



MSPO CERTIFICATION SUMMARY REPORT

SPOC B3 JUGRA

RECERTIFICATION 02

Onsite Audit Date: 22/08/2022 - 25/08/2022

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MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board
Certifying Unit: SPOC B3 Jugra
Client Number: 92-067
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 02 audit for SPOC B3 Jugra 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 B3 Jugra 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 B3 Jugra 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 2 team member. The team contribute to the review of documents, assessment of the project activity and preparation of the report.

Qualification of the Lead Auditor: Khairul Anwar Bin Ismail

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;	Graduate In Agricultural Science.

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS2530 series of standards for Lead Auditors.
Carried out 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 MS2530 scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	5 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 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 45001:2018 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 14001:2015 Lead auditor course and auditor for MSPO scheme.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers 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 Members

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

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Requirement	Assessor	Qualification	Compliance
auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor based on audit log.	
Field working experience in the palm oil sector or demonstrable equivalent Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Muhammad Khairul Anuar bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 9001:2015 LA course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed SA 8000 Basic training	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed SA 8000 Basic training	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 LA course.	
Completed High Conversation Value assessment	Muhammad Khairul Anuar bin Azizul Hasan	Attended and completed the HCV-HCS for producers course.	Yes

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Requirement	Assessor	Qualification	Compliance
	Mohamad Norhisham bin Mohd Salleh	Attended and completed the HCV-HCS for producers course.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Muhammad Khairul Anuar bin Azizul Hasan	Able to communicate in both Bahasa Malaysia and English.	Yes
	Mohamad Norhisham bin Mohd Salleh	Able to communicate in both 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, review of documentation;
- Review of SPOC management system;
- Reporting;
- Resolution of non-conformance (NC) (if any);
- Draft audit reporting;
- Technical review;
- Final audit reporting;
- Final approval, certification decision and issuance of certificate.

Recertification 02 Audit:

The recertification 02 audit carried out onsite from 22/08/2022 – 25/08/2022 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;
- Review and closed out of observations raised during surveillance 14 audit;
- Assessment reporting.

Onsite

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

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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.

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 73 new members and 1,026 old members. The total number of smallholders for this audit are 1,099.

As per MPOB requirements the risk factor of 1.5 shall be applied. Therefore, the sample size $S = 1.5\sqrt{1,099} = 49.73$ round up to the next integral of 50

As per OPMC 2 issue 2, from the sample size, the number of the new members are $50 \times 75\% = 38$ and number of existing members are $50 \times 25\% = 12$.

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 Smallholders	
Chong Sing Wah	2.840639 N, 101.480250 E
Chong Chiang Wah	2.840833 N, 101.480250 E
Baek Binti Sinthal	2.844833 N, 101.351722 E
Jizam Anak Ata	2.844944 N, 101.351333 E
Kelat Anak Budi	2.841833 N, 101.349972 E
Azman Bin Bakar	2.844083 N, 101.358417 E
Siti Habsah Binti Ali	2.849444 N, 101.443639 E
Lim Kian Chong	2.855111 N, 101.469694 E
Zaharah Binti Mohd Saad	2.850667 N, 101.444444 E
Mohamed Rezali Bin Abdul Majid	2.840083 N, 101.443306 E
Tan Chai Hock	2.840083 N, 101.443306 E
Ang Kui Eng	2.821528 N, 101.507556 E
New smallholders	

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Name	GPS Coordinates
Rosni Binti Abdul Rani	2.843444 N, 101.349694 E
Intan A/L Kamet	2.839028 N, 101.358806 E
Yunos Bin Abu	2.786306 N, 101.573000 E
Dali Bin Isthnin	2.800889 N, 101.513306 E
Timmiati Bin Saparman	2.787333 N, 101.535833 E
Abdul Hisam Bin Jantan @ Abdullah	2.794833 N, 101.549917 E
Tee Woei Chian	2.789611 N, 101.564222 E
Ang Kim Tai	2.764889 N, 101.559472 E
Mohammad Faizal Bin Mohammad Saleh	2.780583 N, 101.575139 E
Ahmad Bin Sayuti	2.783250 N, 101.581722 E
Ng Kong Chye	2.775750 N, 101.579056 E
Tung Hon Hoe	2.836694 N, 101.509056 E
Hang Chee Lam	2.844889 N, 101.504000 E
Lim Kia Chet	2.805694 N, 101.483806 E
Tan Chin Tat	2.830417 N, 101.515778 E
Pon Sook Kean	2.872778 N, 101.580056 E
Ang Lee Hoo	2.837028 N, 101.503917 E
Ang Swee Soon	2.831083 N, 101.504194 E
Ang Swee Lim	2.828444 N, 101.497000 E
Ang Kian Loong	2.833583 N, 101.502722 E
Norzakiah Binti Nokman	2.854306 N, 101.434222 E
Norazidah Binti Bidin	2.819889 N, 101.476778 E

