



MSPO CERTIFICATION SUMMARY REPORT

QUEK BROTHERS PLANTATION COMPANY

SURVEILLANCE 03

Onsite Audit Date: 23/08/2022

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MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Table of Contents

1.	INTRODUCTION	4
1.1.	Objective	4
1.2.	Scope	4
1.3.	Appointment and qualification of team members	4
2.	METHODOLOGY.....	8
3.	ORGANISATION INFORMATION	10
3.1.	Production volume	10
3.2.	Planting Program for Each Estate or Division	10
3.3.	Replanting program for each estate or division	10
3.4.	Maps of Estate(s) Location	11
4.	CERTIFICATION ASSESSMENT	12
4.1.	ASA 03	12
4.2.	Stakeholders' Consultation	12
4.3.	Summary of Assessment	12
4.4.	Status of Non-Conformities Previously Identified	37
4.5.	Detail of Audit Findings in last audit	37
4.6.	Detail of Onsite Audit Findings Identified during this audit	37
5.	CONCLUSION	39
6.	RECOMMENDATION	40
7.	LIST OF STAKEHOLDERS	41
	Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives	42
	Annex / Enclosures	42

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Abbreviations

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

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



1. INTRODUCTION

Quek Brothers Plantation Company has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a surveillance three (03) audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance three (03) audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

The assessment is based on the documentation established by the Quek Brothers Plantation Company. The supporting documents are provided to the audit team as well as information received by means of interviews and background investigation.

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

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

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

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

1.3. Appointment and qualification of team members

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

Qualification of the Lead Auditor: Navin Baskram

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

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



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 standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as auditor based on audit log.
Field working experience in the palm oil sector or demonstrable equivalent	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.
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 IMS ISO 9001, 14001, 45001 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Requirement	Qualifications
Attended High Conversation Value Assessment training	Attended and completed the HCV assessors' course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

Qualification of Team Member(s)

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Ariff Bin Lokman	Graduate in Plantation Industry and Management	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Ariff Bin Lokman	7 years working experience in oil palm plantation.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Ariff Bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or	Ariff Bin Lokman	Qualified as Lead Auditor for MSPO scheme.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Requirement	Name of Assessor	Qualification	Compliance
equivalent sustainability certification schemes.			
Field working experience in the palm oil sector or demonstrable equivalent	Ariff Bin Lokman	7 years working experience in oil palm plantation.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Ariff Bin Lokman	7 years working experience in oil palm plantation.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 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 and Auditor for MSPO and RSPO scheme.	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, ISO 14001 and ISO 45001 LA course.	Yes
Completed High Conversation Value assessment	Ariff Bin Lokman	Successfully completed HCV – HCS for producers course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Ariff Bin Lokman	Able to communicate in Bahasa Malaysia and English.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review; 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 three (03) audit is conducted in accordance to the certification procedure.

Surveillance Three (03):

The surveillance three (03) audit conducted onsite on 23/08/2022 covering the following activities but not limited to below:

Onsite:

Background investigation

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

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



- Interview operation personnel and field workers for understanding of work assigned;
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit;
- Assessment reporting;

On-site Assessment

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

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

For the annual surveillance three (03) audit, Quek Brothers Plantation Company has 1 estate. Therefore, no selection required.

Non-conformance:

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

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

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



3. ORGANISATION INFORMATION

Quek Brothers Plantation Company is an oil palm plantation company located at Batu 12, Jalan Labuk, Kg. Jawa Satu, Rancangan, Sungai Manila, Sandakan, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Quek Brothers Plantation Company	Batu 12, Jalan Labuk, Kg. Jawa Satu, Rancangan SG. Manila, Sandakan	E 117.9728°, N 5.9150°

3.1. Production volume

Name of Estate or Division (s)	Area (Ha)		Projected FFB Production (mt) (January 2022 to December 2022)
	Total*	Production**	
Quek Brothers Plantation Company	67.10	60.81	480
Total	67.10	60.81	480

*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 Estate

Year / Estate	Quek Brothers Plantation Company
1996	26.07
1998	20.18
1999	6.91
2018	7.65
Total Mature	60.81
2020	6.19
Total Immature	6.19
Total	67.00

3.3. Replanting program for Estate

Year of replanting	Planted area (ha) in estate	Total area to be replanted (ha)
2021	-	-
2022	-	-
2023	12	12

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Year of replanting	Planted area (ha) in estate	Total area to be replanted (ha)
2024	-	-
2025	15	15
TOTAL	27	27

