisions – Ply Plantation, Yalasip Cocoa Sdn. Bhd and Sri Luasong Sdn. Bhd.

During the Stage 2 audit, there are one (01) Major, one (01) Minor, three (03) Opportunities for Improvement (OFI) are raised.

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

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

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

4.2. Stakeholders' Consultation

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.

The audit team leader has review the stakeholders' consultation feedback during the last surveillance audit and there are no concerns or complaints or disputes raised or any prior to this audit.

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

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4.3. Summary of Assessment

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Ply Plantation Group established MSPO policy dated 19/03/2019, signed by owner.</p> <p>The policy states that Ply Plantation Group 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>Pictorial evidences of the MSPO policy publicly displayed at offices notice boards is reviewed and verified.</p> <p>Reviewed and verified, briefing on the policy conducted as below:</p> <ul style="list-style-type: none">- Ply Plantation & Yalasip Cocoa dated 01/12/2020;- Sri Luasong dated 16/12/2020. <p>Phone call interview with chemical sprayers, manurers, harvesters and drivers informed, they aware of the MSPO policy.</p>	Yes
4.1.1.2	<p>Ply Plantation Group established MSPO policy dated 19/03/2019, signed by owner.</p> <p>MSPO policy states:</p> <p>Ply Plantation Group is also 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>Ply Plantation Group established SOP of internal audit document no: 1.2-1, updated 22/05/2020 with a flow chart describing the process.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The procedure described that the frequency of internal audit is once a year.</p> <p>Reviewed and verified, latest internal audit conducted as below:</p> <ul style="list-style-type: none"> Ply Plantation & Yalasip Cocoa conducted internal audit dated 23/10/2020; Sri Luasong conducted internal audit dated 07/12/2020. 	
4.1.2.2	<p>Ply Plantation Group established SOP of internal audit document no: 1.2-1, updated 22/05/2020 with a flow chart describes the process of internal audit.</p> <p>Example:</p> <p>Ply Plantation & Yalasip Cocoa internal audit conducted by using the internal audit checklist dated 23/10/2020. There are 5 non-conformities raised and corrective action has been addressed.</p> <p>Example:</p> <p>Non-conformity: Annual medical surveillance not conducted.</p> <p>Dated: 23/10/2020.</p> <p>Corrective action: Estate Manager send all workers that involve in pesticides handling to annual medical surveillance.</p> <p>Status: Completion on 23/11/2020.</p>	Yes
4.1.2.3	<p>Result of the internal audit are presented during the management review meeting.</p> <p>Example:</p> <p>Remote document verify, Sri Luasong conducted management review on 15/12/2020. Non-conformities of internal audit conducted on 07/12/2020 included in the management review.</p> <p>Non-conformity: First aid training has not conducted for year 2020.</p> <p>Root cause: Estate management missed out the first aid training due to not closely monitored the training program.</p> <p>Correction: Estate management conducted first aid training immediately.</p> <p>Status: Completion on 17/12/2020.</p> <p>Phone call interview with chemical sprayers informed, they have attended first aid training conducted on 17/12/2020.</p>	Yes
4.1.3.1	<p>Ply Plantation Group conducted the management review meeting once a year after the internal audit.</p> <p>Example:</p> <p>Internal audit for Sri Luasong conducted on 07/12/2020 and the management review meeting conducted on 15/12/2020.</p> <p>Agenda of the meeting includes:</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> 1. Internal audit result; 2. Action plan for internal audit finding; 3. Accident and injury; 4. Environmental quality and trainings; 5. Recommendation for improvement; 6. CIP. <p>Example: Agenda No.2, action plan for internal audit finding.</p> <p>Issue: First aid training has not conducted for year 2020.</p> <p>Status: Completion on 17/12/2020.</p> <p>Phone call interview with chemical sprayers informed, they have attended first aid training conducted on 17/12/2020.</p>	
4.1.4.1	<p>Ply Plantation Group established Continuous Improvement Plan (CIP) updated 05/12/2020.</p> <p>Topics discussed in the CIP include safety & health, social, environmental and chemical usage.</p> <p>Example: Social issueImprovement plan: Menyediakan pengangkutan keperluan kecemasan yang sesuai.</p> <p>Action plan: Peruntukan diluluskan</p> <p>Status: Dalam proses</p> <p>Time frame: 6 months (December 2020 to May 2021)</p> <p>Person In charge: Estate Manager.</p> <p>Safety and health issue:</p> <p>Activity: Alat ganti PPE lama dan rosak</p> <p>Improvement plan: Menyediakan alat ganti PPE yang lama dan rosak secara percuma.</p> <p>Action plan: Mengurangkan risiko kemalangan di tempat kerja</p> <p>Status: Dalam proses</p> <p>Time frame: 6 months (December 2020 to May 2021)</p> <p>Person In charge: Estate Manager</p>	Yes
4.1.4.2	<p>Ply Plantation Group established SOP of identification and implementation of new information and technique or new industry standards and technology established updated on 15/03/2020.</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. 	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Document review and phone call interview with estate management informed there is no new technique or new technology used currently.	
4.1.4.3	<p>Ply Plantation Group established SOP of identification and implementation of new information and technique or new industry standards and technology established updated 15/03/2020.</p> <p>The SOP new technology established includes:</p> <ul style="list-style-type: none"> • Objective; • Cost effective; • Site selection; • Economic viable; • Training; • Monitoring for further improvement. <p>Phone call interview with estate management informed, no new technology to be implement, therefore no allocation for training.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>Ply Plantation Group established SOP Consultation and Communication updated on May 2020 states the flow for consultation and communication with stakeholders.</p> <p>Stakeholders list is established and updated on 10/11/2020 includes the surrounding neighbours, government agencies, NGO, suppliers and collecting centre.</p> <p>Ply Plantation Group has shared stakeholder-meeting notification and "Borang Penilaian Impak Sosial" to relevant stakeholders via email. This is mainly due to the Covid-19 pandemic movement restrictions implied by the Sabah state government.</p> <p>Stakeholders meeting conducted on 09/11/2020 for Ply Plantation and Yalasip Cocoa and on 07/12/2020 for Sri Luasong include discussion on MSPO, social, environment, SOP, company policies, communication and grievances procedure and others.</p> <p>Stakeholders meeting was only participated by workers due to Covid-19 movement restrictions.</p> <p>External stakeholders suggestion captured in the "Borang Penilaian Impak Sosial".</p> <p>Phone interview with sampled workers consisting of harvesters, chemical sprayers, manurers, drivers and loaders informed they are aware of company policies and information displayed at notice boards.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Pictorial evidence of request form and box available at estate office has been reviewed and verified.</p> <p>As of audit date, no request of information observed in the record book.</p>	
4.2.1.2	<p>Ply Plantation Group established list of publicly available documents 'Perkara-perkara Yang Boleh Diperlihatkan Kepada Umum dan Perkara – Perkara Yang Hanya Pengetahuan Pengurusan' updated on 12/5/2020.</p> <p>Example of publicly available documents:</p> <ul style="list-style-type: none"> Company policies, SOP, Licenses. <p>Example of confidential document:</p> <ul style="list-style-type: none"> Financial budget. <p>The list of publicly available documents displayed at the estate notice board.</p> <p>Pictorial evidences of policy displayed at three divisions has been reviewed and verified. .</p>	Yes
4.2.2.1	<p>Ply Plantation Group established SOP consultation and communication updated on 12/05/2020.</p> <p>The flowchart has two (2) sections.</p> <ul style="list-style-type: none"> Communication to employees and stakeholders; Enquiry / issue from employees and stakeholders. <p>The complaint / grievances is part of consultation and communication flowchart.</p> <p>The stakeholders meeting conducted on 09/11/2020 and 07/12/2020 for three divisions include briefing on SOP Consultation and Communication.</p> <p>Pictorial evidences of consultation and communication flow chart displayed at estate notice board reviewed and verified.</p> <p>Phone interview with sampled workers consisting of harvesters, sprayers, manurers, drivers and loaders informed they are aware of company policies and information displayed at notice boards.</p>	Yes
4.2.2.2	<p>Ply Plantation Group appointed estate manager to handle communication and consultation.</p> <p>Reviewed and verified appointment letter dated 18/04/2020.</p>	Yes
4.2.2.3	<p>Ply Plantation Group has shared stakeholder-meeting notification and stakeholder evaluation form for social impacts to relevant stakeholders via email.</p> <p>There are no negative feedbacks from the stakeholders based on the latest stakeholder notification and meeting minutes dated 09/11/2020.</p> <p>Consultation and communication flow chart include period to solve the input from stakeholders is within one (1) month.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.1	<p>Ply Plantation Group established SOP of Traceability updated on 13/01/2020.</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 (DO: 42239) stated in the weighbridge ticket.</p>	Yes
4.2.3.2	<p>The Admin person will inspect the information on monthly basis.</p> <p>The latest inspection is carry out in December 2020 for Ply Plantation, Yalasip Cocoa and Sri Luasong Sdn.Bhd.</p> <p>Besides, Internal audit has been carried out on 23 /10/2020 and there are no non-conformities for traceability.</p>	Yes