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Name	GPS Coordinates
Chua Boon Cheng	2.838694 N, 101.456806 E
Raja Azizah Binti Raja Mutlail	2.851417 N, 101.440028 E
Raja Norakmar Binti Raja Mutlail	2.838500 N, 101.433722 E
Er Geok Giep	2.864389 N, 101.524194 E
Ang Soon Kiat	2.864667 N, 101.524444 E
Ang Fee Yin	2.868389 N, 101.567556 E
Ang Fee Yin	2.875722 N, 101.538667 E
Ang Kim Soon	2.834694 N, 101.561861 E
Yeoh Boon Ling	2.862528 N, 101.575056 E
Koh Kai Lee	2.873361 N, 101.554722 E
Yeoh Beng Chan	2.862333 N, 101.570889 E
Marhaini Binti Sodri @ Sadri	2.882139 N, 101.511250 E
Zaiton Binti Sadri	2.900583 N, 101.512500 E
Asmah Binti Sadri	2.901806 N, 101.518278 E
Chew Lan Huay	2.886083 N, 101.558000 E
Eng Ah Ban	2.891694 N, 101.562889 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 B3 Jugra, is a branch of MPOB located at Lembaga Minyak Sawit Malaysia (MPOB) No.6 Persiaran Institusi Bandar Baru Bangi 43000 Kajang Selangor, 2.9667248 N, 101.7424740 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 locations for the smallholders are in Kuala Langat as shown in the below maps.



Figure 1: Smallholders location for SPOC B3 Jugra



Figure 2: Smallholders location for SPOC B3 Jugra

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Figure 3: Smallholders location for SPOC B3 Jugra

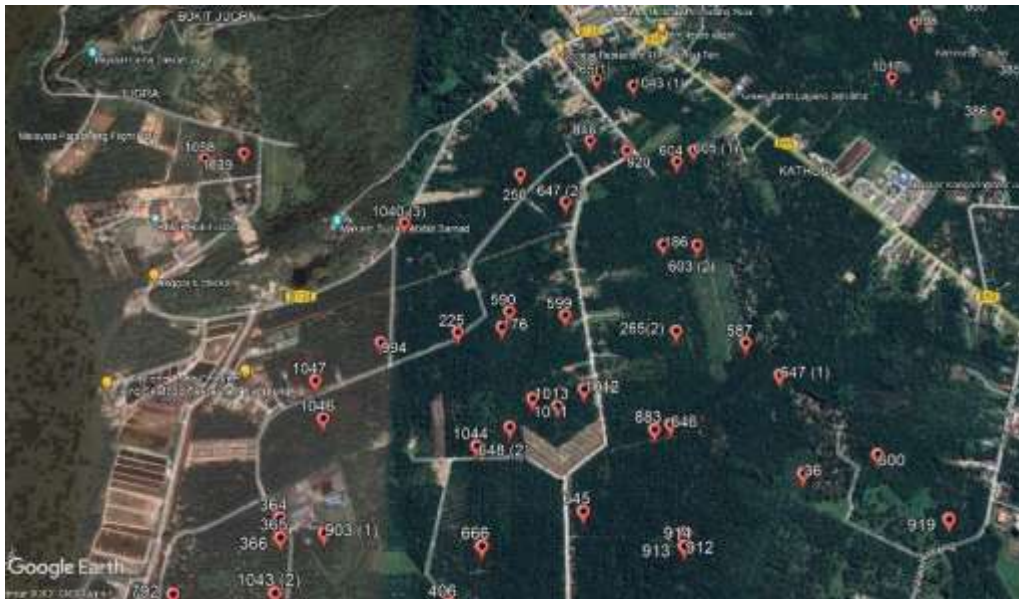


Figure 4: Smallholders location for SPOC B3 Jugra

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Figure 5: Smallholders location for SPOC B3 Jugra