3.4. Maps of Estate Location

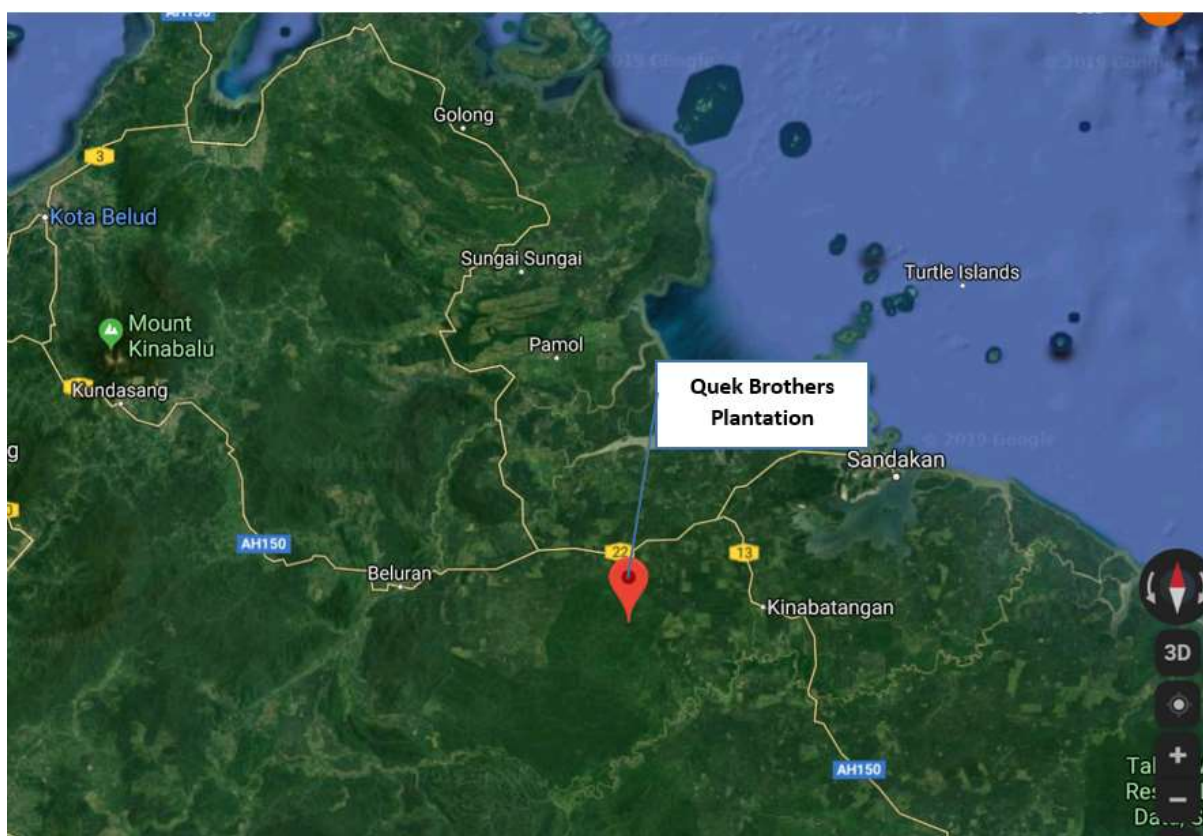


Figure 1: Quek Brothers Plantation Company Sabah estate map

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



4. CERTIFICATION ASSESSMENT

4.1. ASA 03

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

4.1.1. Surveillance Three (03):

The onsite surveillance three (03) audit is conducted on 23/08/2022 covering one estate.

During the last remote surveillance two (02) audit, there are 0 Major, 0 Minor, 2 Opportunities for Improvement (OFI) are raised.

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

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

4.2. Stakeholders' Consultation

According to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit of the management unit, the CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 21/07/2022 to announce the audit of the certified unit. As at audit date on 23/08/2022 there are no comments received.

