

MSPO CERTIFICATION SUMMARY REPORT

SPOC B2 KELANANG

RECERTIFICATION 02

Onsite Audit Date: 25/07/2022 – 28/07/2022

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MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board
Certifying Unit: SPOC B2 Kelanang
Client Number: 92-066
Audit Type: Recertification 02
Mode of Audit: Onsite



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ABBREVIATIONS

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agriculture Practices
GPS	Global Positioning System
HBV	High Biodiversity Value
IPM	Integrated Pest Management
ISO	International Standard Organisation
LKN	Latihan Khidmat Nasihat
MPOB	Malaysian Palm Oil Board
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PPE	Personal Protective Equipment
RTE	Rate, Threatened and Endangered
SA8000	Social Accountability 8000
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SPOC	Sustainable Palm Oil Cluster
WHO	World Health Organization

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1. INTRODUCTION

MPOB has commissioned TÜV NORD (Malaysia) Sdn Bhd to conduct recertification audit for SPOC B2 Kelanang according to MS 2530-2:2013 Part 2 General Principles for Independent Smallholders.

1.1. Objective

The objective of this audit is to assess the MPOB Cawangan SPOC B2 Kelanang as group manager managing the independent smallholders by an independent certification body for compliance of the applied standard.

1.2. Scope

The assessment is based on the documentation established by MPOB Cawangan SPOC B2 Kelanang in managing the independent smallholders' scheme.

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 mentioned below. TÜV NORD has employed a risk-based approach in the verification, focusing on the identification of significant risks and reliability of the monitoring and reporting.

The assessment is carried out on the basis of the MS 2530-2:2013: Part 2: General principles for independent smallholders.

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

1. Kod Amalan Baik (GAP) Perkebun Kecil, Malaysia Palm Oil Board
2. Guidelines for Development of a Standard Operating Procedure for Oil Palm Cultivation on Peat.

1.3. Appointment & Qualification of Audit Team Members

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

Qualification of the Lead Auditor: Ariff Bin Lokman

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	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 and appointed as lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 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.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producer online course.

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Requirement	Qualifications
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 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	Navin Baskram	Bachelor in Biotechnology and Master in Environmental Management.	Yes
	Khairul Anwar Bin Ismail	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)	Navin Baskram	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.	Yes
	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor / auditor trainings	Navin Baskram	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
	Khairul Anwar Bin Ismail	Successfully completed MS2530 series of	Yes

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Requirement	Name Assessor	Qualification	Compliance
		standards for Lead Auditors.	
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.	Navin Baskram	Qualified as auditor based on audit log.	Yes
	Khairul Anwar Bin Ismail	Qualified as auditor based on audit log.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Navin Baskram	4 years working experience in oil palm plantations.	Yes
	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Navin Baskram	4 years working experience in oil palm plantations.	Yes
	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Navin Baskram	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Navin Baskram	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Navin Baskram	Successfully completed Basic SA 8000 training.	Yes
	Khairul Anwar Bin Ismail	Successfully completed Basic SA 8000 training.	Yes

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

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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;
- Latest smallholders list;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews SPOC personnel, stakeholders, contractors; review of documentation;
- Review of SPOC management system;
- Reporting
- Draft audit reporting
- Technical review
- Peer review
- Address Peer Review Comments
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

Recertification 02 Audit:

Recertification 02 audit conducted onsite from 25/07/2022 – 28/07/2022 covering the following activities but not limited to below:

Onsite:

- Onsite visit, observations and inspections of farms management and activities;
- Interview smallholders;
- Reviewed revised and updated documentation established and implemented;
- FFB production records;
- Training records;
- Land titles and land application approvals;
- Stakeholders consultation meeting;
- Review and closed out of observations raised during stage 1 or stage 2 or SA audit;
- Assessment reporting;

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Onsite Assessment

The audit of the smallholders is conducted according to the MS 2530-2:2013 Part 2 General Principles for Independent Smallholders.

The methodology for collection of objective evidence by means of physical site inspections, observation of tasks and processes, interviews of smallholders, SPOC officers, review of documentation and data.

MSPO guidance documents are used to guide the collection of information. Any comments from external stakeholders were considered in the assessment.

For this onsite audit, the number of selected independent smallholders are based on example table of ACB – OPMC Issue 2 dated 04/09/2020

The group of smallholders consists of 75 new members and 1,053 old members. The total number of smallholders for this audit are 1,128.

As per MPOB requirements the risk factor of 1.5 shall be applied. Therefore, the sample size $S = 1.5\sqrt{1,127} = 50.37$ round up to the next integral 51.

As per OPMC 2 issue 2, from the sample size, the number of the new members are $51 \times 75\% = 38$ and number of existing members are $51 \times 25\% = 13$.

The list of smallholders selected for the onsite assessment and inspection listed in Table 2-1 below:

Table 2-1: List of Sample Smallholders

Name	GPS Coordinates
Existing members	
Muslim Bin Berau	2.7390786111 N, 101.49244777 E
Khailan Bin Sadhi	2.7693061111 N, 101.52637611 E
Koh Ngo Wei	2.6752261111 N, 101.579691388 E
George A/L Thomas	2.7856388889 N, 101.458555555 E
Noran Suandi Bin Ngadi	2.7598611111 N, 101.486527777 E
Chia Hong King	2.7223333333N, 101.5146944444 E
Hooi Lai Fong	2.7343611111 N, 101.54125 E
Palmer Sawit Sdn Bhd	2.6816388888 N, 101.5549444 E
Hashim Bin Barman	2.6705277777 N, 101.5959166 E
Zainal Anak Simbi	2.6755833333 N, 101.58238888 E

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Name	GPS Coordinates
Existing members	
Azhari Bin Sarkam	2.77658333333 N, 101.5164444 E
Gan Ah Mooi	2.7158841666 N, 101.5139733 E
Azlin Bin Ahmad	2.7642222222 N, 101.5165 E

Name	GPS Coordinates
New members	
Semah Anak Mas	2.66486111 N, 101.54438889 E
Nadaraja A/L Thanjan	2.69388889 N, 101.50402778 E
Abu Bakar Bin Ahmad	2.68800000 N, 101.57652778 E
Rosman Bin Kusnin	2.69363889 N, 101.55988889 E
Tusirah Binti Marlingat	2.78836111 N, 101.51705556 E
Mathew A/L Samuel	2.68663889 N, 101.58797222 E
Neo Kian Sen	2.66127778 N, 101.59211111 E
Hairun Nizam Bin Irin	2.70333333 N, 101.55583333 E
Liow Boon Seng	2.69022222 N, 101.49750000 E
Sim Kim Eng	2.68352778 N, 101.49980556 E
Chia Ai Lee	2.69233333 N, 101.59300000 E
Lim Chee Been	2.69233333 N, 101.52236111 E
Lim Chin Han	2.67922222 N, 101.57194444 E
Ang Dee Chong	2.69191667 N, 101.52708333 E
Low Wu Hin	2.72052778 N, 101.50822222 E