Figure 6: Smallholders location for SPOC B3 Jugra

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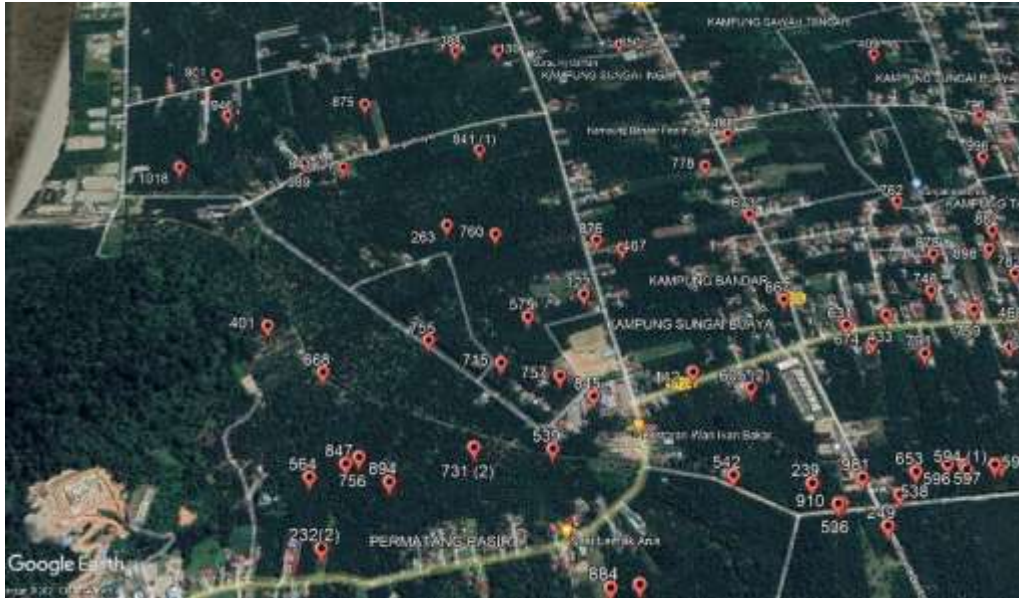


