

MSPO CERTIFICATION SUMMARY REPORT

SPOC C8 RAUB & BENTONG

SURVEILLANCE 02

Onsite Audit Date: 21/09/2020 – 24/09/2020

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MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board
Certifying Unit: SPOC C8 Raub & Bentong
Client Number: 92-051
Audit Type: ASA 02
Mode of Audit: Onsite Audit



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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 an initial surveillance audit for SPOC C8 Raub & Bentong 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 C8 Raub & Bentong 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 C8 Raub & Bentong 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.
3. Malaysian Sustainable Palm Oil Part 2: General Principles for Independent Smallholders Audit Guidance.

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 this 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,);	Graduate in Applied Science (Major in Plantation Industry and management)

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Requirement	Qualifications
iii) Engineering, Process Technology; iv) Energy Management, Quality Management; 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 MS 2530 series of standards training	Successfully completed MS 2530 series of standards training.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as auditor for MSPO scheme..
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and/ or any other local language.	Able to communicate in Bahasa Malaysia and English.
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.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed IMS ISO 9001, 14001 and 45001 LA course and auditor for MSPO scheme.

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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	Zul Hairi Bin Abu Hassan	Graduate in Applied Science (Major in Plantation Industry and management)	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Graduate in Applied Science (Major in Plantation Industry and management)	
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)	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantation.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantation.	
Successfully completed MS 2530 series of standards training	Zul Hairi Bin Abu Hassan	Successfully completed MS2530 series of standards training.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed MS2530 series of standards training	
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.	Zul Hairi Bin Abu Hassan	Qualified and appointed as auditor for MSPO scheme.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified and appointed as auditor for MSPO scheme.	
A good knowledge in handling and evaluating sources of information	Zul Hairi Bin Abu Hassan	Bahasa Malaysia and English.	Yes

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Requirement	Assessor	Qualification	Compliance
and data. Able to communicate in Bahasa Malaysia, English and / or any other local language.	Muhammad Khairul Anuar Bin Azizul Hasan	Bahasa Malaysia and English.	
Field working experience in the palm oil sector, or demonstrable equivalent	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantation.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantation.	
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantation.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantation.	
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Zul Hairi Bin Abu Hassan	Successfully completed ISO 14001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor course.	
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Zul Hairi Bin Abu Hassan	Successfully completed SA 8000 Basic training.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed SA 8000 Basic training.	
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Zul Hairi Bin Abu Hassan	Successfully completed ISO 14001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor course.	

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2. METHODOLOGY

The audit approach onsite audit consists of the following steps:

- Contract review;
- Appointment of team members and reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- On-site assessment, inspections, interviews with operational personnel, stakeholders and its contractors; review of documentation;
- On-site reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

Surveillance 02 Audit:

Surveillance 02 audit conducted on 21/09/2020 – 24/09/2020 for Onsite covers 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;
- Work plans established;
- Stakeholders consultation meeting;
- Assessment reporting;

On-site Assessment

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

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The methodology for collection of objective evidence included 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 selected independent smallholders are based on the formula $S = \sqrt[n]{n}$ where S = sample size and n = number of group members which is in accordance to MSPO certification procedure.

The group of smallholders consists of 240 new members and 550 old members.

Based on the formula, the sample size $S = 1.5\sqrt[3]{240} = 23.24$ for new members and $1.5\sqrt[3]{550} = 35.18$ for old members. Therefore, the total of new smallholders are 24 and old members are 36 round up to the next integral. Thus, a total of 60 smallholders were selected for the onsite assessment and inspection listed in Table 2-1 below:

Table 2-1: List of Sampled Independent Smallholders

Name of independent smallholders	GPS Coordinates
Lu Yuee Thing	N 3.71158014; E 102.00739224
Tan Chai Foo	N 3.71132; E 102.02093
Chu Seng Lam	N 3.717472; E 102.006656
Yong Hong Fong	N 3.70758089; E 101.99108169
Lee Kim Fai	N 3.71097222; E 101.995678
Hoh Yick Choy	N 3.71481823; E 101.98934134
Chan Ming Hau	N 3.729439; E 101.991594
Lok Mun Pow	N 3.708081; E 102.020183
Wan Sai Peng	N 3.73605; E 101.986314
Yong Chew Sing	N 3.73186; E 101.98715
Ahmad Riduan Bin Mohd Yunus	N 3.852333; E 101.894167
Saidi Bin Ahmad	N 3.851425; E 101.923354
Suzianna Binti Suleman	N 3.851686; E 101.927429
Sam Tau Kong	N 3.754525; E 101.994939