4.2.3.3	<p>Ply Plantation Group appointed admin as person in charge for traceability.</p> <p>Reviewed and verified appointment letter dated 18/04/2020.</p>	
4.2.3.4	<p>Ply Plantation Group sales and delivery record are maintained in the estate office.</p> <p>Sampled records on 31/12/2020 for Ply Plantation are available and well maintained.</p> <p>Example:</p> <p>FFB delivery chit;</p> <ol style="list-style-type: none">1. DO Number;2. Date;3. Collecting centre;4. FFB weight. <p>Mill weighbridge;</p> <ol style="list-style-type: none">1. Ticket no;2. DO NO;3. FFB net weight. <p>Phone interview with admin informed the traceability records will be kept for a minimum 3 years.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>Ply Plantation Group established list of legal document and list of permits and licenses applicable for estate operations update 23/12/2020.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <ul style="list-style-type: none"> Environmental quality Act 1974; Occupational Safety and Health Act 1994 (Act 514); Akta Lembaga Minyak Sawit 1998; Wildlife conservation Enactment 1997; Prevention and control of infectious diseases Act 1988. <p>List of relevant licenses:</p> <p>Example: Ply Plantation</p> <ul style="list-style-type: none"> JTK approval license for menggaji pekerja bukan masrauti valid from 07/01/2020 until 06/01/2021. MPOB license for Ply Plantation, license number: 503403802000 valid from 01/11/2020 until 31/10/2021. 	
4.3.1.2	<p>Ply Plantation Group established list of related laws, regulations and guidelines, updated on 23/12/2020.</p> <p>Example list of laws:</p> <ul style="list-style-type: none"> Environment quality Act 1974; Minimum Wage Order 2020; Prevention and control of infection diseases Act 1988. 	Yes
4.3.1.3	<p>Ply Plantation Group established list of legal documents applicable for estate operations update 23/12/2020.</p> <p>Example:</p> <ul style="list-style-type: none"> Prevention and control infection diseases Act 1988. 	Yes
4.3.1.4	<p>Ply Plantation Group assigned admin executive as person in charge for monitoring and tracking changes in legal requirements and laws.</p> <p>Appointment documents has been reviewed and verified.</p>	Yes
4.3.2.1	<p>Ply Plantation Group 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). Sri Luasong division has sixteen land titles where thirteen (13) are Country Lease and three (3) are Provisional lease.</p> <p>Type of activity:</p> <ul style="list-style-type: none"> Cultivation of coconuts. Cultivation of agriculture crop of economic value. 	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Ply Plantation and Yalasip Cocoa has submit land usage conversion to Department of Land Survey Sandakan dated 04/04/2019. The documents has been reviewed and verified. The status of the land use conversion is in progress of approval from "Jabatan Tanah dan Ukur Sabah".	
4.3.2.2	Ply Plantation Group 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.	Yes
4.3.2.3	Land titles include map stating area size, title no. and boundary stone numbering. Pictorial evidences of boundary stone maintenance has been reviewed and verified.	Yes
4.3.2.4	The land titles are Country Lease (CL) and Provisional Lease (PL) for Ply Plantation Group issued by State Land Authority of Sabah. No disputes found during document review.	Yes
4.3.3.1	Ply Plantation Group land titles are Country Lease (CL) and Provisional Lease (PL) issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no customary right encumbered.	Yes
4.3.3.2	Ply Plantation Group land titles are Country Lease (CL) and Provisional Lease (PL) issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no maps established.	Yes
4.3.3.3	Ply Plantation Group land titles are Country Lease (CL) and Provisional Lease (PL) issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no FPIC or negotiated document established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	Ply Plantation Group established Social Impact Assessment which includes information from the survey and meeting feedback from the internal and external stakeholders dated 24/09/2020. The SIA includes a summary of positive and negative impacts. The estate in charge is responsible for the actions and implementations. Remote document review on SIA conducted, there are ten (10) positive impact and there is no negative impact from internal and external stakeholders. Example: Positive impact: "Kemudahan bagi pegangkutan pelajar sekolah disediakan".	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Action taken: "Pihak pengurusan ladang memastikan semua kanak-kanak ladang diberikan peluang mendapatkan pendidikan. Perkhidmatan diteruskan".	
4.4.2.1	<p>Ply Plantation Group established Complaint and Grievance Procedure updated on 17/07/2020.</p> <p>The complaint and grievance procedure is displayed at offices notice boards. This has been verified via pictorial evidences shared.</p> <p>The SOP describe complaint received by office to be resolve within one (1) week, if the complainant not satisfied the complaint forward to estate manager to be resolved within one (1) month.</p> <p>Phone call interview with harvester informed they aware on the complaint and grievance procedure.</p>	Yes
4.4.2.2	<p>Ply Plantation Group established complaint form..</p> <p>Review complaint record, no complaint lodged as at audit date.</p> <p>Example: Yalasip Cocoa</p> <p>Review on the complaint form, verify no complaints lodged by workers and external parties.</p> <p>Phone call interview with chemical sprayer workers, no complaint lodged by workers.</p>	Yes
4.4.2.3	<p>Ply Plantation Group established complaint form.</p> <p>Remote document verify the complaint form available at all division offices.</p> <p>Phone interview with sprayers, manurers and harvesters also informed they are aware of the complaints forms at the offices for all divisions.</p>	Yes
4.4.2.4	<p>The stakeholders' consultation meeting conducted on 09/11/2020 for Ply Plantation and Yalasip Cocoa and on 07/12/2020 for Sri Luasong. The stakeholders meeting include the company policies, social issues raised, complaint and grievance.</p> <p>Workers are briefed on the procedure on 01/12/2020 for Ply Plantation & Yalasip Cocoa and on 16/12/2020 for Sri Luasong.</p> <p>Reviewed and verified the documents evidence provided confirmed the briefing material, list of attendant and picture are documented.</p> <p>Phone call interview with harvesters informed they are able to demonstrate their awareness on the procedure and complaint could be lodged at any time.</p>	Yes
4.4.2.5	<p>Ply Plantation Group established complaint form for workers and external parties.</p> <p>Remote document verify, Ply Plantation has maintained records from 2019 to 2020.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Review of complaint records there are no complaints lodged by workers and external parties.	
4.4.3.1	Ply Plantation Group has provide job opportunity to local communities by hiring office staffs and drivers.	Yes
4.4.4.1	<p>Ply Plantation Group established Occupation Safety And Health Policy dated 19/03/2019 signed by owner.</p> <p>Stated in the policy:</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 is established in both language Bahasa Malaysia and English and publicly available at offices notice boards. Pictorial evidences has been reviewed and verified.</p> <p>Ply plantation Group has conducted briefing and training MSPO included OSH policy to the workers on 01/12/2020 for Ply plantation & Yalasip and on 16/12/2020 for Sri Luasong.</p>	Yes
4.4.4.2	<p>a</p> <p>Ply Plantation Group established Occupation Safety and Health policy dated 19/03/2019 signed by owner.</p> <p>The policy is in English and Bahasa Malaysia language and displayed at offices notice boards. Pictorial evidences has been reviewed and verified.</p> <p>Remote documents verified, Ply Plantation has conducted briefing and training MSPO included OSH policy to the workers on 01/12/2020 for Ply plantation & Yalasip Cocoa, and on 16/12/2020 for Sri Luasong.</p>	Yes
	<p>b</p> <p>Ply Plantation Group established HIRARC updated 23/12/2020.</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>Hazard: Jangkitan Covid-19</p> <p>Risk: Demam, batuk, selsema, sukar bernafas, kematian</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Existing control: Sentiasa memberi penerangan kepada pekerja agar sentiasa mematuhi SOP yang telah ditetapkan oleh kerajaan (MKN).</p> <p>Risk rating: 16 (high risk)</p> <p>Recommendation: Sentiasa menggunakan pelitup mulut, menggunakan "hand sanitizer" atau cuci tangan dengan kerap, amalkan penjarakkan social 1 meter.</p> <p>PIC: Estate Manager</p> <p>Phone call interview with manuring workers informed they understand the risk of specific task.</p>	
c i	<p>Ply Plantation Group established training program for year 2020 updated 18/12/2020 which includes the safe work practices of estate operation activities.</p> <p>Example:</p> <ul style="list-style-type: none"> Chemical spraying SOP training conducted on 02/03/2020 for Ply Plantation & Yalasip Cocoa; Chemical handling SOP training conducted on 16/12/2020 for Sri Luasong. <p>Phone call interview with chemical sprayer workers informed they understand the safe work practices of their individual task.</p>	Yes
c ii	<p>Pictorial evidence of SDSs for chemicals, fertilizers and lubricants are available at store has been reviewed and verified.</p> <p>SDS is available in both English and Bahasa Malaysia.</p> <p>The store is in good condition and locked. The arrangement of liquid chemical placed in tray below and powder chemical placed on top. All chemicals have original labelling.</p> <p>This has been verified using pictorial evidences shared.</p>	Yes
d	<p>Ply Plantation Group established records of PPEs issuance for Ply Plantation, Yalasip Cocoa and Sri Luasong.</p> <p>Remote document verify, PPE issuance records are maintained and updated.</p> <p>Type of PPE for activity in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: Chemical application.</p> <p>PPE: Nitrile hand glove, goggles, nitrile apron, mask respirator and rubber boots.</p> <p>Phone call interview with chemical sprayer workers informed they are provided with PPE according to individual task.</p>	Yes