Figure 7: Smallholders location for SPOC B3 Jugra

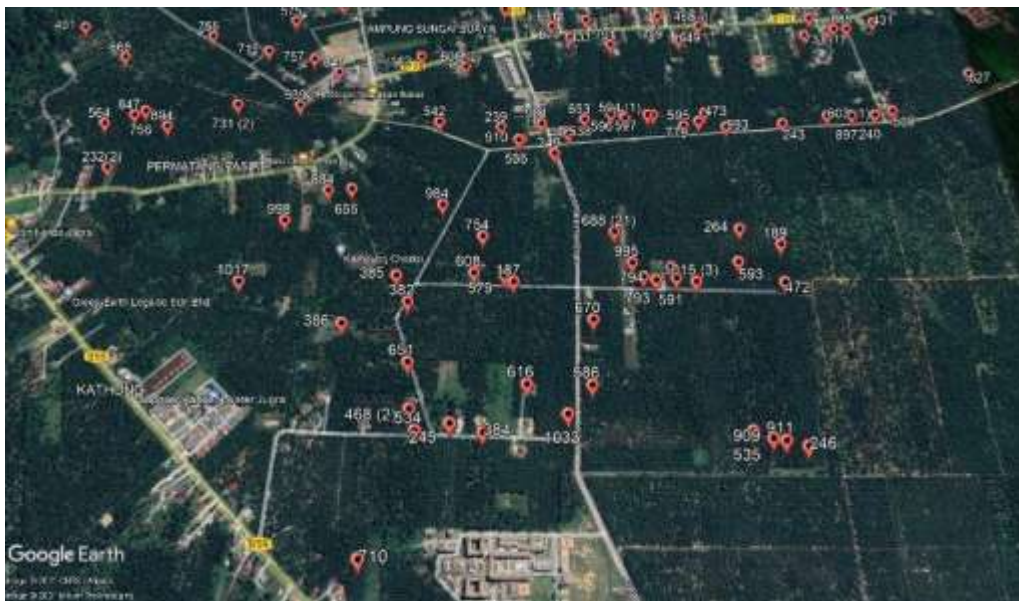


Figure 8: Smallholders location for SPOC B3 Jugra

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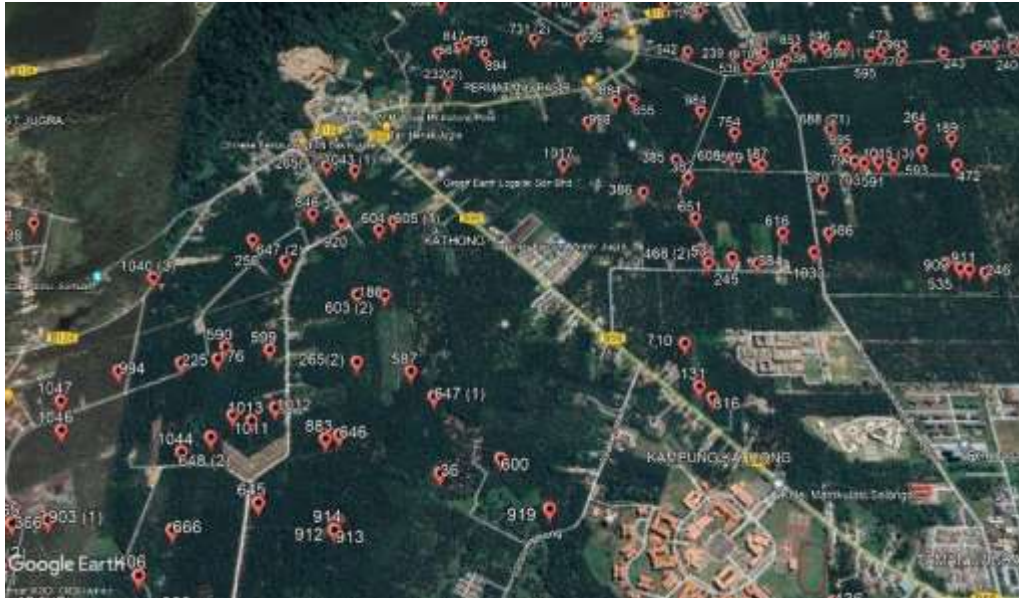


Figure 9: Smallholders location for SPOC B3 Jugra



Figure 10: Smallholders location for SPOC B3 Jugra

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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 B3 Jugra are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

4.1.1. Recertification 02:

The recertification 02 audit was carried out from 22/08/2022 – 25/08/2022.

The number of smallholders in this recertification audit are 1,099.

The number of smallholders 1,026 remain the same for this recertification audit.

The number of smallholders joined during this recertification audit are 73.

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 audit, 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 the previous surveillance 14 audit, there are 0 Major, 0 Minor and 2 OFI raised.

For this audit, the two (02) raised in the last audit, the audit team has review by means of onsite inspection of smallholders' farms, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the SPOC team. The corrective measures implemented could be verified as appropriate. Action plan is submitted for Minor non-conformance with implementation review during the next audit.

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'

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consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

During the recertification audit stakeholders consultation shall be carried out.

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 24/07/2022 as to accommodate stakeholder’s consultation meeting for SPOC B3 Jugra to provide comments. As at audit date on 22/08/2022 there are no comments received.

Invitation letters are sent on 18/07/2022 to invite relevant stakeholders to participate local stakeholders’ consultation meeting on 22/08/2022 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 no 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 participate the interview 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 the MSPO audit through the invitation letter received.	No action required
2	Social issues	Stakeholders are not local communities. Therefore, no input on this topic.	No action required
3	Understanding of Land Title – Native, Customary Land, Freehold, Leased, Land application (LA)	Stakeholders informed they understand the land title categories especially the Land title application status	No action required
4	Economy / Livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders informed smallholders FFB quality had been improved especially reducing numbers of unripe bunches	No action required
5	Does MSPO largely benefits the local communities?	Stakeholders informed MSPO has bring benefits the local communities especially knowledge	No action required

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		of good agricultural practices and legal requirements.	
6	Any environment awareness provided by SPOC	Stakeholders informed SPCO B3 Jugra provide the environment awareness such as no open burning activities and protection of river & waterways.	No action required
7	Any awareness of wildlife carried out by SPOC	Stakeholders informed SPCO B3 Jugra provide the wildlife awareness such as list of protected animals via WhatsApp	No action required
8	Is the FFB quality improved with MS2530 certification	Stakeholders informed smallholder FFB quality had been improved especially reducing numbers of unripe bunches	No action required
9	Are there any smallholders practices affect you?	Stakeholders informed no issue regarding to smallholder practices.	No action required
10	Do you consider any management conflict with the MS2530 principles and criteria?	Stakeholders informed no management conflict with MSPO implementation.	No action required
11	Do you have any suggestions for SPOC management?	No suggestion.	No action required