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Name of independent smallholders	GPS Coordinates
Chau Nyok	N 3.713208; E 101.997481
Sam Tau Han	N 3.793517; E 101.952639
Lai Kim Sang	N 3.793464; E 101.952433
Yong Yin	N 3.84416; E 101.93037
Tang Mow Sam	N 3.81248; E 101.95026
Moo Ha	N 3.755781; E 101.992014
Zakaria Bin Zulkifli	N 3.875278; E 101.879390
Ariffin Bin Abdul Majid	N 3.918333; E 101.893056
Ahmed Redza Bin Mohd Idrus	N 3.930431; E 101.893503
Hasmon Binti Mohd Rashid	N 3.961126; E 101.862122
Khalid Bin Bahauddin	N 3.960833; E 101.858611
Ruzaida Binti Harun	N 3.962595; E 101.857994
Hasnah Binti Pendek	N 3.956389; E 101.871111
Haniza Binti Mohd Ali	N 3.960278; E 101.868333
Ierif Bin Kassim	N 3.554915; E 101.998438
Zahari Bin Othman	N 3.944689; E 101.840434
Yu Kong Han	N 4.029367; E 101.941979
Lee Leng Seng	N 4.003884; E 101.955297
Osman Bin Abdul Jabbar	N 3.941841; E 101.906419
Abdullah Bin Abdul Hamid	N 3.30379; E 102.05543
Ieli Bin Kassim	N 3.555814; E 101.997804
Radzali Bin Mat Saman	N 4.078745; E 101.919585

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Name of independent smallholders	GPS Coordinates
Iezul Bin Kassim	N 3.552626; E101.996648
Abdul Wahib Bin Othman	N 4.080247; E 101.931736
Hasanuddin Bin MD Isa	N 4.024001; E101.912794
Saridah Binti Mohd Nor	N 3.888044; E 101.932968,
Berahim A/L Sihat	N 3.5402778; E 102.001944445
Kassim Bin Tat	N 3.5537139; E 101.997236111
Habsah Bin Mat Saman	N 4.0775; E 101.922222
Iefal Bin Kassim	N 3.55577; E 101.998127
Ramli Bin Basri	N 3.157333; E 102.454663
Hassan Bin Jaafar	N 3.45388; E 101.524443
Iesan Bin Kassim	N 3.556348; E 101.997609
Mohd Raffi Bin Mat Arif	N 3.5767306; E 101.931675
Tasnim Binti Hanifah	N 3.6047167; E 101.9290833
Hui Yoke Kun	N 3.47985; E 102.02293
Iena Fazlina Binti Kassim	N 3.5324444; E 102.00875
Chin Ha Moy	N 3.47713; E 102.02304
Hui Hok Ming	N 3.487754; E 102.010926
Hui Bee Seong	E 3.451355; E 102.102415
Iezal Bin Kassim	N 3.555771; E 101.999338
Tan Yuet Kong	N 3.4729722; E 102.0811916667
Nik Iryani Binti Nik Aziz	N 3.4255833; E 102.0633805
Muhammad Khalil Bin Mohd Nor	N 3.4090361; E 102.06692777

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Name of independent smallholders	GPS Coordinates
Iedi Bin Kassim	N 3.8324514; E 102.40772
Chong Kok Hong	N 3.4308861; E 102.05145833