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Indicator	Summary of Assessment	Compliance
e	<p>Ply Plantation Group established Safe and Standard Operating Procedures for Chemical Handling Management which applied to all divisions as below:</p> <ul style="list-style-type: none"> SOP 'Pengurusan Bahan Kimia, Racun dan Baja' dated 02/01/2019 for handling of chemicals and fertilizers. SOP 'Kerja Selamat di Stor Racun Rumpai/perosak' dated 02/01/2019 for safe work and chemical handling in store. <p>Remote photo verification on chemical store is in good condition and locked. All chemical products are stored in original label and packaging.</p>	Yes
f	Ply Plantation Group appoints estate manager as person in charge for safety and health.	Yes
g	<p>Ply Plantation Group number of workers is 45 persons, which is above DOSH requirement of minimum 40 workers to conduct a regular meeting.</p> <p>Ply Plantation Group conducted Safety and Health meeting on a quarterly basis in compliance to Occupational Safety & Health Act 1994.</p> <p>Safety and Health Committee is established for each division represented by both management and workers representative.</p> <p>Example:</p> <p>Latest OSH meetings conducted as below:</p> <ul style="list-style-type: none"> Sri Luasong conducted on 15/09/2020 and 7/12/2020. Ply Plantation and Yalasip Cocoa conducted on 11/08/2020 and 9/11/2020. <p>The meeting discuss on safety, PPE, accident handling procedure, first aid, infection disease (Covid-19) and etc.</p>	Yes
h	<p>Ply Plantation Group established emergency response plan "Prosedur Plan Tindakan Kecemasan" dated 05/06/2019 with a flow chart action to be taken when emergency occur.</p> <p>Pictorial evidences of Emergency Response Plan with emergency contact number displayed at offices notice boards has been reviewed and verified.</p> <p>Emergency Response Procedure training has been conducted for workers on 01/12/2020 for Ply Plantation & Yalasip and on 16/12/2020 for Sri Luasong.</p> <p>Phone interview with harvesters informed they are aware of the Emergency Response Procedure.</p>	Yes
i	Ply Plantation, Yalasip Cocoa and Sri Luasong person in charge for first aid has attend training on 23/06/2019. Certificate of First aid	Yes