4.3. Summary of Assessment

Principle and Criteria Assessment Summary
<p>The assessment team carried out a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual recertification 02 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.</p>

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>SPOC B3 Jugra adopted MPOB MSPO Policy, doc no: MSPO/SSCC/POLISI-01, revision 3, updated 01/06/2021.</p> <p>Document review on smallholders individual file, MSPO policy is include in MSPO application form signed by SPOC B3 Jugra Group Manager and smallholders.</p> <p>Field interviews with sampled smallholders informed they have been briefed on the MSPO policy.</p>	Yes
4.1.2.1	<p>SPOC B3 Jugra adopted MPOB list of social and environmental impact and action plan, document no: MSPO/SPOC/L-04/ISP, issue no: 4, revision no: 4, effective date: 01/06/2021.</p>	Yes

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Principle 1: Management Commitment & responsibility														
Indicator	Summary of Assessment	Compliance												
	<p>The table includes type of impact, activity, social and environmental impact and action plan.</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Activity</th> <th>Impact</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Social</td> <td>Manuring, spraying</td> <td>Theft of fertilizer and pesticide</td> <td>Stored in the designated store.</td> </tr> <tr> <td>Environment</td> <td>Manuring, spraying</td> <td>Polluting water source if activities carried out near the waterways</td> <td>Avoid activities near the waterways.</td> </tr> </tbody> </table> <p>Field visits and interviews with sampled smallholders informed they have stored the fertilizers & pesticides in designated stores and installed gates at the entrance to prevent stealing of fertilizer, pesticide and FFB.</p>	Type	Activity	Impact	Action Plan	Social	Manuring, spraying	Theft of fertilizer and pesticide	Stored in the designated store.	Environment	Manuring, spraying	Polluting water source if activities carried out near the waterways	Avoid activities near the waterways.	
Type	Activity	Impact	Action Plan											
Social	Manuring, spraying	Theft of fertilizer and pesticide	Stored in the designated store.											
Environment	Manuring, spraying	Polluting water source if activities carried out near the waterways	Avoid activities near the waterways.											
4.1.2.2	<p>SPOC B3 Jugra distribute latest Warta Sawit “Bil. 80 (1) / January - April 2022” to smallholders during MSPO briefing on 31/03/2022.</p> <p>Those who did not attended the briefing will receive a copy during LKN (GAP) visit.</p> <p>Field interviews with sampled smallholders informed they obtained new information from group manager and received the Warta Sawit when attend training.</p>	Yes												