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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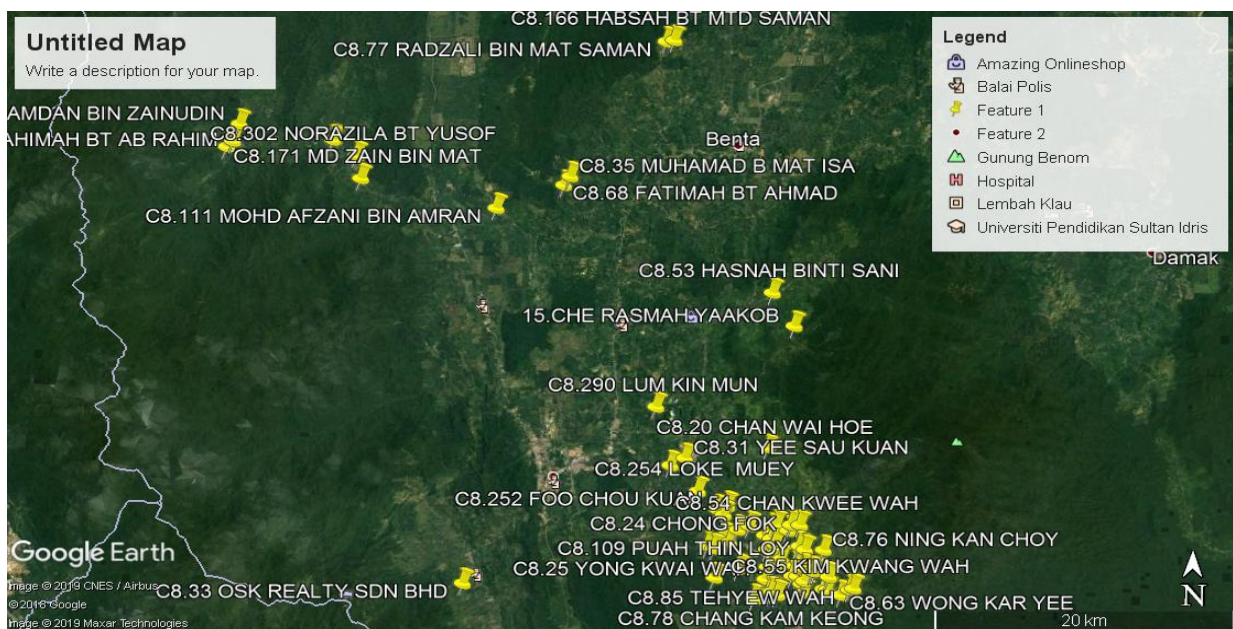


3. ORGANISATION INFORMATION

MPOB Cawangan SPOC C8 Raub & Bentong, is a branch of MPOB located at N0 30, Tingkat 1, Pusat Perniagaan Raub, 27600, Raub, Pahang, GPS coordinate: N 3.789722; E 101.8563888 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 Raub & Bentong district.

The locations for the smallholders are in Raub & Bentong as shown in the below maps.

Map no.1



Map no.2



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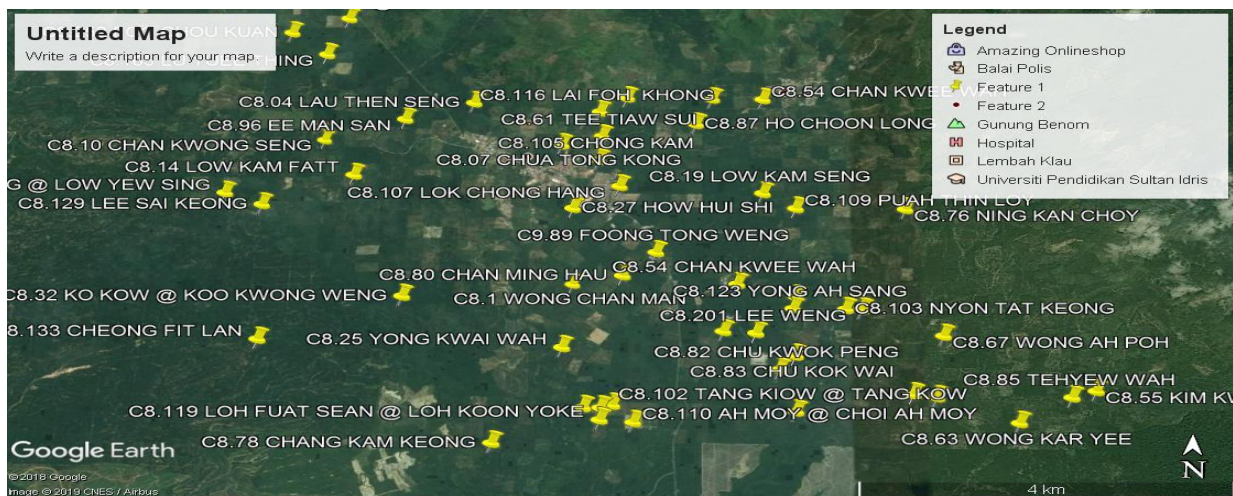
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Map no.3



Map no.4



Map no.5



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Map no.6



Map no.7



Map no.8



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4. CERTIFICATION ASSESSMENT

4.1. Surveillance Audit 02

The objective of the audit is to assess the activities of MPOB Cawangan SPOC C8 Raub & Bentong are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

4.1.1. Surveillance 02:

There are 790 smallholders for this surveillance audit.