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

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

Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	Quek Brothers Plantation Company (QBPC) established MSPO Policy dated 03/03/2019 signed by Director. The policy statement includes commitment to continual improvement in sustainability practices.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>MSPO policy is publicly displayed at estate notice board.</p> <p>Briefing on MSPO Policy carried out on 23/01/2022 to all workers.</p> <p>Field interviews with general workers and harvesters informed they understand the company policies established.</p>	
4.1.1.2	<p>QBPC established MSPO Policy dated 03/03/2019 states the commitment for continual improvement.</p> <p>The policy has listed the key commitment towards the achievement of continual improvement.</p>	Yes
4.1.2.1	<p>QBPC established SOP Internal Audit dated 25/06/2019 describes the flow of the internal audit process.</p> <p>QBPC established a schedule for internal audit year 2022 dated 30/06/2022.</p> <p>An internal audit was conducted on 17/05/2022 with '0' non-conformities and 3 OFIs raised.</p> <p>Reviewed the internal audit reports. The report has identified the weak points and improvement action that include the root cause analysis.</p>	Yes
4.1.2.2	<p>QBPC established SOP Internal Audit dated 25/06/2019 describes the flow of the internal audit process.</p> <p>QBPC has documented the internal audit result with meeting carried out on 17/05/2022.</p> <p>The internal audit report includes findings raised during the internal audit and evaluated through the corrective action taken.</p>	Yes
4.1.2.3	<p>The results of the QBPC internal audit are presented during the management review meeting on 13/06/2022.</p>	Yes
4.1.3.1	<p>QBPC management review meeting conducted on 13/06/2022.</p> <p>Management review meeting will be conducted once a year after internal audit.</p> <p>Review of minutes of management review meeting includes internal audit result and plantation issues.</p>	Yes
4.1.4.1	<p>QBPC established Continuous Improvement Plan updated 25/06/2022.</p> <p>Document review on the CIP includes topics such as environmental, social and safety and health aspects.</p> <p>Example of social aspect identified:</p> <p>Issue: Social;</p> <p>Action: Minimum Wage Order 2022;</p> <p>Expected outcome: Implementation according to new regulations;</p> <p>Timeframe and monitoring: continuously;</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>PIC: Estate Manager;</p> <p>Status of review: Minimum Wage Order 2022 started in May 2022.</p> <p>Review on month of June and July 2022 pay slips and field interviews with sampled harvesters verified the Minimum Wage Order 2022 has been implemented.</p>	
4.1.4.2	<p>QBPC established SOP for Identification and Implementation of New Information and Technique of New Industry Standards and Technology dated 27/06/2020.</p> <p>The procedure states that any new practices and technology will be recorded and monitored.</p> <p>No new technique or new technology is used as audit date.</p>	Yes
4.1.4.3	<p>QBPC established SOP for Identification and Implementation of New Information and Technique of New Industry Standards and Technology include training to be conducted prior to the implementation of any new practices or technology.</p> <p>Site interviewed with estate management informed no new technology had been introduced and implemented in the estates.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>QBPC established SOP for Stakeholders Consultation and Communication dated 09/08/2019.</p> <p>The SOP describe:</p> <ol style="list-style-type: none"> 1. Formal community meeting; 2. Workers consultation. <p>Stakeholders list is established and updated on 26/07/2022 includes the surrounding neighbouring estates, smallholders and dealers'.</p> <p>External stakeholders consultation conducted on 08/08/2022 discussed on MSPO audit, company policies, safety / health and SOP complaint & grievance and COVID-19.</p> <p>External stakeholders' consultation was conducted via email circulation.</p> <p>Field interviews with general workers and harvesters informed they understand the company policies and information displayed at estate notice board.</p>	Yes
4.2.1.2	<p>QBPC established list of publicly available documents, updated on 25/02/2022.</p> <p>Example of publicly available documents are:</p> <ul style="list-style-type: none"> • Stakeholders list; 	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Company policies; Company map; Licenses; SOPs. <p>Example of confidential documents are:</p> <ul style="list-style-type: none"> Budgets and revenue; Financial reports. 	
4.2.2.1	<p>QBPC established SOP for Consultation and Communication, updated on 08/01/2022.</p> <p>During site visit, observed consultation and communication flow chart displayed at estate notice board.</p> <p>Field interviews with general workers and harvesters informed they understand company policies and information displayed at estate notice board.</p>	Yes
4.2.2.2	<p>QBPC appointed Estate Manager as person in-charge to handle communication and consultation with internal and external stakeholders.</p> <p>Reviewed and verified appointment letter dated 05/06/2019.</p>	Yes
4.2.2.3	<p>QBPC established list of stakeholders updated on 26/07/2022 includes NGOs, government agencies, contractors, suppliers, neighboring estates, collecting center.</p> <p>Review of stakeholder information, there is no request for information from stakeholders and this was confirmed with Estate Manager. The positive feedback from surrounding estate is good cooperation and relationship.</p> <p>Feedback or suggestion forms were circulated via email due to high Covid-19 cases in Sandakan.</p> <p>During site visit, observed feedback or suggestion forms displayed at estate notice board for workers feedback.</p>	Yes
4.2.3.1	<p>QBPC established SOP for Traceability updated on 10/01/2022.</p> <p>List of documents involved in traceability:</p> <ul style="list-style-type: none"> Delivery chit; Weighbridge ticket; Monthly FFB records. <p>Flow chart of estates FFB traceability includes from the harvesting activities in the estate to the collection centre.</p> <p>During document review, FFB record books, delivery notes and weighbridge tickets were verified.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The delivery order number is the unique number which appears in the weighbridge ticket.</p> <p>Example of information on collection centre weighbridge ticket for estate includes:</p> <p>Date: 05/07/2022;</p> <p>FFB delivery number: 4746;</p> <p>Mill: Syarikat Luboh Palm;</p> <p>W/bridge ticket no: 006860;</p> <p>Net weight: 1,670 Kg.</p> <p>Example of Information Estate Delivery Order:</p> <p>FFB delivery number: 4746;</p> <p>Date: 05/07/2022;</p> <p>Estate: Quek Brothers Plantation;</p> <p>Lorry No: SS 4893 N;</p> <p>Certificate number: 0430092108;</p> <p>Final weight of FFB is based on collection centre weighbridge ticket.</p>	
4.2.3.2	<p>QBPC conduct monthly checks of the traceability documents by the estate manager.</p> <p>Monthly delivery of FFB sent to collecting center has been shared and reviewed.</p> <p>QBPC conducted Internal audit on 17/05/2022 that includes traceability system. There were no findings for traceability.</p>	Yes
4.2.3.3	<p>QBPC established SOP for Traceability, updated on 10/01/2022.</p> <p>Person in charge as describe in the traceability SOP is Estate Manager.</p> <p>Reviewed and verified appointment letter dated 05/06/2019.</p>	Yes
4.2.3.4	<p>QBPC established SOP for Traceability, updated on 10/01/2022.</p> <p>Records are kept for a period of 5 years.</p> <p>Reviewed and verified FFB weighbridge ticket from collection centre for year 2020 and 2021.</p> <p>Records are well maintained.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	QBPC established legal register updated 06/05/2022.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>The list of licenses and permits updated 06/05/2022.</p> <p>Example of legal register:</p> <ul style="list-style-type: none"> Malaysia Palm Oil Board Act 1988 (Act 582); Prevention and Control of Infectious Disease Act 1988; Minimum Wage Order (Amendment) 2022. <p>Example permits & licenses:</p> <ul style="list-style-type: none"> MPOB license validity period 01/12/2021 – 30/11/2022; Trading license validity period 22/03/2022 – 31/12/2022. 	
4.3.1.2	<p>QBPC established legal register updated 06/05/2022.</p> <p>Example:</p> <ul style="list-style-type: none"> Malaysia Palm Oil Board Act 1988 (Act 582); Prevention and Control of Infectious Disease Act 1988; Minimum Wage Order (Amendment) 2022. 	Yes
4.3.1.3	<p>QBPC established legal register updated 06/05/2022.</p> <p>Example of updated is Minimum Wage Order (Amendment) 2022.</p>	Yes
4.3.1.4	<p>QBPC appointed Estate Manager as PIC for monitoring and updating legal documents, regulations and licenses dated 29/04/2019.</p>	Yes
4.3.2.1	<p>QBPC land titles are country lease issued by Sabah Land Authority.</p> <p>The land usage state cultivation of agricultural crop of economic value.</p>	Yes
4.3.2.2	<p>Land titles issued by Sabah Land Authority states QBPC is the land owner.</p> <p>Land usage activity states agriculture purpose and land tenure is 99 years.</p>	Yes
4.3.2.3	<p>QBPC land titles include map stating the total are with boundary stone numbering.</p> <p>Field visit, boundary marker is marked with a boundary stone and red wooden stick.</p>	Yes
4.3.2.4	<p>No dispute from previous owners since the QBPC land titles are country lease issued by Sabah Land Authority.</p>	Yes
4.3.3.1	<p>QBPC land titles are country lease issued by Sabah Land Authority.</p> <p>No customary land titles listed in the summary of land titles.</p>	Yes
4.3.3.2	<p>There is no customary land leased or owned by QBPC.</p> <p>Therefore, no maps established.</p>	Yes
4.3.3.3	<p>There is no customary land leased or owned by QBPC.</p> <p>Therefore, no FPIC or negotiated documents established.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>QBPC established Social Impact Assessment (SIA) report dated 18/07/2022.</p> <p>The SIA includes a summary of positive and negative impacts as well as time-bound to monitor the completion.</p> <p>Example:</p> <p>Positive impacts: 24 hours free water and electricity; Action: To pay the electrical bill every month; PIC: Estate Manager; Status: On going.</p> <p>Field interviews with general workers and harvesters informed water and electricity is provided for free..</p> <p>Negative Impacts: Slow action on housing maintenance; Action: Management will conducted monthly checking for workers labour quarters; PIC: Estate Manager; Status: Monthly.</p> <p>Field interviews with general workers and harvesters informed housing is regularly checked and maintained by estate management.</p>	Yes
4.4.2.1	<p>QBPC established a Complaint and Grievance Procedure dated 29/04/2019 and displayed at the estate notice board.</p> <p>Procedure states:</p> <ul style="list-style-type: none"> All complaints must be writing in forms; All complaints to be recorded and review by the management. <p>Field interviews with general workers and harvesters informed they are aware of the complaint and grievance procedure.</p>	Yes
4.4.2.2	<p>The established procedure states that the company will respond to the complaint received within 7 working days.</p> <p>Review on complaint file, there is no complaint received from January 2022 until the audit date.</p>	Yes
4.4.2.3	<p>QBPC established complaint and grievance form and made available at the estate office.</p> <p>Field interviews with general workers and harvesters informed they are aware of the complaints forms at the estate office.</p>	Yes
4.4.2.4	<p>QBPC conducted complaint and grievances briefing on 21/05/2022 to all workers.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