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Indicator	Summary of Assessment	Compliance
	<p>course for person in charge is valid and displayed at offices notice boards.</p> <p>Pictorial evidence of contact number for person in charge displayed at offices notice boards is reviewed and verified.</p> <p>Pictorial evidence of first aid kit box available at office, store, and supervisor will carried one to the field while there is field operation activities.</p>	
j	<p>Ply Plantation Group established record book for accidents and injuries. The record book available at all division offices.</p> <p>Remote document review of record book verified, no report of any accident or injuries.</p> <p>Ply Plantation has register JKKP for all divisions.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. JKKP registration on 15/05/2019 for both Ply plantation & Yalasip Cocoa; 2. Annual Accident Report for year 2019 submitted to DOSH dated 17/01/2020. 	Yes
4.4.5.1	<p>PLY Plantation Group established Human Right Policy dated 19/03/2019 signed by owner.</p> <p>The policy described on 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>Reviewed and verified pictorial evidences of the policy displayed at offices notice boards, and available in English and Bahasa Malaysia.</p> <p>Review and verified complaint and grievance record. Found no complaint lodged by stakeholders.</p> <p>Policy briefing conducted on 01/12/2020 for Ply Plantation, 02/03/2020 for Yalasip Cocoa, and on 16/12/2020 for Sri Luasong.</p> <p>Phone call interviewed with manuring workers informed they aware on the policy.</p>	Yes
4.4.5.2	<p>PlyPlantation Group 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> <p>Reviewed and verified pictorial evidences of the policy displayed at offices notice boards, and available in both English and Bahasa Malaysia.</p> <p>Phone call interview with sampled sprayers, manurers, harvesters and drivers informed, they are aware on company policy and equal opportunity is provided from company.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Review of complaint records, no discrimination complaint lodged by workers from January to December 2020.	
4.4.5.3	<p>Ply Plantation Group established contract agreement for workers accordance to applicable laws and regulations of Sabah labour ordinance. The contract agreement are all signed by both estate management and workers.</p> <p>Example: Yalasip Cocoa</p> <p>The contract agreement states the pay rate of RM 5.77 per hour in accordance to the Minimum Wage Order 2020.</p> <p>Remote document review on harvesters pay slip December 2020 confirmed the payment paid as agreeable rate between harvesters and estate management. The contact agreement are in Bahasa Malaysia language which is able to be understood by workers.</p> <p>Phone call interview with harvesters informed they aware on employment contract signed and its contents. They are provided a copy for their safekeeping.</p>	Yes
4.4.5.4	Ply Plantation Group did not engage any contractors, therefore, no contractor worker wages monitoring required.	Yes
4.4.5.5	Remote document verify, Ply Plantation Group established list of workers that contain name, gender, date of birth, date joined, job description, period of joined and nationality.	Yes
4.4.5.6	<p>Ply Plantation Group established employment contract signed by both estate management and workers.</p> <p>The contract agreement is in Bahasa Malaysia which can be understood by workers.</p> <p>Phone call interview with manuring workers informed they are aware on employment contract signed and its contents. They are provided a copy for their safekeeping.</p>	Yes
4.4.5.7	<p>PLY Plantation Group used the check roll records system to monitor the workers reporting work and record workers working hours on daily basis.</p> <p>Pictorial evidence of working hours displayed at offices notice boards verified.</p> <p>Phone call interview with chemical sprayer workers informed they are aware on the working hours and overtime.</p>	Yes
4.4.5.8	<p>Ply Plantation Group established working hours and displayed at offices notice boards. Working hours is included in the worker contract agreement.</p> <p>The working hours for estate starts from 6:30am to 3:30 pm with rest time from 10:30am to 11:30am.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Phone call interview with sampled chemical sprayers, harvesters, manurers and drivers informed they understand the working hours and overtime time.	
4.4.5.9	<p>Ply Plantation Group established pay slip records to document workers' wages.</p> <p>Reviewed and verified pay slip for December 2020, workers are paid on piece rated basis for harvesting and manuring.</p> <p>Reviewed December 2020 workers pay slip, public holiday and sick leave are paid hourly rate as described in the contract agreement in accordance to Minimum Wage Order (amended 2020).</p> <p>Phone call interview with sampled chemical sprayers, manurers and harvesters informed, the wages documents is in Bahasa Malaysia language which can be understand by workers.</p>	Yes
4.4.5.10	Ply Plantation Group provide benefits to workers such as medical care, SOCSO, housing, water and electricity.	Yes
4.4.5.11	<p>Ply Plantation Group follow industry best practices for housing and amenities.</p> <p>Remote photos verification, water and electricity is provided at housing area. Phone call interview with sampled chemical sprayers, manurers, harvesters and drivers informed, they are provided with basic amenities such as water and electricity and kitchen.</p>	Yes
4.4.5.12	<p>Ply Plantation Group 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>Pictorial evidences of the policy available in Bahasa Malaysia language displayed at offices notice boards is reviewed and verified.</p> <p>Document review of sexual harassment records informed there is no sexual harassment or violence case lodged by workers.</p> <p>Phone call interview with female workers confirmed no sexual harassment or violence practice in Ply Plantation Group.</p>	Yes
4.4.5.13	<p>Ply Plantation has 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>Pictorial evidence of the policy available in Bahasa Malaysia and English language and displayed at offices notice boards is verified.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Phone call interview with sprayers, manurers, harvesters and drivers informed they are aware on JCC meeting conducted in their estates.</p> <p>Document review on JCC minutes of meeting, verify the agenda of meeting and attendance list.</p> <p>Example:</p> <p>Sri Luasong JCC meeting conducted on 07/12/2020 involved management and workers representative. The meeting will be conducted annually as communication tools between workers and management team.</p> <p>Phone interview with estate management, chemical sprayers and harvesters informed, there is no any trade union formed at Ply Plantation, Yalasip Cocoa and Sri Luasong.</p>	
4.4.5.14	<p>Ply Plantation Group has established Good Social Practice Policy dated 19/03/2019 signed by owner.</p> <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 that those allowed by the laws.</p> <p>Review on the workers list, verify the workers are above the minimum age of employment is based on passport and date of birth.</p> <p>Phone call interview with manuring workers they are aware that hiring child labour is against the legal laws and regulations.</p>	Yes
4.4.6.1	<p>Ply Plantation Group established training programs for the staff and workers for year 2020 dated 18/05/2020.</p> <ul style="list-style-type: none"> • Example training conducted at Ply Plantation: Policies briefing conducted dated 05/12/2020; • Complaint and grievance dated 07/03/2020; • Harvesting dated 12/11/2020. <p>Review of the training record includes summary of the training, material, photo and attendance list.</p> <p>Phone call interview with harvester informed they are aware of the harvesting SOP.</p>	Yes
4.4.6.2	<p>Ply Plantation Group established training programme according to the job task.</p> <p>Training matrix for each of the workers is established to identify training needs for each of the worker based on their job description.</p>	Yes
4.4.6.3	<p>Ply Plantation Group training program established for 2020 and 2021 for all staff and workers based on job task.</p> <p>Example training program for Ply Plantation:</p> <ul style="list-style-type: none"> • Policies on 1/12/2020 for Ply Plantation; • Complaint and grievance on 16/12/2020 for Sri Luasong; 	Yes