The number of smallholders of 550 remain the same during this surveillance audit.

During this surveillance audit, 240 of smallholders join the program.

The surveillance audit is conducted on 21/09/2020 to 24/09/2020 that include inspection of the smallholders farms, interviews, conduct stakeholders' consultation and review of the findings raised in the last audit.

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.

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. Best practices – farm management including fertilising, chemical spraying and harvesting.

During the surveillance 02 audit, there are 0 Major or 0 Minor or 2 OFI raised.

During this audit, the major and minor non-compliance raised in the last audit, the audit team has review by means of 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.

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

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 19/08/2020 as to accommodate stakeholder's consultation meeting for SPOC C8 Raub & Bentong to provide comments. As at audit date on 21/09/2020 there are no comments received.

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Invitation letters are sent on 19/08/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 21/09/2020 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 attended the meeting 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 interviewed confirmed the MSPO audit through the invitation letter received.	No action required
2	Social issues	Stakeholders interviewed 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 interviewed are not local communities. Therefore, no input on this topic.	No action required
4	Economy / Livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders interviewed are not local communities. Therefore, no input of this topic.	No action required
5	Does MSPO largely benefits the local communities?	Stakeholders interviewed are not local communities. Therefore, no input of this topic.	No action required
6	Any environment awareness provided by SPOC	Stakeholders interviewed are not local communities. Therefore, no input of this topic.	No action required
7	Any wildlife awareness by SPOC	Stakeholders interviewed are not local communities. Therefore, no input of this topic.	No action required

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8	FFB quality	Stakeholder interviewed from FFB dealer confirm smallholders are aware and there are no issues on FFB quality	Positive comments
9	Are there any plantation or mill management practices that affect you?	Stakeholders interviewed are not local communities. Therefore, no input of this topic.	No action required
10	Do you consider any management conflict with the MSPO principles and criteria?	Stakeholders interviewed are not local communities. Therefore, no input of this topic.	No action required
11	Do you have any suggestions for SPOC management?	Stakeholders interviewed are not local communities. Therefore, no input of this topic.	No action required
12	Any suggestions	No suggestion	No action required

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-2. The summary of the assessment is as below, where the "Findings/Comments" column reflects the findings in accordance with each criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below

Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>SPOC C8 Raub & Bentong established MSPO policy dated 21/06/2020 signed by Group Manager.</p> <p>SPOC C8 Raub & Bentong adopted MPOB MSPO certification application with the MSPO policy included in the form duly agreed and signed by smallholders and acknowledged by SPOC GM.</p> <p>Copy of application form available in smallholders file signed and acknowledged by SPOC GM.</p> <p>Interviewed smallholders aware and understood the MSPO policy.</p>	Yes
4.1.2.1	<p>SPOC C8 Raub & Bentong established continuous improvement plan, "Senarai Impak Social, Persekitaran & Pelan Tindakan" doc no: MSPO/SSCC/L-04/ISP, issue no 2, rev 2 date effective 01/06/2020.</p> <p>The table include topic on activity, social impact and improvement plan.</p> <p>Example of social impact and action plan:</p> <p>Activity: Harvesting</p> <p>Social impact: FFB stolen</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Action plan: Report to “Majlis Pengurusan Komuniti Kampung” and Police for further action.</p> <p>Example of environmental Impact and action plan:</p> <p>Activity: Manuring and integrated farming.</p> <p>Environmental impact: Improve in soil fertility and soil structure (application of organic fertilizer)</p> <p>Action plan: Ongoing affords.</p> <p>SPOC C8 Raub & Bentong established CIP include monitoring of the land use conversion.</p>	
4.1.2.2	<p>SPOC C8 Raub & Bentong distribute Warta Sawit to smallholders during “Latihan Amalan Pertanian Baik, Keselamatan Kesihatan Pekerjaan” on 10/09/2020.</p> <p>Those who did not attended the briefing will receive a copy during LKN (GAP) visit. Interviewed smallholders confirmed they received the Warta Sawit when attend training and LKN visit on 18/08/2020 and 10/09/2020.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC C8 Raub & Bentong adopted MPOB “Manual Prosedur Kerja (MPK) Pensijilan Minyak Sawit Mampan Malaysia” (MSPO) doc no: MPK-rev03, dated review 01/06/2020.</p> <p>MPK has include:</p> <p>The procedure describes traceability process. The weighbridge tickets from smallholders are collected and recorded by SPOC Group Manager.</p> <p>SPOC C8 Raub & Bentong Group Manager monitor smallholders FFB sales and delivery using the BRL.</p>	Yes
4.2.1.2	<p>SPOC C8 Raub & Bentong adopted MPOB MSPO form for sales and production record doc no: MSPO/SPOC/GP-01/PEK, effective date 01/06/2020.</p> <p>Group Manager keep records of smallholders FFB sales to respective collection centre or mills.</p> <p>Interviewed smallholders confirmed FFB sales and delivery records available and copies are kept.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC C8 Raub & Bentong adopted MPOB “Senarai Keperluan Undang – undang” doc no MSPO/SSCC/L-01/SKU, revision 04, Issue 03 dated 01/06/2020.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>The list includes applicable laws and regulations.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Pesticides Act 1974 2. MPOB Act 1998. 3. Environmental Act 1974 <p>Smallholders MPOB license are valid and renewed. The MPOB license copy available on individual file.</p> <p>Smallholders interviewed informed they are aware of compliance to legal requirements.</p>	
4.3.2.1	<p>SPOC C8 Raub & Bentong smallholders land titles issued by Raub Land Department as listed below:</p> <ol style="list-style-type: none"> 1. Form 5DK (GM: Geran Mukim) - freehold 2. Form 5EK (Pajakan Mukim) - leasehold 3. Form 11BK (hak milik sementara bersamaan dengan hak milik pejabat tanah) – freehold. <p>Review on individual smallholders files indicate smallholders as fully owned or one of the listed land owners.</p> <p>The land is to be used only for agricultural purposes.</p> <p>There are no dispute recorded within SPOC C8 Raub & Bentong.</p>	Yes
4.3.3.1	<p>SPOC C8 Raub & Bentong land titles are freehold, leasehold and customary right land.</p> <p>All members with customary right land obtain the 'Surat Pengesahan Status Tanah' approved by Jabatan Kemajuan Orang Asli Daerah Bentong.</p> <p>Letter of Pengesahan Status Tanah, reference no JAKOA.BTG.CG03 (36) dated 27/05/2020 is available.</p>	Yes
4.3.3.2	The land titles include a map, lot number, area size and boundary marking.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SPOC C8 Raub & Bentong adopted MPOB Complaint & Grievance guideline and flow chart, doc no. MSPO/SPOC/SOP-01/AR, issues 03, revision 2 dated 01/06/2020.</p> <p>Briefing on complaint and grievance procedure conducted during field visit / LKN dated 18/08/2020.</p> <p>Complaint and grievance file is review. There are no complaint lodge by smallholders or stakeholders in year 2020.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Interviewed smallholders informed they are aware of complaint and grievances process brief by MPOB during LKN visit.	
4.4.1.2	<p>SPOC C8 Raub & Bentong adopted MPOB guidelines Complaint and Grievance, doc no: MSPO/SPOC/SOP-01/AR, no issue: 02, dated 01/06/2020.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> 1. The group manager is the responsible person to handle and manage any complaints. 2. The total days to resolve is 14 days. 3. Any complaint outside the scope of the GM it will refer to other parties such as government agencies or MPOB HQ to handle the matters. <p>There are no record of complaints and grievances received as audit date.</p> <p>Interviewed smallholders informed they are aware of complaint and grievances process to MPOB.</p>	Yes
4.4.2.1	<p>SPOC C8 Raub & Bentong adopted MPOB Workers Safety and Health Guideline doc no: MSPO/SPOC/GP-02/KKP, no issue: 03, dated 01/06/2020.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> 1. Responsibilities of the GM and smallholders / workers. 2. Safety work practices for harvesting, chemical spraying and fertilizer application. <p>Training on safety and health and GAP to smallholders conducted on 10/09/2020. The training has brief on safety and health while performing work in farm.</p> <p>Interviewed smallholders informed the importance of wearing PPE while working. Example of PPE use in farm are mask, apron, glove, goggle and safety helmet.</p>	Yes
4.4.3.1	<p>SPOC C8 Raub & Bentong adopted MPOB Employment Terms guideline doc no: MSPO/SPOC/SMP-01, rev-01, dated 01/06/2020</p> <p>The document describe the requirements for hiring of workers by smallholders.</p> <p>Example of requirement listed:</p> <ol style="list-style-type: none"> 1. Workers must having valid work permit. 2. Not permitted to employed children below 15 years old and young workers between 15-18 years old. 3. The payment rate is agreeable by both parties. 4. Workers must always focus on safety aspect during conducting. 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>There are verbal agreement between smallholders and workers for operating the farm.</p> <p>The payment made by smallholders to the workers are based on agreeable rate per tonne FFB and per hectare chemical spraying and manuring.</p>	