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Name	GPS Coordinates
New members	
Toh Soo Lian	2.73691667 N, 101.47691667 E
Chia Kong Eee	2.76152778 N, 101.49783333 E
Ong Hock Chew	2.78677778 N, 101.44083333 E
Yap Bu Kiyang	2.69077778 N, 101.49530556 E
Wong Ee Soon	2.72350000 N, 101.50277778 E
Chew Sook Yee	2.76547222 N, 101.48297222 E
Lee Sung Peng	2.67911111 N, 101.59122222 E
Ahmad Faisyal Bin Buang	2.78836111 N, 101.51705556 E
Lim Ju Huat	2.68461111 N, 101.55475000 E
Cha Swe Cheng @ Chia Swee Seng	2.68363889 N, 101.55736111 E
Lee Eu Tiong	2.69044444 N, 101.55311111 E
Ng Sum Nga	2.68386111 N, 101.57755556 E
Neo Kian Keong	2.68413889 N, 101.55652778 E
Sim Kow Hoi	2.68736111 N, 101.48708333 E
Nurulisma Binti Duniat	2.74019444 N, 101.49902778 E
Seri Yukhainis Binti Duniat	2.72186111 N, 101.52388889 E
Lee Kang San	2.70805556 N, 101.54519444 E
Mohd Sharifudin Bin Duniat	2.72186111 N, 101.27583 E
Chong Lee Hooi	2.66127778 N, 101.57413889 E
Lee Ah Huat	2.70630556 N, 101.52897222 E
Lim Meng Chung	2.67666667 N, 101.57480556 E

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Name	GPS Coordinates
New members	
Lim Min Long	2.70786111 N, 101.54766667 E
Lee Kun meng	2.69000000 N, 101.50669444 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 Improvements (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 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 during the next audit.

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3. ORGANISATION INFORMATION

MPOB Cawangan SPOC B2 Kelanang, is a branch of MPOB located at Lembaga Minyak Sawit Malaysia (Mpob) No.6 Persiaran Institusi Bandar Baru Bangi 43000 Kajang Selangor 2°57'57" N 101°44'23" E is managed by a group manager and supported by a team officers to manage the cluster providing technical support, estate management skills and training as well as develop the independent smallholders' scheme around the Kuala Langat district.

The smallholders in Kuala Langat as shown in the below maps.



Figure 1: SPOC B2 Kelanang smallholders location

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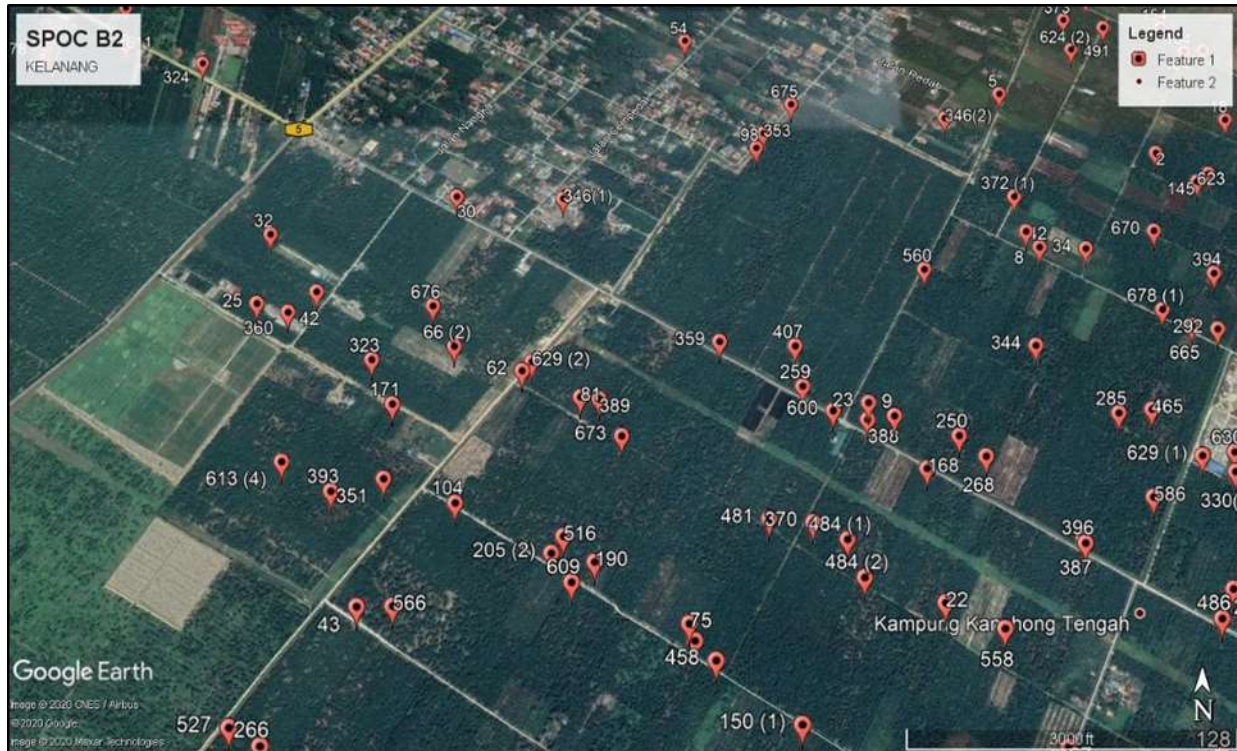