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

Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Infection disease on 1/12/2020 for Yalasip Cocoa Sdn.Bhd. 	

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

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>Ply Plantation Group established environmental policy dated 19/03/2019 signed by Owner.</p> <p>The policy states :</p> <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>Ply Plantation Group established environmental impact, mitigation plans and continuous improvement plans, updated on 10/05/2020.</p> <p>Policy training conducted for three (3) divisions as below:</p> <ol style="list-style-type: none"> 1) Ply Plantation on 01/12/2020; 2) Yalasip Cocoa on 02/03/2020; 3) Sri Luasong on 16/12/2020. <p>Phone Interview with sampled chemical sprayers, manurers, harvesters and drivers informed workers are aware on the important in protecting the environment and the environmental policy.</p> <p>Pictorial evidences of policy displayed at notice board for all divisions has been reviewed and verified.</p>	Yes
4.5.1.2	<p>a Ply Plantation Group established Environmental Policy dated 19/03/2019 sign by owner.</p> <p>Ply Plantation Group established EMP updated on 12/05/2020.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<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>	
	<p>b Ply Plantation Group established environmental aspect and impact included in Environment Management Plan (EMP) updated on 10/05/2020.</p> <p>The information in the aspect covers:</p> <ol style="list-style-type: none"> 1. Activity; 2. Aspect; 3. Impact; 4. Risk score; 5. Control measure; 6. Risk description. <p>Example 1:</p> <p>Activity: Chemical Spraying.</p> <p>Aspect: Excessive chemical application.</p> <p>Impact: Water pollution.</p> <p>Risk score: 4.</p> <p>Control Measure: Calibration of nozzle and controlled usage of chemical for application.</p> <p>Risk description: Low.</p> <p>Verified training records with pictorial evidences carried out on 02/03/2020.</p> <p>Phone interviews with sprayers informed they are aware of impacts of chemical application to the environment.</p>	Yes
4.5.1.3	<p>Ply Plantation Group established waste identification, environment impacts, mitigation plans and continuous improvement plans updated on 12/05/2020.</p> <p>Example:</p> <p>Fertilizer application</p> <p>Negative impact: Fertilizer run off can cause water pollution.</p> <p>Positive impact: Fertilizer application can balance soil nutrients.</p> <p>Premixing of chemical</p> <p>Negative impact: Spillage of chemical during premixing can cause land pollution.</p>	Yes

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	<p>Positive impact: Reduce use of chemical by premixing.</p> <p>Phone interview with chemical sprayers and manurers informed fertilizer dosage is provided by the staff and they ensure specific dosage is applied correctly and fertilizer is not applied during rainy days.</p> <p>Chemical sprayers informed waste chemical is reused for pre-mixing.</p>	
4.5.1.4	<p>Ply Plantation Group established CIP include environmental aspects updated on 12/12/2020.</p> <p>Example: Waste segregation.</p> <p>Positive impact: Proper waste segregation to encourage recycling.</p> <p>CIP: Provide sufficient bins all the time.</p> <p>Location: Worker quarters.</p> <p>Action: Continuous monitoring by person in charge.</p> <p>PIC: Estate Staff</p> <p>Pictorial evidences of bins provided at worker quarters for waste segregation and recycling area has been reviewed and verified.</p> <p>Phone interview with workers informed they are aware of recycling activity in the divisions.</p>	Yes
4.5.1.5	<p>Ply Plantation Group established training plan 2020 updated on 11/01/2020 for year 2020 for all divisions.</p> <p>Ply Plantation Group conducted environmental training for all workers and staffs in March and November 2020.</p>	Yes
4.5.1.6	<p>Ply Plantation Group conducted environmental meeting dated 09/11/2020 to discuss environmental issue for Ply Plantation and Yalasip Cocoa. Sri Luasong meeting was conducted on 07/12/2020.</p> <p>Topics of discussion covered waste management and open burning.</p> <p>Ply Plantation Group management informed the frequency of the meeting would be conducted annually at suitable time.</p> <p>Briefings on environmental issues for workers is regularly done during muster call.</p> <p>Phone interview with sampled sprayers, manurers, harvesters and drivers informed that they have participated on the meeting on the 09/11/2020 and understand the concerns on environmental issues discussed by the estate in charge.</p>	Yes
4.5.2.1	<p>Records of fossil fuel and electricity consumption usage from the year 2019 and 2020 are available for all three (3) divisions.</p> <p>Three (3) years baseline value for fossil fuel usage is established for all divisions from year 2017 and 2019.</p>	Yes