	Field interviews with general workers and harvesters informed they have been briefed on complaint and grievances procedure and understand the processes.		
4.4.2.5	Review on QBPC complaint records, there is no complaint received from 2022 until the audit date.	Yes	
4.4.3.1	QBPC provides job opportunity to local communities for transporting FFB to mill. Site interview with estate management informed QBPC has provided job opportunity to local communities for transporting FFB to mill.	Yes	
4.4.4.1	QBPC established Occupational Safety & Health Policy dated 29/04/2019 signed by Director. The policy states that 'to provide a safe and healthy working environment for all employees.' The policy is publicly displayed at estate notice board. The internal stakeholders meeting conducted on 19/06/2022 includes safety and health policy briefing. The external stakeholders meeting conducted on 04/08/2022 via email included safety and health policy briefing.	Yes	
4.4.4.2	a	QBPC Safety and Health Policy is publicly displayed at estate notice board. Workers are briefed on the Safety and Health Policy on 19/06/2022. The external stakeholders meeting conducted on 04/08/2022 via email included Safety & Health Policy.	Yes
	b	QBPC established HIRARC updated 10/05/2022 by work area for each activity. HIRARC table include: activity, hazards, risk and effects, recommended control. Example: Chemical spraying operation Activity: spraying of targeted weeds; Hazard: Exposure or inhalation of herbicide; Risk and Effect: Skin irritation/rash. Poisoning through dermal absorption and orally; Recommended Control: Provide training and PPE to workers. Document review and field interviews with general workers and harvesters informed they have been briefed on risk related to chemical spraying activity dated 19/06/2022.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
c i	<p>QBPC established training plan for year 2022 dated 10/03/2022 include awareness training provided to chemical handler.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Records of training on PPE and chemical handling conducted on 19/06/2022 for workers; 2. Safe work practices for harvesting, manuring and chemical premix plan conduct on 19/06/2022; 3. Briefing and training on Environment training conducted on 28/05/2022. <p>Field interviews with general workers and harvesters informed they understand the safe work practices of their individual task.</p>	Yes
c ii	<p>QBPC SDSs for chemical, fertilizer and lubricants at chemical, fertilizer and diesel stores has been verified and reviewed.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Glyphosate 41%; 2. NPKMGO Mixture. <p>Site inspection at chemical and fertilizer store, the store is in good condition and locked. All chemicals stored with original labelling.</p> <p>The chemical containers are arranged properly in the store.</p>	Yes
d	<p>QBPC established records of PPEs issuance all workers.</p> <p>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>Field interviews with chemical sprayers workers informed they provided with PPE according to individual task according to CHRA.</p>	Yes
e	<p>QBPC established safe operating procedures to ensure safe handling and storage of chemicals.</p> <p>Example:</p> <ul style="list-style-type: none"> • Chemical Spraying SOP dated 20/07/2019; • Chemical Storage SOP dated 29/04/2019. <p>QBPC adopt the SDS for handling of chemicals and storage.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Reviewed on the chemical store, chemical products are with original label and packaging. Liquid based chemicals are stored on the portable tray to avoid any spillage.	
f	Document reviewed on appointment letter, QBPC Estate Manager is person in-charge for safety and health.	Yes
g	QBPC has 2 workers for operating the estate. Therefore, not required to conduct regular quarterly meeting as per DOSH requirement. However, discussion on safety and health agenda and Covid-19 was documented in the internal stakeholders meeting minute dated 19/06/2022.	Yes
h	QBPC established Procedure for Accident and Emergency Response Plan (ERP) dated 02/05/2019. The ERP is displayed at the estate notice board with contact number for any emergency. Field interviews with general workers and harvesters informed, they have been briefed on emergency procedure and instructions.	Yes
i	QBPC person in charge for first aid has attended training on 23/06/2019. Sighted certificate of first aid course for person in charge is valid and displayed at the notice board. Document review of contact number for person in charge displayed at the estate notice board. QBPC conducted first aid training for workers dated 19/06/2022. Field inspection of first aid kit box are available at the field operation and well maintained.	Yes
j	QBPC established record book for accident and injuries. No accident and injuries reported on year 2021 until the audit date. Annual report JKKP8 form for year 2021 submitted to DOSH on 17/03/2022.	Yes
4.4.5.1	QBPC established Good Social Practice Policy dated 29/04/2019 signed by Director. The policy is publicly displayed at estate notice board. The policy states to ensure employees are treated with dignity and respect. Good social practice policy is shared to external stakeholders via email on 04/08/2022 and briefed to internal stakeholders on 19/06/2022. Field interviews with general workers and harvesters informed they have been briefed on the Good Social Practice policy.	Yes
4.4.5.2	QBPC established Good Social Practice Policy dated 29/04/2019.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Policy states:</p> <ul style="list-style-type: none"> To respect all company employee regardless of their race, gender and religion. <p>The policy has been displayed at estate notice board.</p> <p>Field interviews with general workers and harvesters informed, they are aware company provides equal opportunity to all workers without discrimination.</p>	
4.4.5.3	<p>QBPC established contract agreement for workers accordance to Sabah Labour Ordinance.</p> <p>The contract agreement in Bahasa Malaysia which is able to be understood by workers. The working contracts are signed by workers and company.</p> <p>QBPC established list of piece rate implemented for piece rate work updated 07/06/2022.</p> <p>Document review on harvester pay slip, the wages paid as per agreed rate.</p>	Yes
4.4.5.4	<p>QBPC engage contractor for FFB transport to deliver the FFB to collection centre.</p> <p>The payment made by the contractor to the workers are based on agreeable rate per tonne of FFB transported.</p>	Yes
4.4.5.5	<p>QBPC established list of workers that contain name, gender, date of birth, date joined, job description and nationality.</p> <p>Document review on list of workers are maintained and updated.</p>	Yes
4.4.5.6	<p>QBPC established fair worker contract for every worker recruited and duly signed by both parties.</p> <p>Work contract details in accordance to Sabah Labour requirements that include annual leave, public holidays, sick leave, and working hours.</p> <p>Workers are briefed on the terms and conditions, wage, position of the work contract and copy is provided.</p> <p>Field interviews with general workers and harvesters informed they briefed on the contract terms and conditions and received a signed copy.</p>	Yes
4.4.5.7	<p>QBPC established time recording system via check roll to monitor and record workers working hours on daily basis.</p> <p>PPSB has displayed the working hours at estate notice board.</p> <p>Field interviews with general workers and harvesters informed they are aware on the working hours and overtime.</p>	Yes
4.4.5.8	<p>QBPC established the 'Masa Kerja Di Ladang' and displayed at the estate notice board.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The working hours is from 7.00 am to 3.00 pm with time rest 11.00 am to 12.00 pm.</p> <p>Field interviews with general workers and harvesters informed they understand the working hours and overtime time.</p>	
4.4.5.9	<p>QBPC established pay slip as records to document the wages and overtime of the workers.</p> <p>Sampled pay slip for July 2022 is review, workers are paid on piece rated basis for harvesting and chemical spraying.</p> <p>Review on pay slip July 2022, daily rate paid at RM 57.69 to workers for holiday and sick leave as describe in the contract agreement in accordance to Minimum Wage Order (Amended 2022).</p> <p>Field interviews with general workers and harvesters informed, the pay slip documented is in Bahasa Malaysia language.</p>	Yes
4.4.5.10	<p>QBPC provides benefits to workers such as medical care, SOCSO, housing, water and electricity.</p>	Yes
4.4.5.11	<p>QBPC adopted the industry best practise for workers housing quarters.</p> <p>Site verification on the worker living quarters has basic amenities such as water and electricity.</p> <p>Field interviews with general workers and harvesters informed, they are provided with basic amenities such as water and electricity.</p>	Yes
4.4.5.12	<p>QBPC established the Good Social Practices Policy dated 29/04/2019 signed by Director.</p> <p>The policy states:</p> <ul style="list-style-type: none"> To provide working environmental working environmental that is free from sexual harassment and violence for both workers and visitor; To prevent sexual harassment and violence against women workers and other community. <p>The policy is available in both English and Bahasa Malaysia language and displayed at the estate notice board.</p> <p>Good Social Practices Policy is shared to external stakeholders via email on 08/08/2022 and briefed to internal stakeholders on 19/06/2022.</p> <p>Review on complaints records, no complaint lodged for sexual harassment.</p>	Yes
4.4.5.13	<p>QBPC established the Good Social Practice Policy dated 29/04/2019 signed by Director.</p> <p>The policy states:</p> <ul style="list-style-type: none"> Respect employees that have right and freedom to form or join trade union. 	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>QBPC has conducted internal stakeholders meeting dated 19/06/2022 act as the platform for workers to raise any concerns on training, social, wages and benefits.</p> <p>Site interview with estate management informed the meeting and briefing will be conducted once a year.</p>	
4.4.5.14	<p>QBPC established the Good Social Practice Policy dated 29/04/2019.</p> <p>The policy states:</p> <ul style="list-style-type: none"> We shall ensure that no child or young person are employed pursuant to children and young persons (employment) Act 1966. <p>Field interviews with general workers and harvesters informed there is no child labour or young person employed by estate management. All workers are above 18 years prior joining the estate.</p>	Yes
4.4.6.1	<p>QBPC established training program year 2022 dated 10/03/2022.</p> <p>Training conducted:</p> <ul style="list-style-type: none"> 23/01/2022: MSPO and company policies briefing 28/05/2022: Briefing and training on Environment. 19/06/2022: Safety and health training. <p>Field interviews with general workers and harvesters confirmed they attended and understand the training conducted by estate management.</p>	Yes
4.4.6.2	<p>QBPC established training programme according to the job task.</p> <p>Training matrix for each of the workers is develop to identify training needs for each of the worker based on their job description.</p> <p>Document review of training need analysis is established by QBPC for all workers updated on 10/03/2022.</p>	
4.4.6.3	<p>QBPC established annual training programs for year 2022 updated 10/03/2022 includes company policies, safety & health, environmental, SOP, PPE and COVID-19.</p> <p>Example:</p> <ol style="list-style-type: none"> Training on harvesting operation; Training on chemical spraying operation; Training on Emergency drill; Training on PPE; Training on COVID-19. 	