Figure 2: SPOC B2 Kelanang smallholders location

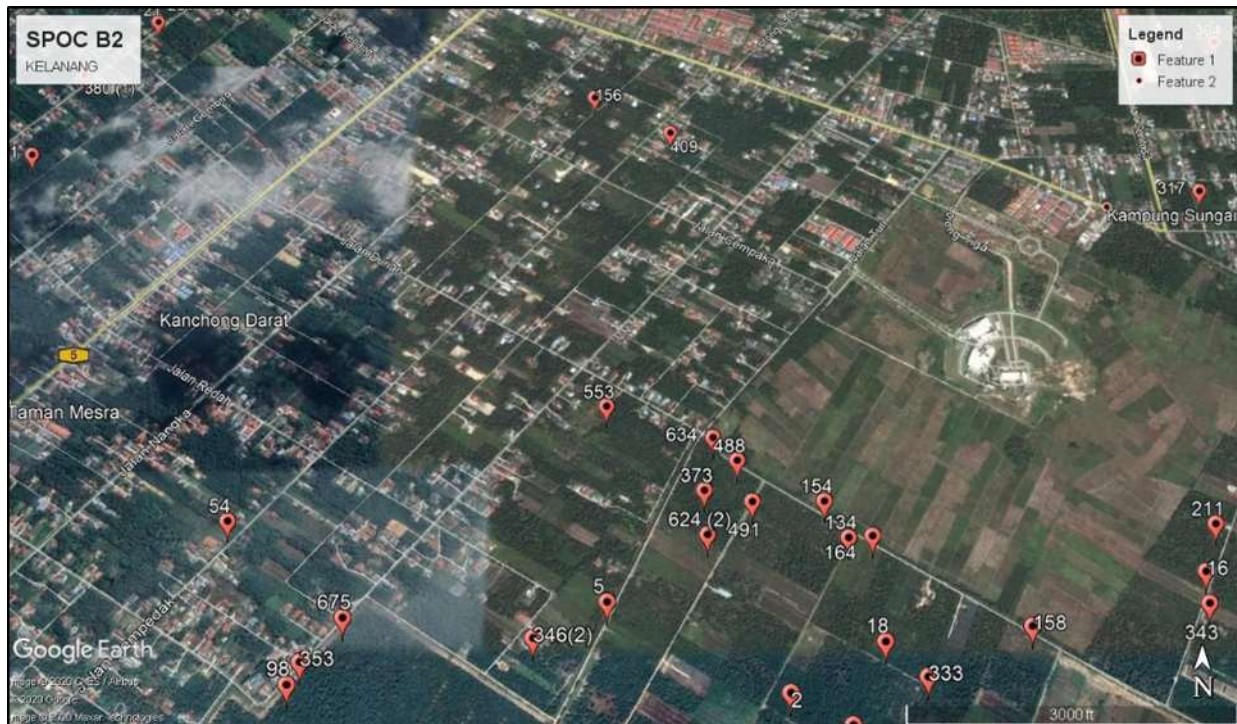


Figure 3: SPOC B2 Kelanang smallholders location

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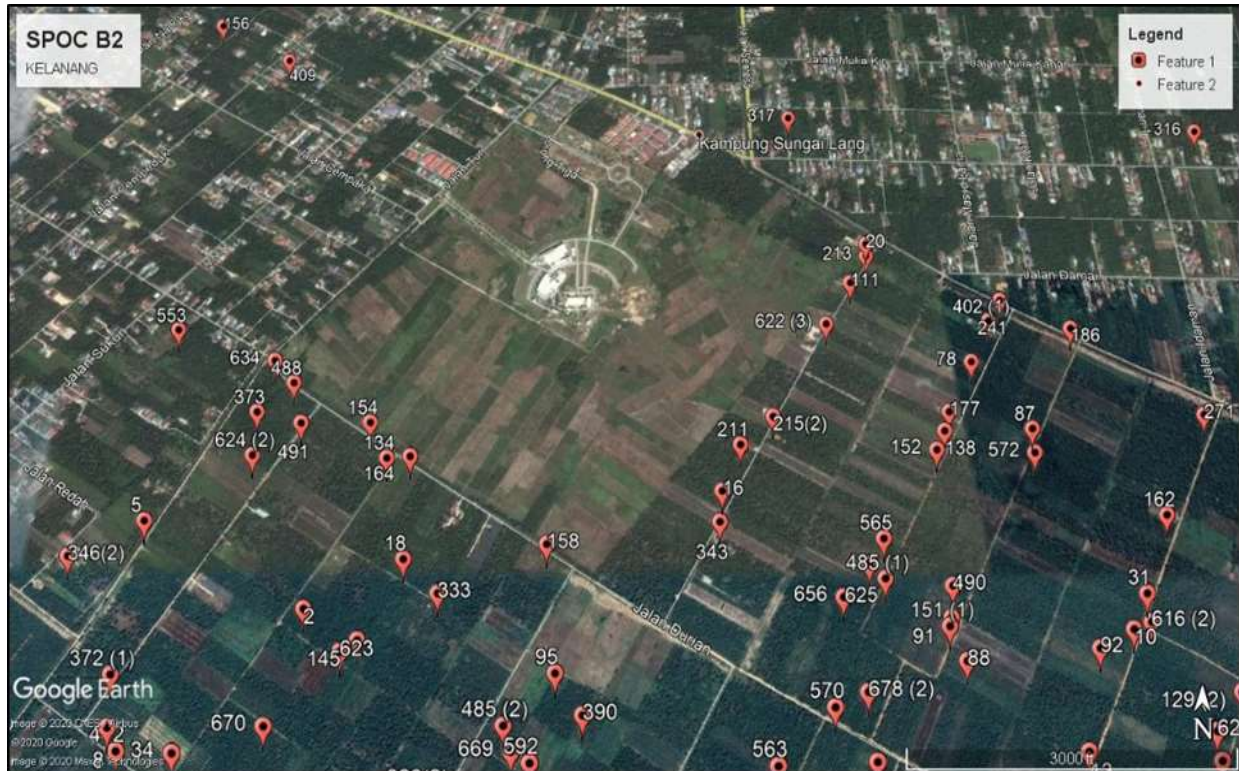


Figure 4: SPOC B2 Kelanang smallholders location



Figure 5: SPOC B2 Kelanang smallholders location

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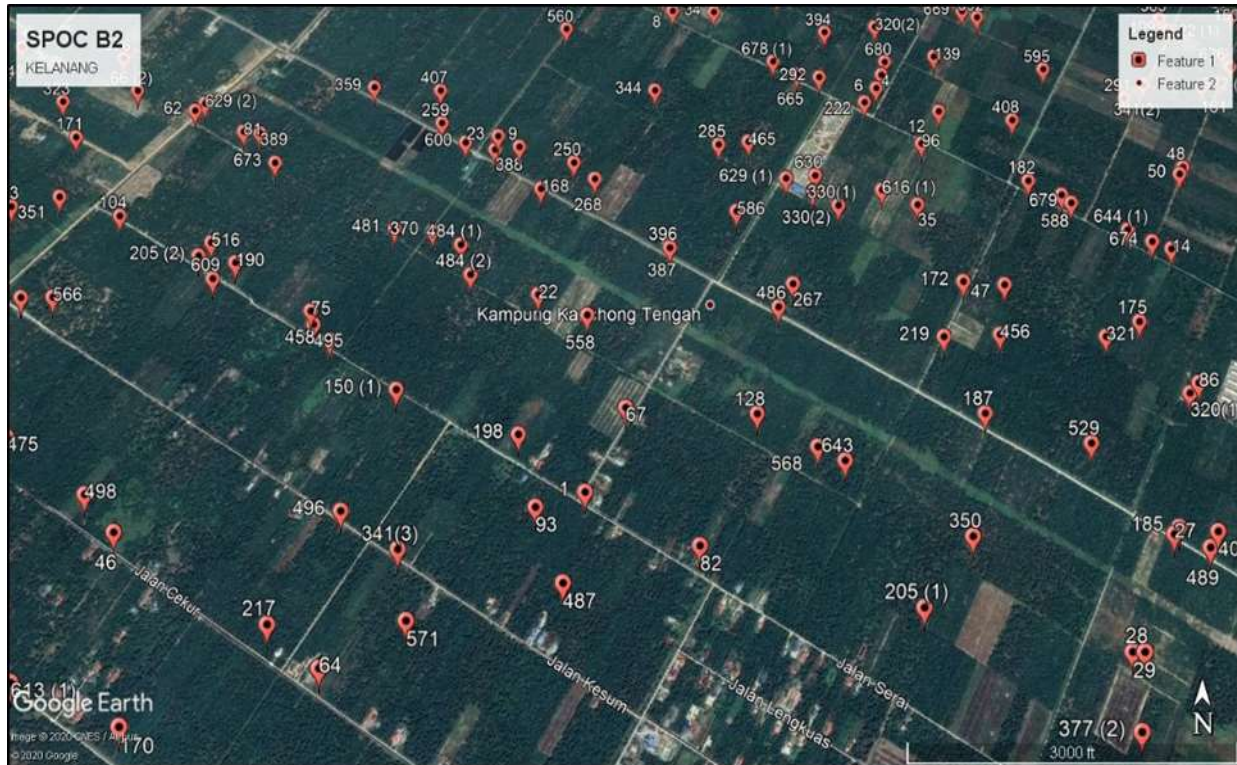