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC B3 Jugra adopted MPOB Guidelines for Economic and Financial Power Plans “Garis Panduan Pelan Daya Ekonomi dan Kewangan, document no MSPO/SSCC/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"> Sales receipt; Weighbridge ticket; Transfer record to BRL; Keep receipt; SPOC GM will collect records and prepare summary. <p>Document review on internal audit carried out on 07/07/2022, no finding raised on traceability.</p> <p>Field interviews with sampled smallholders informed they kept the weighbridge ticket for traceability purposes.</p>	Yes
4.2.1.2	<p>SPOC B3 Jugra group manager maintain records of FFB production and sales of each smallholder.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Document review verify, SPOC B3 Jugra maintain records of FFB sales and weighbridge ticket in smallholders' individual file.</p> <p>Field interviews with sampled smallholders informed FFB sales receipts and weighbridge tickets are maintained.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC B3 Jugra adopted MPOB Senarai Keperluan Undang-Undang (Semenanjung Malaysia), document no: MSPO/SPOC/L-01/SKU, version: 5, dated 01/06/2021.</p> <p>Example of laws listed:</p> <ol style="list-style-type: none"> 1. Akta 139: Akta Kilang dan Jentera 1967; 2. Akta 265: Akta Pekerjaan 1955; 3. Akta 149: AKta Racun MakhluK Perosak 1974; 4. Akta 342: Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988; 5. Perintah Gaji Minimum (Pindaan 2022). <p>Briefing on legal compliance was carried out on 30/03/2022.</p> <p>Document review on sampled MPOB license verified the validity until 31/07/2025.</p> <p>Field interviews with sampled smallholders informed they are aware on legal requirement.</p>	Yes
4.3.2.1	<p>Type of land title for SPOC B3 Jugra smallholders are either leased hold or freehold issued by Jabatan Tanah dan Galian Negeri Selangor.</p> <p>Stated in the land title either industry, oil palms, or for agricultural purposes.</p> <p>Sighted letter from GM SPOC B3 Jugra to MPOB headquarters, dated 14/03/2022 regarding the list of 11 smallholders under process of changing land use right.</p>	Yes
4.3.3.1	<p>SPOC B3 Jugra Orang Asli member's customary land issued by Jabatan Kemajuan Orang Asli (JAKOA).</p> <p>JAKOA letter Pengesahan Kebun Kelapa Sawit confirmed land ownership by Orang Asli smallholders.</p>	Yes
4.3.3.2	<p>Maps showing smallholders land ownership for Orang Asli issued by JAKOA. Sighted letter Pengesahan Kebun Kelapa Sawit di dalam Kampung Orang Asli Busut Baru dated 15/05/2019.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SPOC B3 Jugra adopted MPOB Guidelines Complaint and Grievance, document number MSPO/SPOC/SOP-01/AR, issue 04, revision 02 dated 01/06/2021.</p> <p>The SOP describes;</p> <ol style="list-style-type: none"> 1. The flow chart in the SOP describes grievance and complaint process is to be resolved within 14 days; 2. Group manager is in charge in handling the complaint and grievances; 3. Grievance and complaint records are archived and maintained. <p>Document review on 'Taklimat MSPO" report verified the complaint and grievances procedure has been briefed to smallholders dated 04/07/2022.</p> <p>Field interviews with sampled smallholders informed they have been briefed on complaint and grievance procedure and process flow.</p>	Yes
4.4.1.2	<p>SPOC B3 Jugra adopted MPOB Guidelines Complaint and Grievance, document number MSPO/SPOC/SOP-01/AR, issue 04, revision 02 dated 01/06/2021.</p> <p>Review the SOP stated time line to resolve disputes within 14 days.</p> <p>Stated in the SOP person in charge is Group Manager. The Group Manager is assigned for:</p> <ol style="list-style-type: none"> 1. Accepting the grievances; 2. Analyzed and investigate on issue raised. <p>Any complaint outside the scope of the group manager it will refer to other parties or MPOB HQ.</p> <p>Field interviews with sampled smallholders informed they have been briefed on complaint and grievance process and timelines to resolve the complaints dated 04/07/2022.</p>	Yes
4.4.2.1	<p>SPOC B3 Jugra adopt MPOB Guidelines Occupational Safety & Health, document number MSPO/SPOC/GP-02/KKP, issue: 4, revision: 0 effective date: 01/06/2021.</p> <p>SOP describes:</p> <ol style="list-style-type: none"> 1. Responsibility of GM and smallholders regarding safety and health; 2. Procedure and type of PPE used for harvesting, manuring and spraying. <p>Document review on safety and health training has been carried out on 04/07/2022.</p> <p>Field interviews with sampled smallholders informed they have been briefed on importance of safety and health during working in field.</p> <p>Example:</p> <p>Wearing of PPE for chemical spraying activity: Apron, face mask, goggle, safety boot, rubber hand glove and safety helmet.</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 B3 Jugra adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p> <p>The form has includes payment rates for operational activities such as harvesting, chemical spraying, manuring and pruning.</p> <p>Field interviews with sampled smallholders informed, they are working by themselves or assisted by family members in carrying out field operations.</p>	Yes
4.4.3.2	<p>SPOC B3 Jugra adopted MPOB MSPO application form with a statement “provide equal opportunity and treatment regardless of race, colour, sex, religion, political affiliation, nationality, social origin and shall not engage in or support discriminatory practices.</p> <p>SPOC B3 Jugra adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p> <p>The form describe:</p> <p>Against any form of discrimination, and implying human right in terms of opportunities, disregards of races, gender, religion, political affiliation, and nationality.</p> <p>There are no complaints related to discrimination during documents review.</p> <p>Field interviews with sampled smallholders informed no discrimination occurs.</p>	Yes
4.4.3.3	<p>SPOC B3 Jugra adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p> <p>The form has includes payment rates for operational activities such as harvesting, chemical spraying, manuring and pruning.</p> <p>Field interviews with sampled smallholders informed, they are working by themselves or assisted by family members in carrying out field operations.</p>	Yes
4.4.3.4	Field visit of sampled smallholders SPOC B3 Jugra, confirmed no on-site living quarters provided.	Yes
4.4.3.5	<p>SPOC B3 Jugra adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p> <p>The form describe:</p> <p>Not to employ young workers below the age of 15-18 years old for working in dangerous and heavy work.</p> <p>Field interviews with sampled smallholders informed they have been briefed on legal restriction on hiring child workers dated 04/07/2022.</p>	Yes
4.4.4.1	<p>SPOC B3 Jugra established training programme year 2022. The training programme include 'Taklimat MSPO, GAP and LKN visit.</p> <p>Document review on training record year 2022 verified there is training carried out for smallholders.</p> <p>Example:</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Title: Taklimat MSPO; Date: 04/07/2022. Field interviews with sampled smallholders informed they have attended MSPO training. Smallholders are able to demonstrate understanding on farm management.	