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>QBPC established Environmental Policy dated 29/03/2019 signed by Director.</p> <p>The policy point 1 states complying with all applicable environmental laws and regulations.</p> <p>During site visit, policy displayed at estate notice board.</p> <p>Environmental policy briefing for all workers conducted on 28/05/2022.</p> <p>QBPC established Environmental Management Plan updated on 25/05/2022.</p> <p>Example of content:</p> <p>Activity: Herbicide usage;</p> <ol style="list-style-type: none"> 1. Negative Impact: Over spraying of chemicals leading to soil quality deteriorate ; 2. Management control: Training, equipment calibration and selective spraying; 3. Responsibility: Estate PIC. <p>Field interviews with general workers and harvesters informed they were briefed on spraying activities.</p> <p>Reviewed and verified briefing records dated 28/05/2022.</p>	Yes
4.5.1.2	<p>a QBPC established Environmental Policy dated 29/03/2019 signed by Director.</p> <p>The policy states company committed to minimizing the environmental impact of its operation and understand the importance of conserving natural resources.</p>	Yes
	<p>b QBPC established Environmental Aspect and Impacts Assessment updated on 20/05/2022.</p> <p>The assessment include all operations such as maintenance, harvesting, store, etc.</p> <p>Example:</p> <p>Activity: Crop evacuation;</p> <p>Aspect: Rotten FFB bunches and loose fruits entering waterways;</p> <p>Impact: Water pollution;</p> <p>Management control: Prevention of left out bunches in field or missed out bunches during harvesting;</p> <p>Risk: Moderate.</p> <p>During field visit, observed no bunches or rotten bunches left out in field blocks.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.3	<p>QBPC established Environmental Management Plan updated on 25/05/2022 include negative impact and promote the positive.</p> <p>Example:</p> <p>Positive impact</p> <p>Activity: Manuring application by using bowl and reduce usage of plastic bag;</p> <p>Aspect: Reduce plastic bag usage.</p> <p>Impact: Reduce pollution to environment.</p> <p>Field interviews with general workers and harvesters informed that bowls are being used for fertilizer application and there is no use of plastic bags.</p>	Yes
4.5.1.4	<p>QBPC established Action Plan for Continual Improvement updated 05/06/2021 for promoting of positive impacts and improvement plan.</p> <p>Example:</p> <p>Chemical store and chemical mixing area.</p> <p>Action to be taken: Repair any damages;</p> <p>Timeframe: Ongoing.</p> <p>During site visit, observed chemical store and premix area is in good condition.</p>	Yes
4.5.1.5	<p>QBPC established training program updated on 10/03/2022 includes topic policies, environmental, etc.</p> <p>Briefing of policies to workers conducted on 28/05/2022.</p>	Yes
4.5.1.6	<p>QBPC carried out environment meeting on 28/05/2022.</p> <p>Meeting was attended by worker representatives and estate management.</p> <p>Topics of discussion included no open burning, prohibition of wildlife hunting and reporting of wildlife sightings and legal requirements.</p> <p>Field interviews with general workers and harvesters informed they have participated in the meeting and understand the procedures established in the estate.</p>	Yes
4.5.2.1	<p>QBPC established baseline for electricity usage record from Sabah Electricity Sdn Bhd (SESB). Review the baseline values for year 2019 to year 2020.</p> <p>The baseline is a guideline to monitor and compare against the actual usage.</p> <p>Usage of electricity from the grid is closely monitored on monthly basis. Record of electricity usage in estate for year 2022 is lower compared to year 2021 for the period from January to July.</p> <p>This is due to lower work force occupancy at housing area.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment	Compliance	
	<p>Diesel usage for year 2022 from January to July 2022 has been reviewed and verified. Diesel usage is lower compared to 2021 same period due to lower crop.</p> <p>The electricity usage for housing and store.</p>		
4.5.2.2	<p>Usage of electricity from the grid is closely monitored on monthly basis. Record of electricity usage in estate for year 2021 is lower compared to budget for the period from January to July.</p> <p>Diesel usage for year 2022 from January to July 2022 has been reviewed and verified. Diesel usage is lower compared to 2021 same period due to lower crop.</p>	Yes	
4.5.2.3	<p>QBPC does not use any renewable energy.</p> <p>Site interview with management informed that there are no plans to install renewable energy due to high cost.</p>	Yes	
4.5.3.1	<p>QBPC established Waste Management Plan updated on 20/07/2022.</p> <p>Waste generated is identified based on type of waste such as solid, liquid and gases.</p> <p>All waste products and sources of pollution identified is documented in the establish table.</p> <p>Example:</p> <p>Type of waste: Food waste;</p> <p>Source: Domestic housing.</p>	Yes	
4.5.3.2	a	<p>QBPC established Waste Management Plan dated ON 20/07/2022 identifying the source and disposal method.</p> <p>Example:</p> <p>Type of waste: Food waste;</p> <p>Source: Domestic housing;</p> <p>Disposition method: Waste disposed in provided bins are collected by municipal council.</p> <p>Field interviews with general workers and harvesters informed domestic waste is disposed into bin provided by municipal council.</p>	Yes
	b	<p>QBPC identify wastes generated that could be reduce, reuse or re-cycle.</p> <p>Example:</p> <p>Waste: Plastics, Paper and glass;</p> <p>Recycle: Send to recycle center;</p> <p>Field interviews with general workers and harvesters informed they sell recycle items to recycle center.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.3	<p>QBPC established SOP Chemical Mixing, Chemical Storage, Chemical Application dated 29/04/2019 describe on premix of chemical, safety storage and application handling.</p> <p>In additional, QBPC adopted SDS as SOP for chemical disposal.</p> <p>All empty pesticide containers are properly marked and re-used for chemical spraying.</p> <p>During site visit, observed empty pesticide containers were marked "X" with red paint.</p> <p>Field interviews with general workers and harvesters informed that empty chemical containers are triple rinsed and reused for chemical application.</p>	Yes
4.5.3.4	<p>QBPC established SOP for Disposal of Chemical dated 29/04/2019.</p> <p>The SOP describes triple rinse all the empty pesticide containers before reuse. No disposal of empty pesticide containers by QBPC as the containers re-used back for chemical application at field blocks after triple rinse.</p> <p>During site visit observed, empty chemical containers marked (X) in red and stored in empty chemical container store.</p> <p>No scheduled waste generated at site as transport vehicles are provide by contractor and parked at contractor's area which is outside of the estate.</p>	Yes
4.5.3.5	<p>QBPC dispose domestic wastes collected by municipal council.</p> <p>Some domestic wastes can be recycled and use as fertilizer for vegetable and fruit trees planted by employees.</p> <p>Field interviews with general workers and harvesters informed that domestic waste is collected by the local municipal council twice a week.</p>	Yes
4.5.4.1	<p>QBPC has established Action Plan on Pollution Emission dated 07/07/2021.</p> <p>Example:</p> <p>Type of pollution: Land and water pollution;</p> <p>Activity: Nitrogen fertilizer application;</p> <p>Gaseous waste: Nitrogen Dioxide (NO₂).</p>	Yes
4.5.4.2	<p>QBPC established Action Plan on Pollution Emission dated 07/07/2021.</p> <p>Example:</p> <p>Type of pollution: Land and water pollution;</p> <p>Activity: Nitrogen fertilizer application;</p> <p>Gaseous waste: Nitrogen Dioxide (NO₂)</p> <p>Action: Ensure no application of fertilizer during rainy days.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Site interviews with general workers and harvesters informed they do not apply fertilizer during rainy days.	
4.5.5.1	<p>a QBPC established Waste Management Plan updated on 01/05/2022. The plan describes the water sources which are from the Sabah State Water Department and rainwater harvesting. Water source from Sabah State Water Department is for operation use and domestic consumption. Rainwater harvesting is only for domestic use for washing only. No changes in water management plan.</p>	Yes
	<p>b QBPC do not have streams, rivers or waterways within the estate. Therefore, no monitoring established for incoming or outgoing water. Estate map has been shared and reviewed. There are no natural streams flowing within the estate. During field visit, observed only field drains established in estate.</p>	Yes
	<p>c QBPC optimizes water usage via: 1. Implementation of water harvesting; 2. Rinsed water from chemical containers is reused for premixing.</p>	Yes
	<p>d QBPC estate map review verify there is no river, or natural stream within the estate. During field visit, observed only field drains established in estate. Field interviews with the general workers and harvesters informed, they understand spraying and fertilizing activities are prohibited to be carry out near the field drains.</p>	Yes
	<p>e QBPC estate map has been shared and reviewed. There are no natural streams flowing within the estate. During field visit, observed only field drains established in estate and vegetation on banks of field drains were well maintained. Therefore, no management plan to restore vegetation in riparian zone established.</p>	Yes
	<p>f During site visit, observed no bore wells constructed to extract ground water.</p>	Yes
4.5.5.2	<p>During field visit to estate, there are no natural streams flowing within the estate. Therefore, no construction of bunds, weirs and dams.</p>	Yes
4.5.5.3	<p>QBPC practice rainwater harvesting for domestic and operational use. This was cross verified with workers during field interviews.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	During site visit, observed storage tanks to collect rainwater at worker quarters has been shared and reviewed.	