Figure 6: SPOC B2 Kelanang smallholders location

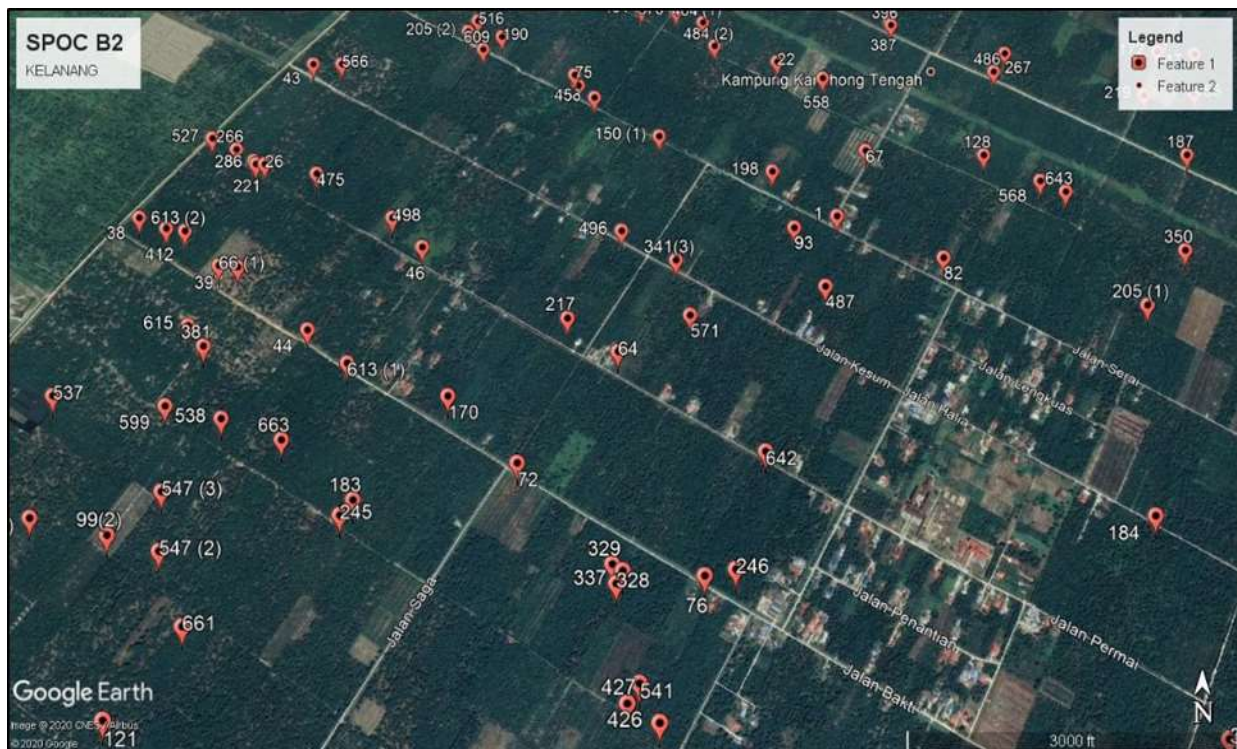


Figure 7: SPOC B2 Kelanang smallholders location

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Figure 8: SPOC B2 Kelanang smallholders location