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	<p>Fossil fuel usage has increased in 2020 compared to 2019 for all three (3) divisions. The increase for Ply Plantation and Yalasip Cocoa division is mainly due to higher FFB production, which needs more transportation for evacuation while the increase for Sri Luasong is mainly due to roadwork activities.</p> <p>Electricity usage has decreased in 2020 compared to 2019 mainly due to frequent monitoring of electricity usage by person in charge. Electricity is supplied by Sabah Electricity Sdn.Bhd.</p>	
4.5.2.2	<p>Estimates for fossil fuel and electricity usage for the year 2020 is available for all divisions.</p> <p>Actual Fossil fuel usage for the year 2020 is compared against the budget.</p> <p><u>Fossil Fuel:</u></p> <p>Actual fossil fuel usage is lower as compared to the budget for Ply Plantation and Sri Luasong while Yalasip Cocoa's usage is slightly higher than budgeted. Ply Plantation and Sri Luasong has lower fossil fuel usage due to actual road maintenance activities has been much lower in 2020 compared to the estimate. Yalasip Cocoa has higher fossil fuel usage due to more road maintenance work.</p> <p><u>Electricity:</u></p> <p>Actual electricity usage is lower compared to the budget for all divisions due to frequent monitoring of electricity usage by person in charge.</p>	Yes
4.5.2.3	<p>Ply Plantation Group does not use any renewable energy.</p> <p>Phone interview with management informed that there are no plans to install renewable energy due to high cost.</p>	Yes
4.5.3.1	<p>Ply Plantation Group established Waste Management Plan updated on 12/05/2020.</p> <p>Sources of wastes generated are identified and included.</p> <p>Example:</p> <p>Solid waste: Empty Chemical Container.</p> <p>Source: Chemical application.</p> <p>Liquid waste: Used engine oil from garage.</p> <p>Source: Tractor servicing.</p>	Yes
4.5.3.2	<p>a Ply Plantation Group established waste identification environmental impacts, mitigation plans and continuous improvement plan updated on 12/05/2020.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Waste: Chemical containers; 2. Source: Chemical application; 	Yes

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	<p>3. Control method: Reuse containers for pre-mixing.</p>	
b	<p>Ply Plantation Group established SOP for Recycle updated on 02/01/2020.</p> <p>The procedure describe:</p> <ul style="list-style-type: none"> • Segregation of waste such as recyclable and organic wastes; • Organic wastes will disposed at municipal waste collecting center; • Recycle item will be collected and sent to collecting center. <p>Example of waste and recycle programme:</p> <ol style="list-style-type: none"> 1. Wheelbarrows will be sold as scrap metal for recycling purposes; 2. Fertilizer bags reused for collecting loose fruits. 	Yes
4.5.3.3	<p>Ply Plantation established SOP handling of scheduled waste doc.no: LB-4.5.3 on 02/01/2019.</p> <p>SOP describes:</p> <ol style="list-style-type: none"> 1. Compliance to legal requirement; 2. Handling of scheduled waste; 3. Disposal of scheduled waste. <p>Reviewed and verified application for scheduled waste collection letter sent to authorize scheduled waste collector Wawasan Oil Recycle Sdn. Bhd.</p> <p>Wawasan Oil Recycle Sdn.Bhd is currently waiting for approval from the Department of Environment to carry out scheduled waste collection.</p> <p>This has been delayed due to low volume of scheduled waste such as filter, empty fertilizer bags, empty pesticide containers, lubricant and hydraulic oil produced in the estate and the Covid-19 pandemic outbreak which has caused movement restrictions in the state of Sabah.</p> <p>Disposal records of scheduled waste and compliance to the Scheduled Waste Regulation 2005 will be further verified in ASA02.</p>	Yes
4.5.3.4	<p>Ply Plantation Group 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.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> 1. All empty containers are collected and returned to be stored; 2. All empty chemical containers to be triple rinse. <p>Unused empty containers will be punctured after triple rinsing.</p>	Yes

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	<p>Pictorial evidence of empty chemical containers marked with "X" in red reviewed and verified. The empty containers are reused for pre-mixing activities.</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>Pictorial evidence of bins provided for disposal of waste has been reviewed and verified.</p>	Yes
4.5.4.1	<p>Ply Plantation Group established Waste Management Plan updated 12/05/2020 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; Methane (CH₄) from fertilizer and weeds. 	Yes
4.5.4.2	<p>Ply Plantation Group action plan is established and updated on 12/05/2020.</p> <p>Example:</p> <p>Tractor usage for transportation</p> <p>Impact: GHG emissions from smoke.</p> <p>Action plan: Monitoring of fossil fuel usage.</p> <p>Time frame: Daily.</p> <p>PIC: Staff in charge.</p> <p>Reviewed and verified diesel usage records for the month of December 2020.</p>	Yes
4.5.5.1	<p>a Ply Plantation Group Water Management Plan established for all divisions, updated on 13/08/2020.</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. <p>Water usage:</p> <p>Pipe water:</p> <ol style="list-style-type: none"> Domestic and office; Chemical mixing (primary usage). 	Yes

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	<p>Catchment Pond:</p> <ol style="list-style-type: none"> Domestic and office; Chemical mixing (secondary usage). 	
b	<p>Ply Plantation Group does not have streams, rivers or waterways within all its divisions.</p> <p>Maps of the divisions have been reviewed and verified.</p> <p>Phone 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>	Yes
c	<p>Ply Plantation Group monitor the efficiency usage of water:</p> <ol style="list-style-type: none"> Monitoring of meter waters; Rainfall records; Pipeline inspection and in good condition. <p>Catchment pond is constructed for rainwater harvesting and daily usage in case of insufficient water supply. The palms surrounding the pond has been marked with red paint as an indicator to prevent chemical and fertilizer application.</p> <p>Pictorial evidences of marked palms around the catchment pond has been reviewed and verified.</p> <p>Phone interview with chemical sprayers and manurers informed they understand no chemical application for palms surrounding the pond area.</p>	Yes
d	<p>Pictorial evidences and Ply Plantation Group estate maps for 3 divisions reviewed and verified. There are no rivers or streams within the estate.</p> <p>Therefore, no buffer zone or riparian required to establish.</p> <p>Ply Plantation Group establish buffer zone area at pond area.</p> <p>Pictorial evidences of marked palms around the catchment pond has been reviewed and verified.</p> <p>Phone interview with chemical sprayers informed they understand no chemical application for palms surrounding the pond area.</p>	Yes
e	<p>Ply Plantation Group does not have river or stream for all divisions.</p> <p>During the phone 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>Ply Plantation Group does not have bored wells used for water supply.</p>	Yes