4.5.6.1	<p>a QBPC established Environmental Policy dated 29/03/2019 signed by Director states on commitment of wildlife protection.</p> <p>QBPC established Wildlife Management Plan updated on 08/07/2022 to monitor wildlife.</p> <p>Workers are trained on the subject on 28/05/2022.</p> <p>Field interviews with general workers and harvesters informed wild life shall be protected and they will provide feedback to management when there is wildlife sighted in the estate.</p> <p>During site visit, observed evidence of no hunting signage or capturing of protected wildlife is installed at estate entrance.</p>	Yes
	<p>b QBPC monitor wildlife in and surrounding the estate.</p> <p>QBPC established monitoring checklist of biodiversity updated on 15/08/2022 for workers to provide feedback once observed any wildlife in the estate.</p> <p>Field interviews with general workers and harvesters informed common wildlife sighted at estate were wild boar, monitor lizard, squirrels and jungle fowls.</p> <p>There are no wildlife sighted within the estate based on the latest records on 31/07/2022.</p>	Yes
4.5.6.2	<p>a QBPC established the plan 'Memerangi Pemburuan Haram' dated 01/07/2020.</p> <p>The plan include the Wildlife Department guideline such as hunting protected animal penalty.</p> <p>During site visit, observed evidence of the plan displayed at the estate notice board.</p> <p>Field interviews with general workers and harvesters informed wild life shall be protected and they will provide feedback to management when there is wildlife sighted in the estate.</p>	Yes
	<p>b QBPC established Environment Policy dated 29/03/2019 states company committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resource.</p> <p>Point 1 Complying with all applicable environmental laws and regulation.</p> <p>Point 7 No hunting of wildlife is encouraged inside the plantation.</p> <p>Evidence of wildlife list is displayed at estate notice board.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Evidence of no hunting signage installed at estate has been shared and reviewed. There is no human-wildlife conflict evidence in the estate.</p> <p>Workers are trained on the subject on 28/05/2022.</p>	
4.5.6.3	<p>QBPC establish monitoring records to monitor wildlife in and around the estates.</p> <p>Monitoring record dated 31/07/2022 reviewed.</p> <p>No sightings has been recorded as of audit date.</p>	Yes
4.5.7.1	<p>QBPC established Environment Policy dated 29/03/2019 signed by Director.</p> <p>The policy states implementation of zero burning on all oil palm cultivation activities, there will be no open burning in the estate.</p> <p>During field visit and inspection at labour quarters, no traces of burning sighted.</p>	Yes
4.5.7.2	<p>QBPC established Environment Policy dated 29/03/2019 signed by Director.</p> <p>No disease observed on palm oil tree that required burning for treatment during field visit.</p> <p>Therefore no special approval for open burning from relevant authorities.</p>	Yes
4.5.7.3	<p>QBPC has establish Environment Policy dated 29/03/2019 signed by Director.</p> <p>There are no application documents sighted for controlled burning.</p>	Yes
4.5.7.4	<p>QBPC adopt 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>During field visit to replanted area evidences of the replanted area in year 2020, palms are felled and chipped.</p> <p>No replanting activities in year 2021 and 2022.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>QBPC adopted best practice procedure from Field Handbook Oil Palm Series Volume 1, 2 & 3 which includes Nursery, Immature and Mature activities.</p> <p>QBPC established SOP for chemical spraying, manuring, slashing and harvesting.</p> <p>Training has been carried out on 23/01/2022.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Briefing on work SOPs has been carried out every morning prior to commencement of work low workforce consisting of two (2) workers.</p> <p>During field visit, observed best practices such as no over spraying and palms frond stacking and pruning well maintained. Pruning is in progress block by block due to shortage of workers.</p>	
4.6.1.2	<p>QBPC adopted field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as guideline for planting at slopes.</p> <p>Page 54 describes:</p> <p>Terraces of platform are constructed in steeper areas in order to:</p> <ol style="list-style-type: none"> i. Facilitate effective establishment, maintenance and harvesting of palms; ii. Minimize soil erosion; iii. Reduce rainwater runoff and nutrient losses; iv. Increase water infiltration; v. Conserve moisture and increase water infiltration; vi. Provide each palm with equal access to light, nutrients and water. <p>The guideline includes soil management on steep terrains and planting of cover crops.</p> <p>Currently there is no replanting program to observe the status of the management program.</p> <p>The topography of the estate is flat with slope 0-15°, approximately 16 metres from sea level.</p> <p>This has been verified using JUTWMA application.</p> <p>During field visits at sampled block at estate, Mucuna Bracteates is planted to control soil erosion within the terrace area in replanting block number 19, 20 and 34, year planting 2020.</p>	Yes
4.6.1.3	<p>QBPC established block marker that states the phase, block number, year of the first planting, year of replanting, number of trees and type of material.</p> <p>Pictorial evidences of blocks has been shared and reviewed.</p> <p>Example:</p> <p>Phase no: 2;</p> <p>Block no: 19, 33 and 34;</p> <p>Year of planting: 2020;</p> <p>Number of palms: 655</p> <p>Area: 14.73 Acre</p> <p>Material: Felda D x P.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.2.1	QBPC established 5 years business plan from 2022 to 2026 updated on 26/06/2022. The plan includes the sales of FFB, administration and operation expenditure, and replanting cost.	Yes
4.6.2.2	QBPC established 5 years business plan from 2022 to 2026 updated on 26/06/2022. 3 years replanting programme has been established with replanting planned for year 2023.	Yes
4.6.2.3	QBPC established 5 years business plan from 2022 to 2026 updated on 26/06/2022. The plan includes: <ul style="list-style-type: none"> Planting material to be used; FFB projection; Production cost per metric tonne; FFB Price forecast/MT. 	Yes
4.6.2.4	QBPC's business plan is monitored on monthly basis for profit and loss. Monthly profit and loss reports for year 2021 has been shared and reviewed.	Yes
4.6.3.1	QBPC purchase chemical, fertilizer and operation tool from supplier where the pricing is obtained verbally. Example: Reviewed purchasing chemicals dated 31/07/2022 includes, purchase order, delivery order and invoice are documented and maintained.	Yes
4.6.3.2	QBPC make payment for purchase of the chemical and fertilizer based on the verbally agreed price and terms of payment. Content of purchase orders, quotations, delivery orders and invoices are consistent. Reviewed records of payment voucher made on 25/04/2022. Payment amount is consistent with pricing in quotation.	Yes
4.6.4.1	QBPC engaged external party for FFB transportation to FFB collection center. Contract agreement on 01/06/2021 has been shared and reviewed. The agreement is valid for two (2) years. Section eight (8) of the agreement includes statement the contractor has to comply MSPO Principles requirements. The contract agreement has been acknowledged by both parties.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.2	The contract agreement between QBPC and contractor dated 01/06/2021 valid for two (2) years signed by both parties describe the service, terms of payment and conditions.	Yes
4.6.4.3	Contract agreement for FFB transport include a statement under section eight (8) which mentions as below: "The contractor agree to be interviewed and assessed by MSPO auditors appointed by the company as part of the MSPO requirements".	Yes
4.6.4.4	QPBC payment to contractor based on progress report monitored by the summary records and approved by the Estate Manager prior to issue payment. Reviewed and verified invoice from transport contractor dated 30/06/2022 and voucher payment dated 31/06/2022. Payment has been made accordingly.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>QPBC planting statements, estate map and land title are reviewed.</p> <p>The 1st planting starts in year 1984.</p> <p>During field visit and interview with QPBC management team informed no high biodiversity area within the estate.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.</p>	Yes
4.7.1.2	<p>QPBC planting statement, estate map and land title are reviewed.</p> <p>The 1st planting starts in year 1984 and latest replanting in year 2020 only 6.07 Ha.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.</p> <p>Therefore, no PMM or EIA established.</p>	Yes
4.7.2.1	<p>QBPC planting statements and estates maps are reviewed, there is no peat land.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.</p> <p>Pictorial evidences and soil map are reviewed and verified, there is no peat land within the estate.</p>	Yes
4.7.3.1	<p>QBPC planting statement, estates maps and land titles are reviewed.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.</p> <p>Therefore, no Social and Environmental Impact Assessment (SEIA) document established.</p>	Yes
4.7.3.2	<p>QBPC planting statement, estates maps and land titles are reviewed.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.</p> <p>Therefore, no SEIA document established.</p>	Yes
4.7.3.3	<p>QBPC planting statement, estates maps and land titles are reviewed.</p> <p>Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.</p> <p>Therefore, no SEIA document established.</p>	Yes
4.7.3.4	<p>There is no smallholders' scheme in QBPC certification.</p>	Yes
4.7.4.1	<p>QBPC planting statement, estate map and land title are reviewed. There is no new planting in QBPC.</p> <p>Therefore, no soil map established.</p>	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