4.4.3.2	<p>SPOC C8 Raub & Bentong adopted MPOB MSPO Policy doc no: MSPO/SPOC/POLISI-01 dated 01/06/2020.</p> <p>The policy describes, SPOC C8 Raub & Bentong 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>Awareness on MSPO Policy was conducted via LKN visit dated 18/08/2020.</p> <p>Interview smallholders informed no discrimination occurs and aware of the policy.</p>	Yes
4.4.3.3	<p>SPOC C8 Raub & Bentong adopted MPOB Terms of Employment form, doc no: MSPO/SPOC/TPP-01, rev-01, dated 01/06/2020</p> <p>Stated in the requirement, payment method to the casual workers.</p> <ol style="list-style-type: none"> 1. Payment of wage are according to type of work as recommended by Group manager. 2. Payment rate must be mutual agreed between smallholders and casual workers. 3. Every payment performed must be recorded in FFB production book (BRL) and signed by casual workers. <p>The payment made by smallholders to the workers are based on agreeable rate per tonne FFB and per hectare chemical spraying and manuring.</p>	Yes
4.4.3.4	During site inspection there are no living quarters sighted	Yes
4.4.3.5	<p>SPOC C8 Raub & Bentong adopted MPOB Employment Terms guideline doc no: MSPO/SPOC/SMP-01, rev-01, dated 01/06/2020.</p> <p>Stated in the requirement, hiring of field workers by smallholders.</p> <p>The guideline document describes the requirement for children and young person as follows:</p> <ol style="list-style-type: none"> 1. Point no 2. Not at all allow/hire children under the age of 15 years. 2. Point no 3. Does not allow / hire young people under the age of 15-18 to perform heavy work in the field. <p>Akta Kanak-Kanak dan Orang Muda (Pekerjaan) 1966 included in updated Legal Register, dated 01/06/2020.</p> <p>Interviewed smallholders informed, there are no hiring of underage workers in oil palm operation.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
4.4.4.1	<p>SPOC C8 Raub & Bentong established training programme year 2020. The training programme includes:</p> <ol style="list-style-type: none">1. MSPO Training2. Lawatan Khidmat Nasihat (LKN) <p>There are training conducted as per training programme year 2020 established.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SPOC C8 Raub & Bentong 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, issue no: 3, revision no: 3, effective date 01/06/2020.</p> <p>Environment impact had been identified and included in the SOP.</p> <p>Activity: Manuring / chemical spraying activities.</p> <p>Environmental impact: Water pollution can occur as a result of the use of pesticides near waterways.</p> <p>SPOC C8 Raub & Bentong Group Manager informed smallholder on environmental impact during LKN visit on 10/09/2020.</p> <p>During field visit, there are no sign of blanket spraying practices sighted. Interviewed smallholders informed chemical containers are stored appropriately in the rack provided by MPOB.</p>	Yes
4.5.2.1	<p>There are no application of renewal energy practices by smallholders.</p>	Yes
4.5.3.1	<p>SPOC C8 Raub & Bentong adopted MPOB SOP "Senarai Sisa Racun dan Domestik," doc no: MSPO/SPOC/L-03/SRD, issue no: 3, revision no: 0, effective date 01/06/2020.</p> <p>The SOP described the 2 types of waste generated by from agricultural or non-agricultural activity.</p> <p>Example of wastes generated and source:</p> <ol style="list-style-type: none">1. Empty chemicals containers from chemical spraying activities.2. Used fertilizer bags from manuring activities. <p>SPOC C8 Raub & Bentong established 'Rekod Pengurusan Bahan Buangan' to list and monitor amount of waste generated from smallholders block latest updated on 03/09/2020.</p> <p>During site visit and interviewed, smallholders are aware that empty chemical containers can be recycle and reused after triple rinsing and marked with red paint.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.2	<p>SPOC C8 Raub & Bentong adopted MPOB SOP on “Pengurusan Bahan Buangan Terjadual,” doc no: MSPO/SPOC/SOP-03/BT, issue no: 3, revision no: 3 and effective dated 01/06/2020.</p> <p>The SOP describe:</p> <ul 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 wastes dispose shall follow the Peraturan Kualiti Alam Sekitar (Bahan Terjadual) 2005 Akta Kualiti Alam Sekitar. <p>Group Manager informed smallholders on generated waste and disposal method during the LKN visit on 26/08/2020.</p>	Yes
4.5.4.1	<p>SPOC C8 Raub & Bentong adopted MPOB SOP “Garis Panduan Zon Penampian Sungai,” doc no: MSPO/SPOC/GP-03/ZPS, dated 01/06/2020.</p> <p>The procedure describe:</p> <ul style="list-style-type: none"> Guideline for buffer zone length. No permitted activities are chemical spraying and manuring. Flow chart on buffer zone establishment. <p>MSPO awareness training and LKN conducted includes GAP.</p> <p>Example:</p> <ul style="list-style-type: none"> Preservation on soft grass and chemical spraying techniques. Proper frond stacking. 	Yes
4.5.4.2	<p>SPOC C8 Raub & Bentong smallholders practices rain water harvest by using culvert for chemical spraying activities or washing purposes.</p>	Yes
4.5.5.1	<p>SPOC C8 Raub & Bentong adopted 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: 3, no. revision: 3, effective dated 01/06/2020.</p> <p>SPOC C8 Raub & Bentong obtained the list of wildlife from Jabatan Perlindungan Liar dan Taman Negara (Perhilitan) Semenanjung Malaysia as below:</p> <ol style="list-style-type: none"> Appendix IV Selected Images of Totally Protected Species (Mammals) Under Wildlife Protection Act, 1972. List of wildlife. <p>Example of wildlife are wild boar and wild fowls.</p> <p>Interview with smallholders indicates that they understand the requirements for no hunting of any wildlife.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
4.5.6.1	<p>SPOC C8 Raub & Bentong adopted MPOB SOP “Garis Panduan Amalan Pembakaran Sifar,” doc no: MSPO/SPOC/GP-04/APS, issue no: 3, revision no: 3, dated 01/06/2020.</p> <p>The guideline statement that smallholders are prohibited to practise open burning for replanting or new planting.</p> <p>There is no open burning observed at sampled smallholder’s farm. Smallholders are aware of the open burning policy and open burning practices restricted by the policy.</p>	Yes

Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SPOC C8 Raub & Bentong adopted MPOB “Manual Pekebun Kecil” updated on 01/06/2020.</p> <p>The Manual Pekebun Kecil includes:</p> <ul style="list-style-type: none">• Procedure on harvesting, spraying chemical and manuring.• Procedure on buffer zone, open burning. <p>Training on Good Agriculture practises (GAP) conducted for smallholders during LKN Visit dated 26/08/2020.</p>	Yes
4.6.1.2	<p>Visual identification for each of smallholders visited was available. The information stated on signage are:</p> <p>Smallholders name, lot number, hectare, GPS coordinates and year planting.</p>	Yes
4.6.2.1	<p>SPOC C8 Raub & Bentong adopted MPOB SOP, “Garis Panduan Pelan Daya Ekonomi dan Kewangan,” doc no: MSPO/SPOC/GP-01/PEK, issues no: 3, revision no: 3, effective date: 01/06/2020.</p> <p>SPOC C8 Raub & Bentong Group Manager established management plan for year 2020 that includes financial budget for 2020 activities and field visit.</p>	Yes
4.6.3.1	<p>SPOC C8 Raub & Bentong monitors FFB pricing on monthly basis through input from selected ramp / dealers for fair price.</p> <p>Interview with smallholders informed the FFB price obtain from the collecting center through phone call.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	SPOC C8 Raub & Bentong smallholders database is review with 1st planting in 1993 and latest replanting in year 2018. There are no new planting or replanting in year 2019. Thus, there is no assessment on high biodiversity area.	Yes
4.7.2.1	SPOC C8 Raub & Bentong smallholders database is review with 1st planting in 1993 and latest replanting in year 2018. There are no new planting or replanting in year 2019. Therefore, no soil type available.	Yes
4.7.3.1	SPOC C8 Raub & Bentong smallholders database is review with 1st planting in 1993 and latest planting in year 2018. There are no new planting or replanting in year 2019. 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.
X	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.
	Not applicable. No non-conformity raised in previous audit.
Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity. Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.	