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Indicator	Summary of Assessment		Compliance
		This has been cross-verified via phone interview with estate management and chemical sprayers and manurers.	
4.5.5.2	Ply Plantation Group estate maps for all divisions and pictorial evidences has been reviewed and verified. There are no waterways. Therefore, no monitoring required for outgoing water.		Yes
4.5.5.3	Ply Plantation Group practice rain harvesting for domestic use. Catchment pond is constructed for rainwater harvesting.		Yes
4.5.6.1	a	<p>Ply Plantation Group established RTE policy dated 19/03/2019 signed by owner.</p> <p>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 21/05/2020. .</p> <p>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. 	Yes
	b	<p>The identified wildlife in the Ply Plantation as below: :</p> <ol style="list-style-type: none"> 1. Monkey; 2. Water monitor lizard; 3. Hornbill; 4. Crocodile; 5. Pangolin 6. Squirrels; 7. Snakes; 8. Rats; 9. Jungle Fowls. <p>No latest wildlife sightings based on latest records and phone interview with chemical sprayers, manurers and harvesters.</p>	Yes
4.5.6.2	a	Ply Plantation Group 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.	Yes

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	<p>Pictorial evidences of signage established at Sri Luasong division is reviewed and verified.</p> <p>Phone interviews with chemical sprayers, manurers and harvesters informed that they are aware of the consequences of illegal hunting in the estate concession.</p> <p>Policy training has been carried out for workers as below:</p> <ol style="list-style-type: none"> 1. Ply Plantation and Yalasip Cocoa on 01/12/2020; 2. Sri Luasong on 16/12/2020. 	
b	<p>Ply Plantation Group established RTE policy dated 19/03/2019 signed by owner.</p> <p>The policy states "Comply with all legal requirement regarding RTE species".</p> <p>Besides, Standard Operating Procedure for wildlife conservation updated on 21/05/2020 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>Pictorial evidences of no hunting signage at Sri Luasong divison has been reviewed and verified.</p> <p>Phone interview with chemical sprayers, manurers, harvesters and drivers informed any sightings of animals will be informed to the staff.</p>	Yes
4.5.6.3	<p>Ply Plantation Group action plans include:</p> <ol style="list-style-type: none"> 1. Awareness training to workers; 2. Established and monitoring of list of wildlife sighted in estate; 3. Establishment of policy to protect wildlife. <p>Reviewed and verified biodiversity training record carried out on 01/12/2020 and 16/12/2020.</p> <p>Reviewed and verified pictorial evidences of signage-prohibiting hunting.</p> <p>Phone Interviews with chemical sprayers, manurers, harvesters and drivers informed that they are aware of biodiversity conservation and fine implications for carrying out illegal hunting.</p>	Yes
4.5.7.1	<p>Ply Plantation Group established zero burning policy dated 19/03/2019 signed by estate owner.</p> <p>The policy states:</p> <p>Ply Plantation Group having a policy for zero burning of any kind of activities except where necessary writes the prior approval of the relevant</p>	Yes

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	<p>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>Pictorial evidence of signage of no open burning is reviewed and verified.</p> <p>Phone interviews with workers informed that workers are aware of the zero burning policy and do not practice any burning.</p>	
4.5.7.2	<p>No disease observed on palm oil tree that required burning for treatment via pictorial evidence verification.</p> <p>Therefore no special approval for open burning from relevant authorities.</p>	Yes
4.5.7.3	<p>Controlled burning prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 are not applicable for the plantation operations.</p> <p>The zero burning policy clearly describes that controlled burning is only allowed for where necessary, approved by the respective authorities.</p> <p>Phone interview with manurers and chemical sprayers informed that burning is not practiced at the estate.</p> <p>Therefore, no document established for approval for controlled burning.</p>	Yes
4.5.7.4	<p>Ply Plantation Group 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.</p> <p>There are no replanting activities taking place at the point of audit due to Covid-19 Pandemic outbreak</p> <p>Therefore, no verification on the previous crops are felled, chipped and shredded, pulverized and mulched.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>Ply Plantation Group has established SOP for their operations.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. SOP for Harvesting, doc no: PLYSOP-OPI, dated 02/01/2019; 2. SOP Spraying, doc no: PLYSOP-OP14, dated 02/01/2019; 3. SOP Manuring, doc no: PLYSOP-OP17, dated 02/01/2019. <p>Ply Plantation Group adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 & 3 by Ian Rankie and Thomas Fairhurst.</p> <p>Training conducted:</p> <p>Ply Plantation and Yalasip Cocoa</p> <ol style="list-style-type: none"> 1. Harvesting SOP on 02/03/2020; 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>2. Manuring SOP on 03/03/2020.</p> <p>Sri Luasong</p> <p>1. SOP training 16/12/2020.</p> <p>Phone interview with harvesters informed that they are aware of harvesting parameters implemented by the company such as only ripe bunches to be harvested and dry fronds to be pruned.</p>	
4.6.1.2	<p>Ply Plantation Group adopt the field book oil palm volume 2 immature, doc no ISBN 981-04-1433-1, date 2017.</p> <p>Page 54 states</p> <p>Terraces of platform are constructed in steeper areas in order to:</p> <ul style="list-style-type: none">• Facilitate effective establishment, maintenance and harvesting of palms;• Minimize soil erosion;• Reduce rainwater runoff and nutrient losses. <p>Evidences from P4 Block 10 Ply Plantation division submitted shows no bare ground on terrace lips that prevents erosion from taking place.</p> <p>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.</p>	Yes
4.6.1.3	<p>Ply Plantation Group established block markers on each block for all divisions.</p> <p>Reviewed and verified pictorial evidence of block marker include block number, block area (ha), year planted and no. of palm.</p>	Yes
4.6.2.1	<p>Ply Plantation Group established 5 years financial plan from year 2019 to 2023.</p> <p>The content of financial plan includes:</p> <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	<p>Ply Plantation Group established long term replanting program from year 2020 to 2043.</p> <p>Phone interview with administrator confirmed that no replanting activity has taken place for year 2020 as planned due to the Covid-19 pandemic outbreak.</p>	Yes
4.6.2.3	<p>Ply Plantation Group established 5 years business plan from 2019 to 2023.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>The budget includes:</p> <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 	
4.6.2.4	<p>Ply Plantation Group established monthly and annual monitoring report on operational cost and FFB production.</p> <p>The previous month and year actual performance used to monitor the following month and year performance.</p>	Yes
4.6.3.1	<p>Ply Plantation Group purchase chemicals, fertilizers or equipment from local suppliers.</p> <p>Quotations and purchase orders for fertilizer purchasing are reviewed and verified.</p> <p>Reviewed and verified Ply Plantation purchase order dated 21/10/2020 for purchasing of chemical describes the product pricing and payment terms.</p>	Yes
4.6.3.2	<p>Ply Plantation Group has documented records of quotation as agreed on the term and conditions.</p> <p>Payments made on a monthly basis and in timely manner according to agreed terms and conditions.</p> <p>Reviewed and verified purchase order details for chemical purchased on the 21/10/2020. The price and quantity is the same as chemical quotation dated 21/10/2020.</p>	Yes
4.6.4.1	<p>Ply Plantation Group does not engage contractors. Therefore, no documents established.</p>	Yes
4.6.4.2	<p>Ply Plantation Group does not engage contractors. Therefore, no documents established.</p>	Yes
4.6.4.3	<p>Ply Plantation Group does not engage contractors. Therefore, no documents established.</p>	Yes
4.6.4.4	<p>Ply Plantation Group does not engage contractors. Therefore, no documents established.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>Review on Ply Plantation Group planting statement updated 02/09/2020, 1st planting in Year 1996 and latest replanting in year 2018.</p> <p>There is no new planting.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.</p>	Yes
4.7.1.2	<p>Review on Ply Plantation Group planting statement updated 02/09/2020, 1st planting in Year 1996 and latest replanting in year 2018.</p> <p>There is no new planting or replanting. Therefore, no PMM 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
4.7.2.1	<p>Ply Plantation planting statement and map review, there is no peat land. Site observation there is no peat land within the estate.</p>	Yes
4.7.3.1	<p>Review on Ply Plantation Group estate map, land titles and planting statement updated 02/09/2020, first planting is in Year 1995, latest replanting is in year 2018.</p> <p>Therefore, no SEIA assessment 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
4.7.3.2	<p>Review on Ply Plantation Group estate map, land titles and planting statement updated 02/09/2020, first planting is in Year 1995, latest planting is in year 2018.</p> <p>Therefore, no SEIA assessment 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>Review on Plantation Group estate map, land titles and planting statement dated 02/09/2020, first planting is in Year 1995, latest planting is in year 2018.</p> <p>Therefore, no SEIA assessment 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
4.7.3.4	<p>There is no smallholders' scheme in Ply Plantation certification.</p>	Yes
4.7.4.1	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>Therefore no soil type 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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4.7.4.2	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>Therefore, no 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>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>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
4.7.5.2	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>Therefore, no soil maps 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
4.7.5.3	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>Therefore, no maps 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
4.7.6.1	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>Therefore, no FPIC 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
4.7.6.2	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>There is no scared site, therefore no management plan 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
4.7.6.3	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>Therefore, no customary land 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
4.7.6.4	<p>Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting.</p> <p>Therefore, no compensation 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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4.7.6.5	Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting. Therefore, assessment on recognition for customary rights is not required. 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	Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting. Therefore, no system for compensation established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to confirm there is no new planting.	Yes
4.7.6.7	Review on Ply Plantation Group planting statement updated 02/09/2020 and 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	Review on Ply Plantation Group planting statement updated 02/09/2020 and there is no new planting. 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