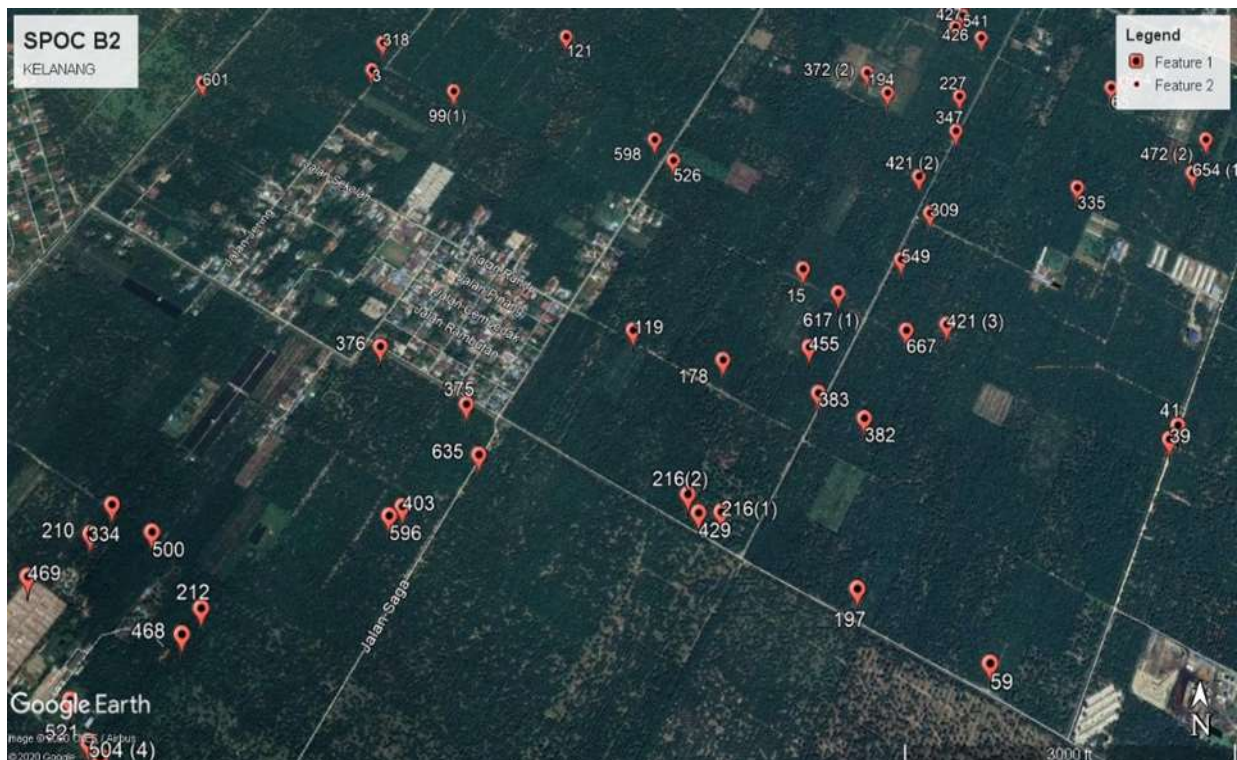


Figure 9: SPOC B2 Kelanang smallholders location

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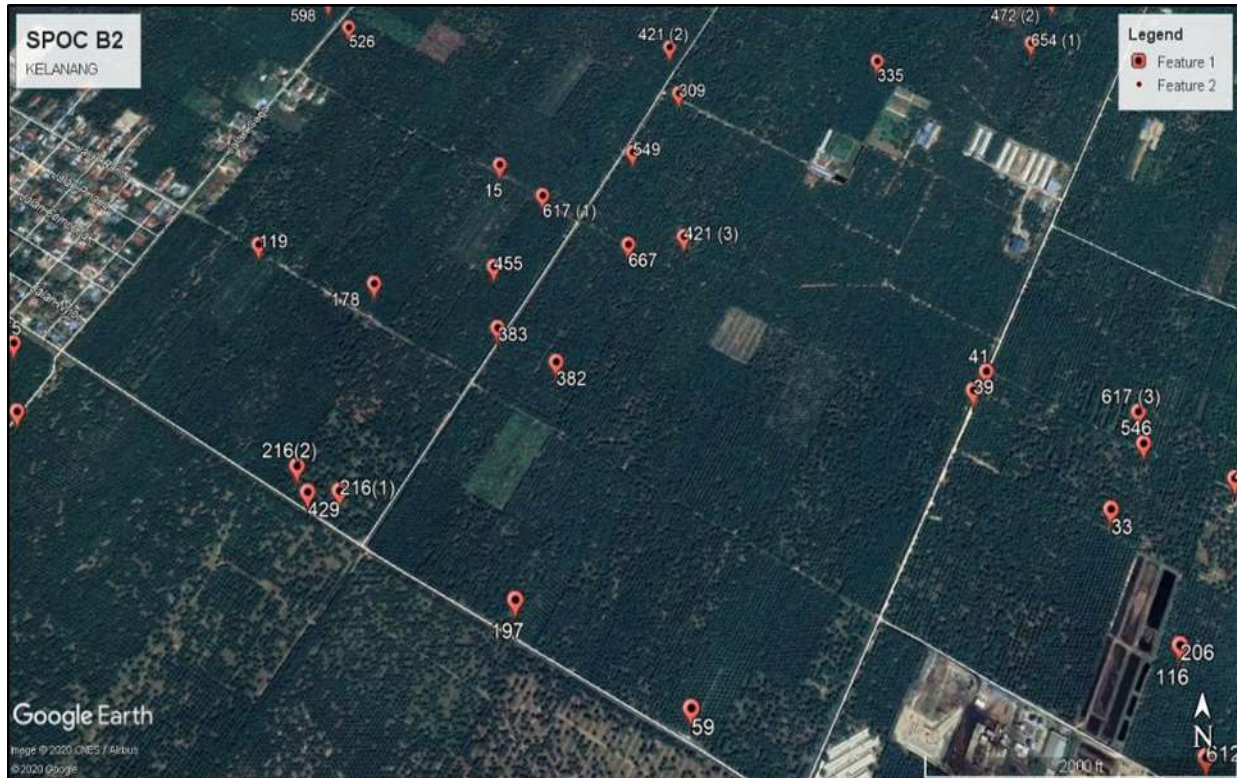


Figure 10: SPOC B2 Kelanang smallholders location

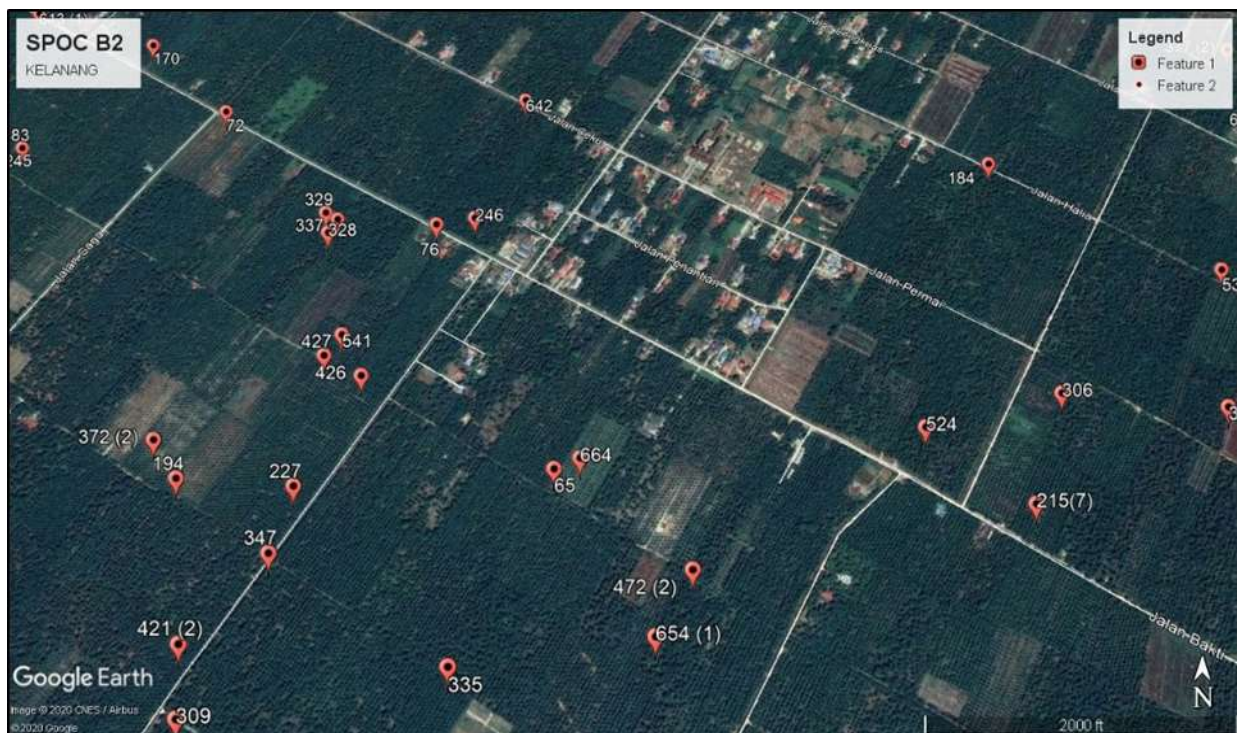


Figure 11: SPOC B2 Kelanang smallholders location

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Figure 12: SPOC B2 Kelanang smallholders location



Figure 13: SPOC B2 Kelanang smallholders location

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Figure 14: SPOC B2 Kelanang smallholders location



Figure 15: SPOC B2 Kelanang smallholders location

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4. CERTIFICATION ASSESSMENT

4.1. Recertification 02

The objective of the audit is to assess the activities of MPOB Cawangan SPOC B2 Kelanang are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

4.1.1. Recertification 02 Audit:

The recertification audit is carried out from 25/07/2022 to 28/07/2022.

The number of smallholders in this surveillance audit are 1,128.

The number of smallholders 1,053 remain the same for this surveillance audit.

The number of smallholders joined during this recertification audit are 75.

The audit team has applied the Malaysian Sustainable Palm Oil Part 2: General Principles for Independent Smallholders Audit Guidance to assess the establish documents against the Principles and Criteria of the standard.

The details of assessment of the indicators are at the summary of assessment in this report.

During the onsite the following were verified but not limited to below:

1. Compliance to legal requirements on the land title, land use rights and customary rights;
2. Training and competence;
3. Environmental management;
4. Waste management and disposal;
5. Health and safety;
6. Group Manager management system;
7. Best practice – farm management including fertilising, chemical spraying and harvesting.

During last surveillance audit, there are 0 Major, 0 Minor and 3 OFI raised.

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

The number of audit findings raised in this audit refer to Section 4.6 of this audit 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.

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 25/06/2022 as to accommodate stakeholder's consultation meeting for SPOC B2 Kelanang to provide comments. As at audit date on 25/07/2022 there are no comments received.

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Invitation letters are sent on 25/06/2022 to invite relevant stakeholders to attend a local stakeholders' consultation on 25/06/2022 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

- a. Introduction of objectives of MSPO standard certification for smallholders.
- b. Development of smallholders farms in area;
- c. Wildlife management area and impact to the smallholders;
- d. Environmental issues on the impact of river contamination;
- e. Type of wildlife around area;
- f. Support from processing palm oil mills at area/

There are issues raised during the stakeholders' consultation that need to be addressed by the SPOC management office.

It can be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

The list of stakeholders who attended the meeting or interview by telephone refer to table 7.1.

