



# MSPO CERTIFICATION SUMMARY REPORT

MPOB – SPOC J32 SRI MENANTI

SURVEILLANCE 03

Onsite Audit Date: 28/03/2022 – 01/04/2022

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# MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board  
Certifying Unit: SPOC J32 Sri Menanti  
Client Number: 92-095  
Audit Type: ASA 03  
Mode of Audit: Onsite

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## ABBREVIATIONS

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

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## 1. INTRODUCTION

MPOB has commissioned TÜV NORD (Malaysia) Sdn Bhd to conduct surveillance audit 03 audit for SPOC J32 Sri Menanti 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 J32 Sri Menanti 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 J32 Sri Menanti in managing the independent smallholders' scheme.

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

The documents and information are reviewed against the requirements and criteria mentioned below. TÜV NORD has employed a risk-based approach in the verification, focusing on the identification of significant risks and reliability of the monitoring and reporting.

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

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

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

### 1.3. Appointment & Qualification of Audit Team Members

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

#### Qualification of the Lead Auditor: Ariff Bin Lokman

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS2530 series of standards for Lead Auditors
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 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 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 Lead Auditor course.
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 Member(s)

Requirement	Name Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Khairul Anwar Bin Ismail	Graduate in Agricultural Science	Yes
	Joseph Sim Siaw Seng	Graduate in Diploma in Occupational Safety and Health	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	Yes
	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes
Successfully completed MPOCC endorsed lead auditor / auditor trainings	Khairul Anwar Bin Ismail	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Joseph Sim Siaw Seng	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an	Khairul Anwar Bin Ismail	Qualified as Auditor for MSPO scheme	Yes

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Requirement	Name Assessor	Qualification	Compliance
auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Joseph Sim Siaw Seng	Qualified as Auditor for MSPO scheme	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	Yes
	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations.	Yes
	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Khairul Anwar Bin Ismail	Successfully completed Basic SA 8000 training.	Yes
	Joseph Sim Siaw Seng	Successfully completed Basic SA 8000 training.	Yes

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



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## 2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- 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)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

### Surveillance Audit 03:

The surveillance audit 03 is conducted onsite on 28/03/2022 – 01/04/2022 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 stage 1 or stage 2 or SA audit;
- Assessment reporting;

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

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

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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 294 new members and 1,068 existing members. The total number of smallholders for this audit are 1,362.

As per MPOB requirements the risk factor of 1.5 shall be applied. Therefore, the sample size  $S = 1.5\sqrt{1,362} = 55.35$  round up to the next integral of 56.

As per OPMC 2 issue 2, from the sample size, the number of the new members are  $56 \times 75\% = 42$  and number of existing members are  $56 \times 25\% = 14$ .

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 member(s)	
Tay Kim Tong @ Tay Kim Hong	N 1.88756, E 102.68869
See Wee Kiat	N 1.96169, E 102.67033
Chua Kiong	N 1.93558, E 102.65622
Lim Wei Tian	N 1.91835, E 102.68546
Lim Boon Sim	N 1.95083, E 102.65386
Lim Bon Fiea @ Lim Kim Poon	N 1.92944, E 102.71197
Lim Tong Heng	N 1.96728, E 102.68656
See Chin Seng	N 1.92328, E 102.69825
Nooraini Binti Said	N 1.94817, E 102.72983
Chin Kim Yang	N 1.93605, E 102.66784
Sihah @ Siah Binti Sulaiman	N 1.93494, E 102.66719
Soh Yong Keng	N 1.89085, E 102.68122
Soo Yeng Tiam	N 1.94141, E 102.70159
Lim Chien Zhen	N 1.91862, E 102.68726