Principle 5: Environment, natural resources, biodiversity and ecosystem services								
Indicator	Summary of Assessment	Compliance						
4.5.1.1	SPOC B3 Jugra 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. Example of environmental impact and action plan: Activity: Chemical spraying; Environmental impact: Empty chemical containers; Action Plan: Empty chemical container to be triple rinse, punctured and stored. Environmental training has been carried out on 04/07/2022. Field interviews with sampled smallholders informed they have been briefed on environmental impacts.	Yes						
4.5.2.1	There is no renewal energy use by SPOC B3 Jugra smallholder's farm. Field visit to smallholder's farm and field interviews with sampled smallholders informed they are not using any renewable energy at farm.	Yes						
4.5.3.1	SPOC B3 Jugra adopted MPOB List of Scheduled and Domestic Wastes MSPO/SPOC/L-03/SRD Issue 4, rev 01 effective date 01/06/2021. Example: <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th>Agricultural input</th> <th>Waste produced</th> <th>Impact</th> </tr> </thead> <tbody> <tr> <td>Herbicides</td> <td>Empty chemical containers</td> <td> Breeding ground for mosquito if the empty chemical container not stored properly. Polluting water sources if the empty chemical container left in the field or near the waterways. </td> </tr> </tbody> </table> Briefing on waste management and disposal carried out on 04/07/2022. Field visit to smallholder's farm and interviews with sampled smallholders informed they have been briefed on empty chemical containers can be recycled and reused after triple rinsing.	Agricultural input	Waste produced	Impact	Herbicides	Empty chemical containers	Breeding ground for mosquito if the empty chemical container not stored properly. Polluting water sources if the empty chemical container left in the field or near the waterways.	Yes
Agricultural input	Waste produced	Impact						
Herbicides	Empty chemical containers	Breeding ground for mosquito if the empty chemical container not stored properly. Polluting water sources if the empty chemical container left in the field or near the waterways.						