Item	Subject discussed	Audit team finding	Comments or Feedback to SPOC
1	Any information from Group Manager for MSPO audit?	Stakeholders informed they have received the information for MSPO audit by phone call from Group manager SPOC B2 Kelanang.	No action required
2	Social issues	There is no social issue raised by stakeholders which related to SPOC B2 Kelanang.	No action required
3	Understanding of Land Title – Native, Customary Land, Freehold, Leased, Land application (LA)	There is no NCR land involved. All of smallholder owned lease land title.	No action required
4	Economy / Livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders informed that having MSPO certification has increase knowledge on good agricultural practises. Thus, smallholders are improving their production yield and having proper farm management.	No action required
5	Does MSPO largely benefits the local communities?	Stakeholders informed the MSPO certification provide benefits to local communities.	No action required
6	Any environment awareness provided by SPOC	Stakeholders informed they have a good understanding on environmental awareness.	No action required

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7	Any awareness of wildlife conducted by SPOC	Stakeholders informed there are no human-wildlife conflict on smallholder's areas.	No action required
8	Is the FFB quality improved with MS2530 certification	There is no issue on the FFB quality. The smallholders understanding on the standard of FFB ripeness is good.	No action required
9	Are there any smallholders practices affect you?	Stakeholders informed there are no impacts caused by smallholder's practises.	No action required
10	Do you consider any management conflict with the MS2530 principles and criteria?	Stakeholders informed there is no conflict with the MS2530 principles and criteria.	No action required
11	Do you have any suggestions for SPOC management?	Stakeholder attendees mention that it will be great the SPOC in regards Group Manager will conduct more MSPO awareness frequently.	SPOC B2 Kelanang Group Manager informed they will contact and ensure involvement from all relevant stakeholders for any smallholders programme conducted.

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

The assessment team conducted 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 applied MSPO 2530-2. The summary of the assessment is as below, where the "Findings/Comments" column reflects the findings in accordance with each indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6.

Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>SPOC B2 Kelanang adopted MPOB MSPO Policy document number MSPO/SPOC/POLISI-01 (rev 03). The policy was signed by SPOC B2 Kelanang Group Manager dated 13/11/2021.</p> <p>The MSPO Policy is available in notice board at MPOB Kelanang Branch office.</p> <p>SPOC B2 Kelanang adopted MPOB MSPO certification application form with the MSPO Policy included in the form duly agreed and signed by smallholders and acknowledged by Group Manager.</p> <p>Document review on the application form in smallholders' files signed by SPOC B2 Kelanang Group Manager and smallholders.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled smallholders informed they have being briefed on the policy during MSPO training conducted on 21-22/07/2022.	
4.1.2.1	<p>SPOC B2 Kelanang adopted MPOB List of Social and Environmental Impact and Action Plan document number MSPO/SPOC/I-04/ISP, rev 4, updated on 01/06/2021.</p> <p>The table include topics on activity, impact and improvement plan.</p> <p>Example of Social Impact and Action Plan:</p> <p>Activity: Harvesting;</p> <p>Social impact: Stealing of FFB;</p> <p>Action plan: Report to JKKK / Police.</p> <p>Field interviews with sampled smallholders informed they have installed gate at the entrance to prevent stealing of FFB and no case reported as of audit date.</p>	Yes
4.1.2.2	<p>Document reviewed on SPOC B2 Kelanang record, Warta Sawit is distributed to smallholders during LKN visit dated 24/06/2022.</p> <p>Field interviews with sampled smallholders informed they obtain Warta Sawit and new information on oil palm management during LKN visit and through MPOB Facebook Page.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC B2 Kelanang established Guidelines for Economic and Financial Power Plans, doc no MSPO/SPOC/GP-01/PEK, issue no: 4 rev: 4 dated 01/06/2021.</p> <p>The guideline has a flow chart describing the step approach for delivery of FFB to ramp operator / collection center or mill with the type of documents:</p> <ol style="list-style-type: none"> 1. Sales receipt; 2. Weighbridge ticket; 3. Enter to BRL; 4. Keep Receipt. <p>Document review on internal audit conducted on 06/07/2022 verify no finding raised on traceability.</p> <p>Copy of weighbridge tickets are kept by smallholders.</p> <p>Field interviews with sampled smallholders informed they kept the weighbridge ticket for traceability purposes.</p>	Yes
4.2.1.2	SPOC B2 Kelanang maintain records of FFB production and sales of each smallholders.	Yes

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Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
	<p>Review sales records kept by the group manager consist of summary of deliveries and sales invoice from dealers or ramp operators to smallholders.</p> <p>SPOC B2 Kelanang monitor FFB pricing on monthly basis obtain from MPOB website</p> <p>Field interviews with smallholders inform FFB sales and delivery records are kept.</p>	

Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC B2 Kelanang establish list of applicable legal documents Document no. MSPO/SPOC/L-01/SKU, issue 4, rev: 5, effective date: 01/06/2021</p> <p>Example:</p> <ul style="list-style-type: none">Akta 342: Akta Pencegahan Dan Pengawalan Penyakit Berjangkit 1988 (Peraturan-Peraturan Pencegahan Dan Pengawalan Penyakit Berjangkit) pindaan 2020;Minimum Wages Order 2022. <p>Document review on MSPO awareness training programme, smallholders are briefed on legal requirements on 21/07/2022.</p> <p>Copy of online system approval of MPOB license kept on file in each smallholder and in the database.</p>	Yes
4.3.2.1	<p>SPOC B2 Kelanang smallholders land titles are either freehold, lease title of 99 years issued by Land Office Kuala Langat or native land that confirmed by JAKOA.</p> <p>SPOC GM has submitted letters to MPOB HQ for land use conversion of 7 lots dated 14/03/2022.</p>	Yes
4.3.3.1	<p>SPOC B2 Kelanang smallholders land titles are either freehold, lease title of 99 years issued by Land Office Kuala Langat or native land that confirmed by JAKOA.</p> <p>There are no customary land titles.</p>	Yes
4.3.3.2	<p>SPOC B2 Kelanang smallholders land titles have maps include location, lot number, area size and boundary stone markers.</p> <p>There are no customary land titles.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SPOC B2 kelanang adopted MPOB guidelines Complaint and Grievance doc no: MSPO/SPOC/SOP-01/AR, no issue: 02 dated 01/06/2021.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The SOP describes;</p> <ol style="list-style-type: none"> 1. Stated in the SOP timeline for addressing the grievances and complaint are within 14 days; 2. Group manager is in charge in handling the complaint and grievances; 3. All the grievances and complaint records are documented. <p>Complaint and grievances procedure had been briefed to Smallholders during MSPO training conducted on 21-22/07/2022 by SPOC B2 Group Manager.</p> <p>Review the complaint and grievance record, no complaint lodge by SPOC B2 Kelanang smallholders and stakeholders.</p>	
4.4.1.2	<p>SPOC B2 Kelanang adopted MPOB guidelines Complaint and Grievance doc no: MSPO/SPOC/SOP-01/AR, issued number: 02 dated 01/06/2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> 1. The group manager is the responsible person to handle and manage any complaints; 2. The time line to resolve disputes within 14 days; 3. In the situation where the complaint cannot be resolve by the SPOC within 14 days, it will be referred to other parties or MPOB headquarters to resolve the matters. <p>Review on documents confirmed there is no grievance lodge by SPOC B2 Kelanang smallholders or stakeholders.</p> <p>Briefing of SOP complaint and grievance conducted during MSPO training conducted on 21-22/07/2022 to the smallholders.</p> <p>Field interviews with sampled smallholders informed they are briefed on complaint and grievance process and timelines to resolve the complaints.</p>	Yes
4.4.2.1	<p>SPOC B2 Kelanang has adopted MPOB Workers Safety and Health Guideline doc no: MSPO/SPOC/GP-02/KKP issued number: 03 dated 01/06/2021.</p> <p>SPOC B2 Kelanang established Training Programme 2022 dated 02/02/2022.</p> <p>LKN was conducted to smallholder individually, example smallholders number 1058 dated 17/02/2022.</p> <p>The training includes awareness on SOP on Safety and Health.</p> <p>Example of new smallholders involved in the LKN are:</p> <ol style="list-style-type: none"> 1. Smallholder number: 1058 dated 17/02/2022; 2. Smallholder number: 1044 dated 29/03/2022. <p>Field interviews with sample smallholders informed they had been briefed on the usage of PPE and used it on field when handling chemicals and fertilizer application.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.3.1	<p>SPOC B2 Kelanang adopted MPOB guideline Employment Terms document no: MSPO/SSCC/SMP-01rev-01 dated 01/10/2020.</p> <p>The form include payment rates for harvesting, chemical spraying, manuring and pruning.</p> <p>Smallholders operate farms by themselves or engage FFB dealer services for harvesting, chemical spraying or manuring.</p> <p>Field interviews with sampled smallholders informed they paid RM 75.00 to RM95.00 per ton of FFB harvested.</p>	Yes
4.4.3.2	<p>SPOC B2 Kelanang adopted MPOB MSPO Policy- states SPOC is against the practice of discrimination by exercising the right of equality in providing opportunities and services regardless of race and ethnicity, political views and nationality.</p> <p>SPOC B2 Kelanang conducted LKN that includes awareness on MSPO Policy dated 24/06/2022.</p> <p>Field interviews with sampled smallholders informed they had been briefed on the discrimination policy.</p>	Yes
4.4.3.3	<p>SPOC B2 Kelanang adopted MPOB Employment Terms document no: MSPO/SPOC/SMP-01 rev-01 updated 01/06/2021.</p> <p>The form included payment rates for harvesting, chemical spraying, manuring and pruning.</p> <p>Field interviews with sampled smallholders informed, they are working by themselves or pay others such as independent FFB collectors to manage their farm operations.</p>	Yes
4.4.3.4	<p>Field interviews with sampled smallholders and field visit to smallholder's farm confirmed no on-site living quarters sighted.</p>	Yes
4.4.3.5	<p>SPOC B2 Kelanang adopted MPOB Employment Terms document no: MSPO/SPOC/SMP-01 rev-01 updated 01/06/2021.</p> <p>The form describe:</p> <ul style="list-style-type: none"> Not to employ young workers below the age of 15-18 years old, for working in dangerous and heavy work. <p>Field interviews with sampled smallholders and observation at farms confirmed no presence of child workers in field. Smallholders are briefed and understand on legal restriction on hiring under age workers.</p>	Yes
4.4.4.1	<p>SPOC B2 Kelanang established Training Programme 2022.</p> <p>The training programme include Taklimat MSPO and LKN visit.</p> <p>Example of training conducted:</p> <p>Title: Taklimat MSPO.</p> <p>Date: 21/07/2022-22/07/2022.</p> <p>Document review verified the LKN has been conducted on 22/03/2022.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	Field interviews with sampled smallholders informed they had attended the MSPO training. Smallholders are able to demonstrate understanding of MSPO implementation in farms.	

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

Indicator	Summary of Assessment	Compliance						
4.5.1.1	<p>SPOC B2 Kelanang adopted MPOB List of Social and Environmental Impact and Action Plan, document number MSPO/SSCC/L-04/ISP, revision 04, issue 04 dated 01/06/2021.</p> <p>Example of environmental impact and action plan:</p> <p>Activity: Domestic waste management;</p> <p>Environmental impact: Land and water pollution;</p> <p>Action Plan: Proper domestic waste management and waste disposal to prevent pollution.</p> <p>Environmental training has been conducted on 21 & 22/07/2022.</p> <p>During interviews with smallholders' at farms, sampled smallholders informed they have been briefed on environmental impacts.</p> <p>During farm visits, observed farms were well maintained and no domestic waste sighted.</p>	Yes						
4.5.2.1	<p>During visits to smallholders' farm, there is no renewal energy use by SPOC B2 Kelanang smallholders' farm.</p> <p>During interviews with smallholders' at farms, sampled smallholders informed they are not using any renewable energy at farm.</p> <p>During farm visits, observed farms no use of renewable energy.</p>	Yes						
4.5.3.1	<p>SPOC B2 Kelanang adopted MPOB List of Scheduled and Domestic Wastes MSPO/SPOC/L-03/SRD Issue 4 rev 4 effective date 01/06/2021.</p> <p>Example:</p> <table border="1"> <tr> <th>Agricultural input</th><th>Waste produced</th><th>Impact</th></tr> <tr> <td>Chemical pumps</td><td>Waste from chemical pumps after spaying activities</td><td>Polluting water sources if the empty chemical container left in the field or near the waterways.</td></tr> </table> <p>Environmental training has been conducted on 21 & 22/07/2022.</p> <p>During interviews with smallholders at farms, sampled smallholders informed they have been briefed on waste chemical handling.</p>	Agricultural input	Waste produced	Impact	Chemical pumps	Waste from chemical pumps after spaying activities	Polluting water sources if the empty chemical container left in the field or near the waterways.	Yes
Agricultural input	Waste produced	Impact						
Chemical pumps	Waste from chemical pumps after spaying activities	Polluting water sources if the empty chemical container left in the field or near the waterways.						
4.5.3.2	<p>SPOC B2 Kelanang adopted MPOB SOP for Scheduled Waste Management, doc no: MSPO/SPOC/SOP-03/BT issue 4 revision 4 effective date 01/06/2021.</p>	Yes						