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Name	GPS Coordinates
New member(s)	
Soh Gek Lang	N 1.919464, E 102.674769
Tee Yin Choon	N 1.90819, E 102.68194
Peng Cheun Keng	N 1.94098, E 102.6885
Johari Bin Hj Tahir	N 1.97255, E 102.76208
Choo Seam Por	N 1.93383, E 102.69309
Tan Choon Kim	N 1.89674, E 102.67151
Ng Seng Ser	N 1.88458, E 102.68502
Luey Tung Siang	N 1.94408, E 102.70748
Rasidah Binti A'samad	N 1.94791, E 102.72129
Lim Sing Yong	N 1.96387, E 102.68336
Ser Boon Huat	N 1.93651, E 102.69628
Ser Ping Han	N 1.93252, E 102.6522
N.E.O Resources Sdn. Bhd.	N 1.89395, E 102.67485
Norlin Binti Bistamam	N 1.94156, E 102.70626
Mazieyana binti A. Jalil	N 1.9767195, E 102.7514
Muhamad Nor Hisyam Bin Rahmat	N 1.963466, E 102.708207
Mohd Fuad Bin Salleh	N 1.95064, E 102.7209
Muhammad Hafizudin Bin Samuri	N 1.931918, E 102.690075
Lim Hap Sim	N 1.96463, E 102.68329
Ng Chi Jian	N 1.95356, E 102.65757
Ahmad Bin Riduan	N 1.99612, E 102.745643

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Name	GPS Coordinates
New member(s)	
Ahmad Bin Selamat	N 1.95326, E 102.70907
Chua Chin Hua @ Chua Boon Hua	N 1.96002, E 102.70424
Sinhuat Brothers Properties Sdn. Bhd.	N 1.90694, E 102.67912
Tumin Bin Sabar	N 1.96252, E 102.73213
Hasnah Binti Mohd Angsor	N 1.96255, E 102.73323
Salina Binti Koming	N 1.9349, E 102.65115
Tew Kwee Seng	N 1.91821, E 102.70841
Jariah Binti Hasim	N 1.96396, E 102.71871
Ahmad Bin Selamat	N 1.95326, E 102.70907
Chin Chee Wee	N 1.96148, E 102.70358
Gan Kee Wah	N 1.9246, E 102.67431
Mohd Faiz Bin Mohd Shah	N 1.9366, E 102.72269
Gan Jak Wah	N 1.94392, E 102.67321
Tan Giok How	N 1.90731, E 102.68174
Faridah Binti Arifin	N 1.95575, E 102.65777
Mohd Hairulizam Bin Juahir	N 1.974792, E 102.720154
Supiyah Binti Sukeri	N 1.95679, E 102.66346
Ku Choo Luan	N 1.94201, E 102.65192
Munap Bin Abd Ghani	N 1.90604, E 102.66349
Lim Kok Hwee	N 1.926307, E 102.714665
Hanizat Bin Md Yassin	N 1.940827, E 102.695031