4.7.4.2	QBPC planting statement, estate map and land title are reviewed. There is no new planting in QBPC. Therefore, no topographic map established.	Yes
4.7.5.1	Review on QBPC planting statement and estate soil map Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting. Therefore, no topography map established.	Yes
4.7.5.2	Review on QBPC planting statement and estate soil map. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting. Therefore, no monitoring management plans for fragile and marginal soil established.	Yes
4.7.5.3	QBPC planting statement and soil map are reviewed. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting. Therefore, no identification of marginal and fragile soils established.	Yes
4.7.6.1	Review on QBPC planting statement, there is no new planting. Therefore, no FPIC conducted. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.	Yes
4.7.6.2	Review on QBPC planting statement, there is no new planting. There is no sacred site, therefore no management plan established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.	Yes
4.7.6.3	Review on QBPC planting statement, there is no new planting. Therefore, no customary land established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.	Yes
4.7.6.4	Review on QBPC planting statement, there is no new planting. Therefore, no compensation established. Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.	Yes
4.7.6.5	QBPC planting statement, estate maps and land titles are reviewed. There are no new planting, therefore, no mechanism establish. Observation during onsite visit, there no new planting being crosschecked in field.	Yes
4.7.6.6	Review on QBPC planting statement, there is no new planting. Therefore, assessment on recognition for customary rights is not required.	Yes