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The SOP describes:</p> <ol style="list-style-type: none"> 1. To conduct triple rinsing for each empty chemical container before disposed; 2. To put marking on empty chemical container for chemical mixing purposes; 3. All scheduled waste shall be disposal according to the Environmental Quality (Scheduled waste) Regulations, 2015. <p>During remote document review "Rekod Pengurusan Bahan Buangan Terjadual 2022 established by SPOC B2 Kelanang for monitoring of scheduled waste generated such as empty chemical containers and fertilizer bags.</p> <p>During visits at smallholders farms, observed no empty chemical containers or fertilizer bags at farms.</p> <p>During interviews with sampled smallholders at farms, they informed they have recycled and reused the empty chemical containers after triple rinsing and are aware that empty chemical containers can only be reused after triple rinsing.</p>	
4.5.4.1	<p>SPOC B2 Kelanang adopt MPOB Guidelines River Buffer Zone, doc no: MSPO/SPOC/GP-03/ZPS, issue 4, revision 0 dated 01/06/2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> 1. Guideline on buffer zone length; 2. No activities such as chemical spraying and manuring; 3. Flow chart on buffer zone establishment. <p>Environmental training has been conducted on 21 & 22/07/2022.</p> <p>During interviews with sampled smallholders at farms, they informed they understand the need to conserve the buffer zone areas and not to carry out any chemical spraying or manuring activity near the waterways.</p>	Yes
4.5.4.2	<p>During visits are smallholders' farms, observed smallholders practice construction of silt pits and field drains for water harvesting.</p>	Yes
4.5.5.1	<p>SPOC B2 Kelanang adopted MPOB SOP, Manual Prosedur kerja MSPO Kelompok Minyak Sawit Mampan (SPOC), Senarai Impak Sosial, Persekitaran & Pelan Tindakan. Doc no MSPO/SPOC/L-04/ISP, no. Issue: 4, no. revision: 4, effective dated 01/06/2021.</p> <p>SPOC B2 Kelanang established list of wildlife identified by Jabatan Perlindungan Hidupan Liar Semenanjung Malaysia.</p> <p>During remote document review, briefing of wildlife, environmental, safety and no hunting of wildlife conducted on 21 & 22/07/2022.</p> <p>During interviews with smallholders at farms, sampled smallholders informed they have sighted wild boar, monkeys and jungle fowls within their farm.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	They also understand that no illegal huntings can be carried out at farms and do not practice or encourage such activities.	
4.5.6.1	<p>SPOC B2 Kelanang adopted MPOB Guidelines Zero Burning Practices, doc. No. MSPO/SPOC/GP-04/APS, issue 4 rev. 04, effective date 01/06/2021.</p> <p>SOP describes no open burning of any kind on the operating unit allowed, except those comply with the Environmental Quality Order 2003 and obtain approval from Department of Environment.</p> <p>Environmental training has been conducted on 21 & 22/07/2022.</p> <p>During visits at smallholders' farms, observed no open burning activities or marks of previous burning activities at farms.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>Reviewed and verified Lawatan Khidmat Nasihat (LKN) covering GAP to sampled smallholders on 24/06/2022, 29/03/2022 and 17/02/2022.</p> <p>Reviewed sampled smallholders has implement good agricultural practice such as:</p> <ol style="list-style-type: none"> 1. Proper stacking of fronds; 2. Proper palm pruning; 3. Good noxious weed management. <p>During interviews with sampled smallholders at farms, they informed they have been briefed on good agricultural practices on their farm to meet MPOB guidelines dated 21 & 22/07/2022.</p>	Yes
4.6.1.2	<p>During visits to sampled smallholders farms, SPOC B2 Kelanang established visual identification for each smallholder with information of smallholders' name, GPS coordinates, lot size and year of planting.</p> <p>Example:</p> <p>Name: A;</p> <p>Lot: 1406;</p> <p>Hectare: 2.0711 HA;</p> <p>GPS Coordinate: 2°41'02.9" N, 101°33'23.5"E;</p> <p>Year of planting: 2000.</p>	Yes
4.6.2.1	<p>SPOC B2 Kelanang adopt MPOB Guideline Economic and Financial Plan, MSPO/SPOC/GP-01/PEK, issue 4, revision 4 dated 01/06/2021.</p> <p>The operational financial resources includes MSPO training, auditing, PPE and miscellaneous expenses.</p>	Yes

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Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.3.1	<p>During SPOC B2 Kelanang, briefing on FFB price has been conducted at Pusat Timbang Lingkaran Citra Emas on 21 & 22/07/2022. Briefing photos and attendance are documented and maintained.</p> <p>During interviews with smallholders at farms, sampled smallholders informed the FFB pricing is displayed at collecting centre notice board.</p>	Yes

Principle 7: Development of new planting

Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>SPOC B2 Kelanang smallholder's database is review with first planting in 1989 and latest replanting in year 2020.</p> <p>There are no new plantings for old members and new members.</p> <p>Therefore, no assessment on high biodiversity value area.</p>	Yes
4.7.2.1	<p>SPOC B2 Kelanang smallholder's database is review with 1st planting in 1989 and latest replanting in year 2020.</p> <p>There are no new plantings for old members and new members.</p> <p>Therefore, no assessment on type of soil.</p>	Yes
4.7.3.1	<p>SPOC B2 Kelanang smallholder's database is review with 1st planting in 1989 and latest replanting in year 2020.</p> <p>There are no new plantings for old members and new members.</p> <p>Therefore, no data for type of terrain available.</p>	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate correction and corrective action HAS implemented to address identified audit findings. Details of the follow up action taken on stage 1 audit findings were recorded in the Stage 1 audit report.
	The last audit results of this system have been reviewed, in particular to assure appropriate correction and corrective action HAS implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate correction and corrective action HAS NOT been implemented effectively. Non-conformity will be re-raised.
X	No non-conformity raised in previous audit.
<p>Note 1: If a minor non-conformity raised in last audit, is not closed out, the finding will be raised to a Major non-conformity.</p> <p>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.</p>	

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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 Audit Findings Identified During This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.2.2	Group management shall establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the group members.	Office	SPOC B2 Kelanang could improve system in disseminating information throughout the group members.
2.	4.2.1.2	To keep records of sales and delivery or transportation of fresh fruit bunches.	Field	SPOC B2 Kelanang could improve traceability awareness for smallholders.
3.	4.3.1.1	Independent smallholders shall show awareness of compliance with all applicable local, state, national and ratified international laws and regulations.	Office	SPOC B2 Kelanang could improve mechanism in tracking changes to legal requirements
4.	4.6.1.2	A visual identification or reference system shall be established for each field or block of oil palm planting.	Field	SPOC B2 Kelanang could improve monitoring of visual identification at smallholders farms.
5.	4.6.1.6	All independent smallholders oil palm farms shall implement best practices such as the MPOB	Field	SPOC B2 Kelanang could improve Good Agricultural Practice (GAP) on; <ul style="list-style-type: none">• Weed control;• Fertilizer application.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		Codes of Practice, Malaysian Standards, ISO Standards and the Kod Amalan Baik (GAP) Pekebun Kecil.		

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5. CONCLUSION

Malaysia Palm Oil Board has commissioned TÜV NORD (Malaysia) Sdn Bhd to carry out the certification for the Sustainable Palm Oil Cluster (SPOC) for SPOC B2 Kelanang consisting of 1,128 independent smallholders according to MS 2530-2:2013 Part 2, General Principles for Independent Smallholders.

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

In conclusion the certified organisation has been established, implement and continue to improve in managing the independent smallholders are in line with the Principles & Criteria of the applied standard MS 2530-2:2013 Part 2 General Principles for Independent Smallholders.

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

Total certified number of independent smallholders: 1,128

Total certified acreage of smallholders: 1,664.81 Ha

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6. RECOMMENDATION

The audit team conducted 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.

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

The structure of the audit is in accordance with the audit plan included with this summary report as an 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 production and management 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 demonstrated state of development and maturity that the certification to be

X	Recommended for Recertification
	Recommended for Continuity of Certification
	Suspended of Certification

Puchong, 09/08/2022

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

Puchong, 14/09/2022

Mohamad Norhisham Bin Mohd Salleh
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF STAKEHOLDERS

Table 7-1: List of Interviewed Stakeholders

No.	Organisation
1.	Ketua Kampung, Kampung Endah
2.	Ketua Kampung, Kampung Sungai Lang
3.	Penghulu Mukim Batu
4.	Pegawai Pertanian Kuala Langat
5.	Koperasi Penanam Sawit

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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 regards to the management system.

Annex / Enclosures

Annex /
corresponding audit documentation

- ☒ P&C Audit Report / Checklist(s)
- ☒ Audit Plan