4.4. 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.
<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> <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>	

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4.5. Detail of Audit Findings in last audit

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

Non Conformity Number 01						
Indicator # and Description	4.4.5.9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. (MAJOR)					
Location:	Ply Plantation office.					
Description of Finding / Objective Evidence:						
Review on worker payslip and checkroll for the month of August 2019 found the normal day overtime rate is paid 1.0 times of normal rate instead of 1.5 times of normal rate.						
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor			
Raise by:	Sheron Pui Ling Wui		Date Raise: 18/09/2019			
Deadline for implementation		15/11/2019				
Root Cause Analysis (by company):						
Understanding on legal requirement regarding payment to workers.						
Correction (by company):						
Set up SOP for Compliance on Ordinant Buruh Sabah (Chapter 67)						
Corrective / Preventive Action (by company)						
Ensuring staff and workers are adhere with the new SOP.						
Review of Correction & Corrective / Preventive Action						
SOP for Compliance on Ordinant Buruh Sabah (Chapter 67) established, dated 13/10/2019. The SOP describes overtime rate payment. Base on the documents reviewed, the major non-conformity is consider closed. Effectiveness Implementation on SOP will be reviewed on next surveillance 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 : Mohamad Norhisham Bin Mohd Salleh.		Date of Closure: 01/11/2019				
Review of Implementation						
Reviewed and verified on overtime payment and copy of payslip for the month of December 2020 are paid according to Sabah Labour Ordinance where overtime of 1.5 times of hourly rate. Implementation is deemed adequate.						

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Non Conformity Number 01	
Name of Lead Auditor (Trainee): Navin Baskram	Date of Review: 12/01/2021

Non Conformity Number 02	
Indicator # and Description	4.4.1.1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. (MINOR)
Location:	Ply Plantation/ Yalasip Cocoa
Description of Finding / Objective Evidence:	
Social Impact Assessment dated 01/01/2019 did not includes:	
1. Internal stakeholders input. 2. Positive and negative impact not clearly defined.	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui
Date Raise:	18/09/2019
Deadline for implementation	Action plan to be send before: 17/10/2019
Root Cause Analysis (by company):	
Awareness on requirement on Social Impact Assessment.	
Correction (by company):	
Action plan for Social Impact Assessment included required assessment.	
Corrective / Preventive Action (by company)	
SIA will be conducted on next year including involvement of internal stakeholders and definition of positive and negative impacts.	
Review of Correction & Corrective / Preventive Action	
Action plan submitted has defined positive and negative impacts.	
Further verification will be conducted on next surveillance audit.	
Closed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Closure: 16/10/2019.
Review of Implementation	
Latest SIA conducted on 24/09/2020 is verified. The assessment includes internal stakeholders input, positive and negative impacts.	
Notification to external stakeholder for inputs has also been shared and verified. There are no feedbacks from external stakeholders.	
Implementation is deemed sufficient.	

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Non Conformity Number 02

Name of Lead Auditor (Trainee): Navin Baskram	Date of Review: 12/01/2021
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4.6. Detail of Remote Audit Findings Identified during this audit

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

REMOTE AUDIT OUTCOME		
During this remote audit,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	Office	The stakeholder evaluation form could be further improved to include environmental impacts.
2.	4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.	Office	Environment trainings could be further improved.
3.	4.5.6.1	b. Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities	Office	Wildlife conservation could be further improved by including status of identified wildlife.

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5. CONCLUSION

Ply Plantation has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance one (01) audit consisting of one (1) 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(s):	1
Total certified production area:	602.97 Ha
Certified FFBs January to December 2020:	10,392.54 Mt
Project FFBs January to December 2021:	10,200.00 Mt

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6. RECOMMENDATION

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

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

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

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

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

Puchong, 20/01/2021

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

Puchong, 20/01/2021

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

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7. LIST OF STAKEHOLDERS

Table 7-1: List of Interviewed Stakeholders

No stakeholder consultation carried out for this audit.

No.	Organisation
-	-

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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