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### **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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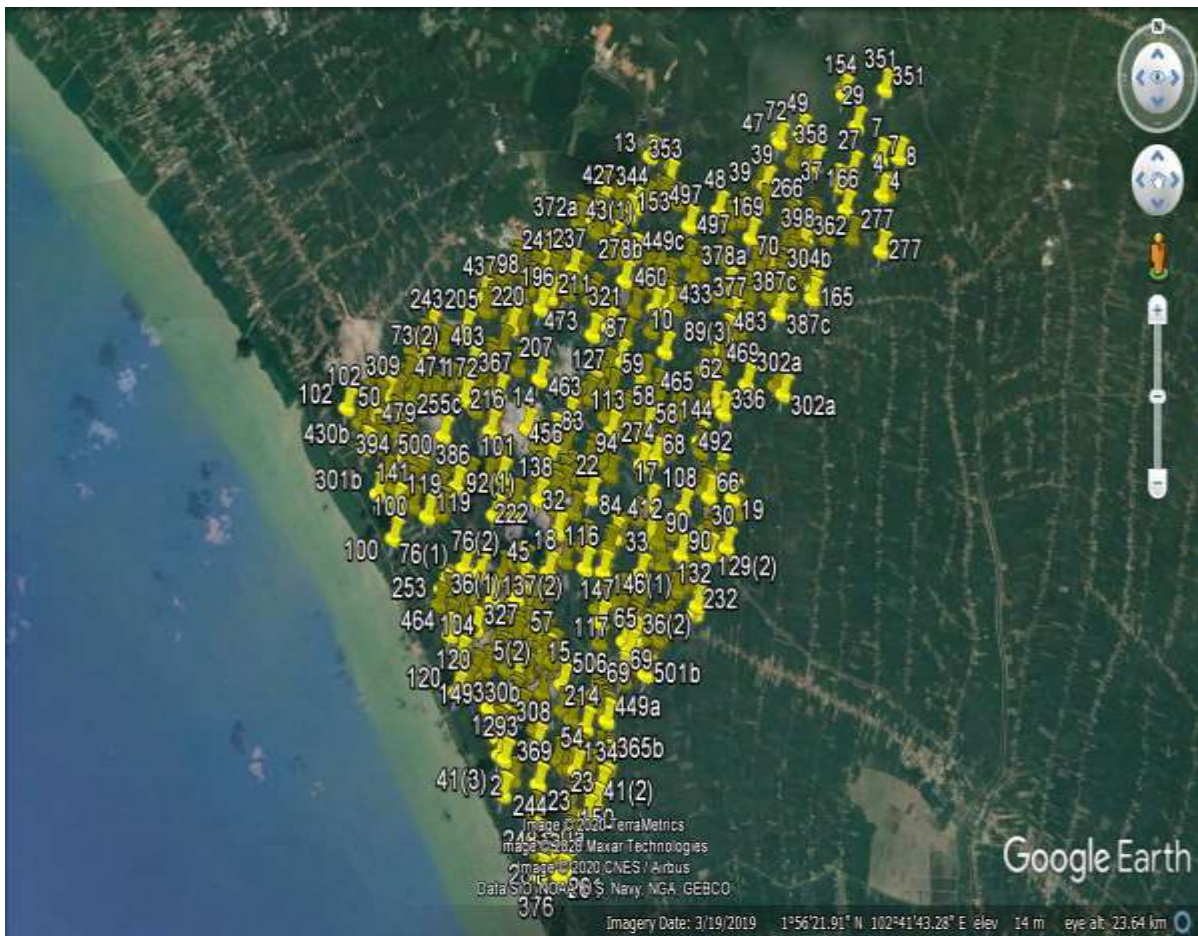
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## 3. ORGANISATION INFORMATION

MPOB Cawangan SPOC J32 Sri Menanti, is a branch of MPOB located at No. 33 (Tingkat 1), Jalan Kasawari 21/7, Taman Sungai Abong Permai 2, 84000 Muar, Johor, office's coordinate 2.057778 N, 102.606667 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 Muar district.

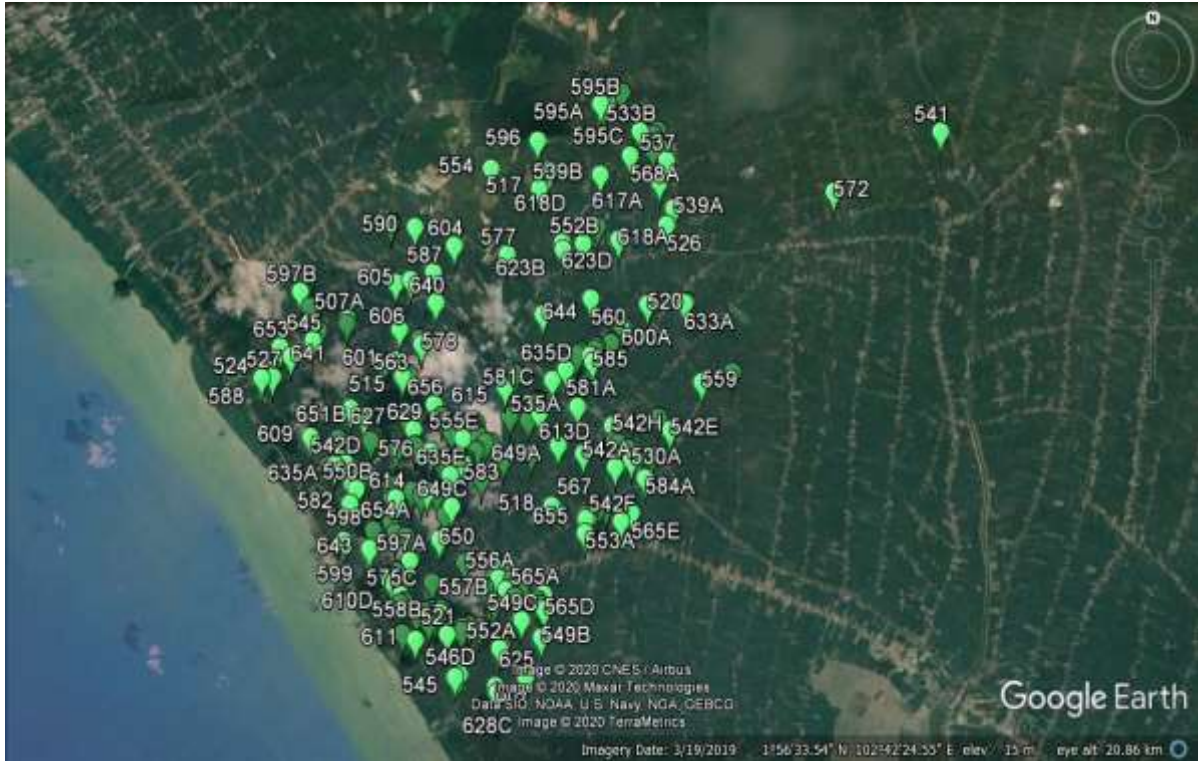
The smallholders in Muar as shown in the below maps.