4.5. Detail of Audit Findings in last Audit

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

Non Conformity Number < 01 >	
Indicator # and Description:	4.5.3.2 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.
Location:	SPOC C8 Raub & Bentong

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Non Conformity Number < 01 >			
Description of Finding / Objective Evidence:			
Observation at 4 of the selected smallholders found empty chemical containers are scatter around. There is no label and punctured on the containers to indicate either to be reused or disposed. This is not in accordance to SOP Pengurusan Bahan Buangan Terjadual document no: MSPO/SSCC/SOP-03/BT, revision 2, dated 10/07/2019.			
Classification		<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor	
Raise by: Zul Hairi Bin Abu Hassan		Date Raise: 31/10/2019	
Deadline for implementation		30/12/2019	
Root Cause Analysis (by company):			
4 of sampled smallholder do not comply with the the SOP Pengurusan Bahan Buangan Terjadual document no: MSPO/SSCC/SOP-03/BT, revision 2, dated 10/07/2019.			
Correction (by company):			
SPOC C8 Raub & Bentong conducted training specialized on PPE and appropriate disposed of Schedule Waste to a group of smallholders including the 4 sampled smallholders. (Refer to the Program Report attachment).			
Corrective / Preventive Action (by company)			
The management team will emphasize more on adoption of local and national legislation to dispose of hazardous chemicals and their containers during the next training and LKN.			
Review of Correction & Corrective / Preventive Action			
Review document attachment 2a and 2b submitted that the group manager has visited and conducted Latihan Khidmat Nasihat (LKN) to smallholders regarding empty chemical containers left in the field without any sign or mark.			
The evidence provided the empty containers are marked with X symbol for reuse of chemical spraying activity only. The evidence provided is sufficient to close the NC.			
Further verification will be conducted in the next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Lead Auditor: Ariff Bin Lokman		Date of Closure: 04/12/2019	
Review of Implementation			
During field visit observation, smallholders are aware on disposal of empty chemical container from their fields in accordance to MPOB SOP Pengurusan Bahan Buangan Terjadual doc no: MSPO/SSCC/SOP-03/BT, updated 01/06/2020.			
Name of Lead Auditor: Ariff Bin Lokman		Date of Review: 24/09/2020	

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.6.1.1	All independent smallholders oil palm farms shall implement best practices such as the MPOB Codes of Practice, Malaysian Standards, ISO Standards and the Kod Amalan Baik (GAP) Pekebun Kecil.	Smallholder s field	SPOC C8 Raub & Bentong may consider improve on field upkeep
2.	4.6.1.2	A visual identification or reference system shall be established for each field or block of oil palm planting.	Smallholder s field	SPOC C8 Raub & Bentong may consider improve on visual identification information.

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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 C8 Raub & Bentong consisting of 790 independent smallholders according to MS 2530-2:2013 Part 2, General Principles for Independent Smallholders.

During onsite audit, there are two OFIs raised and will be verify during next surveillance audit.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided 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:	790
Total certified acreage of smallholders:	2,891.57 Ha
Certified FFBs output January to December 2019:	12,290.00 Mt
Actual FFBs output January to July 2020:	13,431.53 Mt
Projected FFBs output August to December 2020:	10,568.47 mt

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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 to this summary report as annex.

The audit team concludes that the organisation has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for 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's demonstrated state of development and maturity that this management system certification be

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

Puchong, 13/10/2020

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

Puchong, 13/10/2020

Cheong, Chun Yuen (Robert)
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.	JAKOA Raub
2.	Pertubuhan Peladang Raub
3.	Raub Oil Mill

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

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