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.2	<p>SPOC B3 Jugra adopted MPOB SOP for Scheduled Waste Management, doc no: MSPO/SPOC/SOP-03/BT issue 04 revision 04 effective date 01/06/2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> To conduct triple rinsing for each empty chemical container before disposed; To put marking on empty chemical container for chemical mixing purposes; All scheduled waste shall be disposal according to the Environmental Quality (Scheduled waste) Regulations, 2015. <p>During document review “Rekod Pengurusan Bahan Buangan Terjadual 2022” established by SPOC B3 Jugra for monitoring of scheduled waste generated such as empty chemical containers and fertilizer bags.</p> <p>Field interviews with sampled smallholders informed they recycled and reused the empty chemical containers for chemical spraying purposes.</p>	Yes
4.5.4.1	<p>SPOC B3 Jugra 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"> Guideline on buffer zone length; No activities such as chemical spraying and manuring; Flow chart on buffer zone establishment. <p>Briefing on environment management carried out on 04/07/2022.</p> <p>Field interviews with sampled smallholders 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>Field visit at sampled smallholders SPOC B3 Jugra farm confirmed they practice rain harvesting using drum for chemical spraying and washing purposes.</p>	Yes
4.5.5.1	<p>SPOC B3 Jugra adopted MPOB List of Social and Environmental Impact and Action Plan, document number MSPO/SSCC/I-04/ISP, revision 04, issue 04 dated 01/06/2021.</p> <p>SPOC B3 Jugra established list of wildlife identified by Jabatan Perlindungan Hidupan Liar Semenanjung Malaysia.</p> <p>Example of wildlife:</p> <ul style="list-style-type: none"> Monkey; Wild boar; Squirrel. <p>Briefing of wildlife, environment management, safety and no hunting of wildlife carried out on 04/07/2022.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled smallholders informed they sighted the wild boar and monkey within their farm.	
4.5.6.1	<p>SPOC B3 Jugra adopted MPOB List of Social and Environmental Impact and Action Plan, document number MSPO/SSCC/I-04/ISP, revision 04, issue 04 dated 01/06/2021.</p> <p>Example of environmental impact and action plan:</p> <p>Activity: Chemical spraying;</p> <p>Environmental impact: Empty chemical containers;</p> <p>Action Plan: Empty chemical containers to be triple rinsed, punctured and stored.</p> <p>Environmental training has been carried out on 04/07/2022.</p> <p>Field visits to sampled smallholder farm confirm there are no open burning practice within the smallholders farm.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SPOC B3 Jugra carried out Lawatan Khidmat Nasihat (LKN) covering GAP to sampled smallholders dated 23/06/2022 and 28/06/2022 respectively.</p> <p>Field visits to sampled smallholders farms observed implementation of good agricultural practice such as:</p> <ol style="list-style-type: none"> Proper stacking of fronds; Proper palm pruning. <p>Field interviews with sampled smallholders informed they have been briefed on good agricultural practices by SPOC B3 Jugra Group Manager.</p>	Yes
4.6.1.2	Field visit to sampled SPOC B3 Jugra smallholder's farm observed visual identification established for each smallholder with information of smallholders' name, field address, GPS coordinates, lot size and year of planting.	Yes
4.6.2.1	<p>SPOC B3 Jugra adopt MPOB Guideline Economic and Financial Plan, MSPO/SPOC/GP-01/PEK, issue 4, revision 4 dated 01/06/2021.</p> <p>Document review confirmed budget for MSPO training and LKN visit for year 2022 has been approved.</p> <p>The operation budgets includes MSPO training, MSPO auditing, PPE and miscellaneous expenses.</p>	Yes
4.6.3.1	<p>SPOC B3 Jugra carried out briefing on FFB price dated 04/07/2022. Attendance list and training photos are documented and maintained.</p> <p>Field interviews with sampled smallholders informed the FFB pricing is displayed at collecting centre notice board.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Document review on list of smallholders and planting statements verified no new planting in SPOC B3 Jugra. The first planting is in year 1989 and the latest replanting is in year 2021. There are no new plantings for existing and new members in year 2022. Thus, there is no assessment on high biodiversity area	Yes
4.7.2.1	Document review on list of smallholders and planting statements verified no new planting in SPOC B3 Jugra. The first planting is in year 1989 and the latest replanting is in year 2021. There are no new plantings for existing and new members in year 2022. Therefore, no soil survey or topography is required.	Yes
4.7.3.1	Document review on list of smallholders and planting statements verified no new planting in SPOC B3 Jugra. The first planting is in year 1989 and the latest replanting is in year 2021. There are no new plantings for existing and new members in year 2022. Therefore, no data for type of terrain available.	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><i>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.</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 Audit Findings Identified During This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.2.1.2	To keep records of sales and delivery or transportation of fresh fruit bunches.	Field	SPOC B3 Jugra could improve FFB records in the BRL.
2.	4.5.3.2	Independent smallholders shall ensure that waste from the smallholdings is disposed of appropriately. Smallholders shall adopt local and national legislation to dispose of hazardous chemicals and their containers.	Field	SPOC B3 Jugra could improve on scheduled waste management.
3.	4.6.1.1	All independent smallholders oil palm farms shall implement best practices such as the MPOB Codes of Practice, Malaysian Standards, ISO Standards and and the Kod Amalan Baik (GAP) Pekebun Kecil.	Field	SPOC B3 Jugra could improve Good Agricultural Practice (GAP) on; <ul style="list-style-type: none"> • Weed control; • Fertilizer application.

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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 B3 Jugra consisting of 1,099 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 carried out during this recertification 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:	1,099
Total certified acreage of smallholders:	1,570.9032 Ha

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6. RECOMMENDATION

The audit team carried out 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

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

Puchong, 08/09/2022

Khairul Anwar Bin Ismail
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 23/09/2022

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

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7. LIST OF STAKEHOLDERS

Stakeholders' consultation carried out in accordance to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1:

Table 7-1: List of Interviewed Stakeholders

No.	Organisation
1.	Seri Bandar Palm Oil Mill Sdn Bhd
2.	Pertubuhan Peladang Kawasan Kuala Langat

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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	<input checked="" type="checkbox"/> P&C Audit Report / Checklist(s) <input checked="" type="checkbox"/> Audit Plan
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