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



	Further check conducted using Sabah Land and Survey Department JTUWMA to crosscheck on the estate to verify there is no new planting.	
4.7.6.7	Review on QBPC planting statement, 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 verify there is no new planting.	Yes
4.7.6.8	Review on QBPC planting statement, 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 verify 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.
	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.
X	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i></p>	

4.5. Detail of Audit Findings in last audit

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

4.6. Detail of Onsite Audit Findings Identified during this audit

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

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

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.4.2	j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	Office	QBPC could improve mechanism on monitoring legal compliance.
2.	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	QBPC stakeholder consultation form could include feedbacks for environmental impacts.
3.	4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	Office	QBPC could improve environment management plan to include status and person in charge.
4.	4.5.5.1	d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate	Office	QBPC could improve marking of palms adjacent to the field drains to ensure no chemicals or fertilizers applied or spilled in to the waterways.

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



5. CONCLUSION

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

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

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

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

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

Total certified number of estate:	1
Total certified production area:	60.81 Ha
Certified FFBS January to July 2022:	276.65 Mt
Project FFBS January to December 2022:	480 Mt

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



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, 30/08/2022

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

Puchong, 02/09/2022

Muhammad Khairul Anuar
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



7. LIST OF STAKEHOLDERS

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

MSPO Certification Summary Report

Company Name: Quek Brothers Plantation Company

Certifying Unit: Quek Brothers Plantation Company

Client Number: 92-108

Audit Type: ASA 03

Mode of Audit: Onsite



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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

- P&C Audit Report / Checklists
- Audit Plan