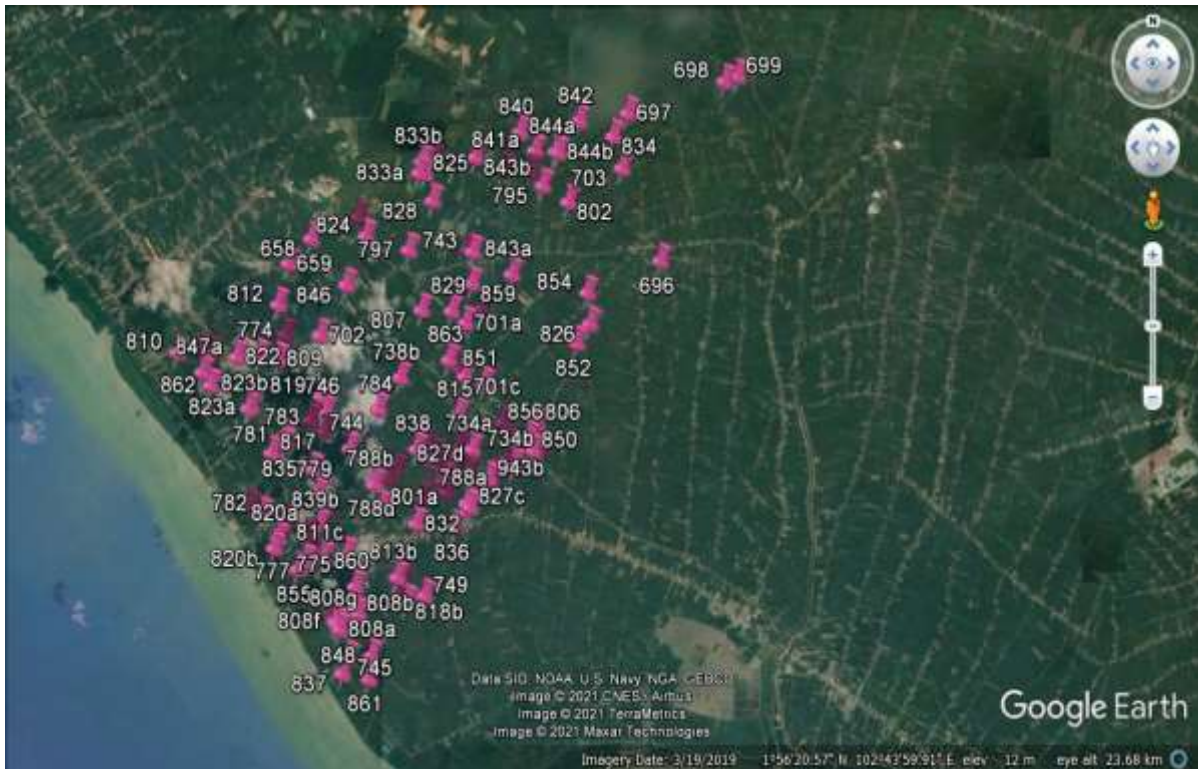
Map 1

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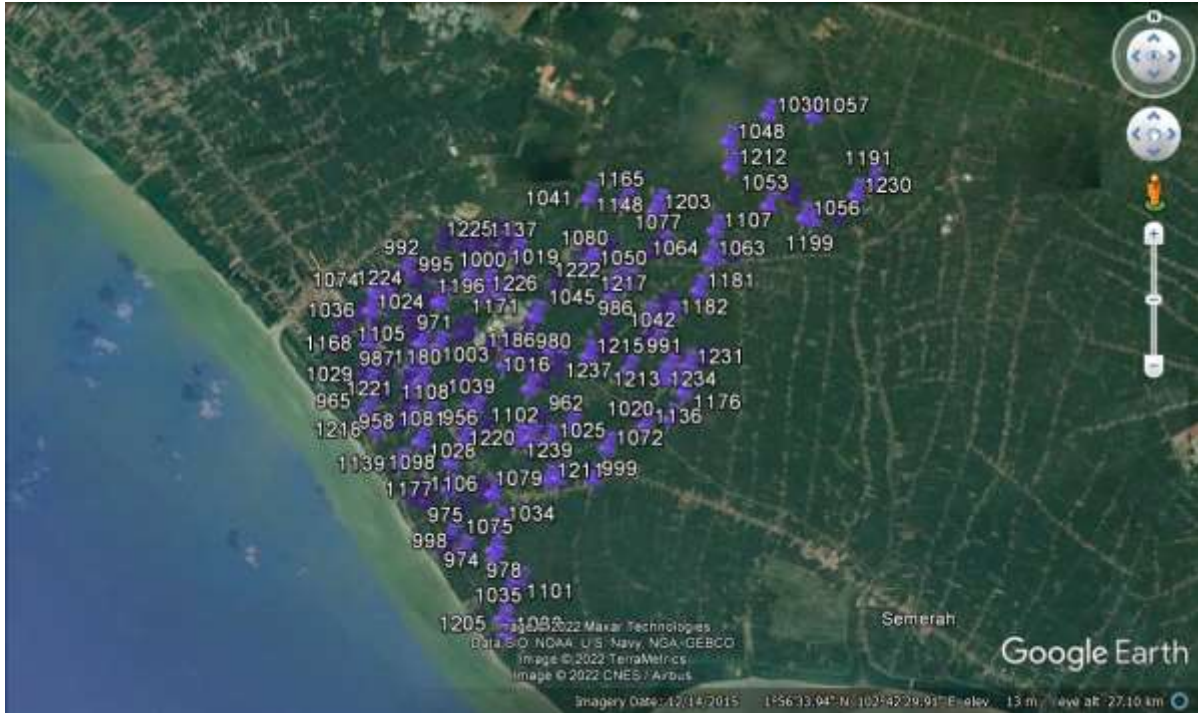
Map 2



Map 3

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Map 4



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### 4. CERTIFICATION ASSESSMENT

#### 4.1. Annual Surveillance Audit

The objective of the audit is to assess the activities of MPOB Cawangan SPOC J32 Sri Menanti are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

##### 4.1.1. ASA 03:

The surveillance 03 audit is conducted on 28/03/2022 to 01/04/2022.

The number of smallholders in this surveillance audit are 1,362.

The number of smallholders 1,068 remain the same for this surveillance audit.

The number of smallholders joined during this surveillance 03 audit are 294.

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

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

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

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

During this surveillance 03 audit, there are three OFIs raised.

For this audit, the two OFIs raised in the last surveillance 02 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.

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

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

#### 4.2. Stakeholders' Consultation

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

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Therefore, there is no physical stakeholders consultation conducted for this surveillance audit. TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 01/03/2022 as to accommodate stakeholder’s consultation meeting for SPOC J32 Sri Menanti to provide comments. As at audit date on 28/03/2022 there are no comments received.

### 4.3. Summary of Assessment

Principle and Criteria Assessment Summary	
<p>The assessment team conducted a thorough assessment of each principle and criteria. Over the 5 years’ period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the applied MSPO 2530-2. The summary of the assessment is as below, where the “Findings/Comments” column reflects the findings in accordance with each indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6.</p>	

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>SPOC J32 Sri Menanti adopted MPOB MSPO Policy document number MSPO/SPOC/POLISI-01 (rev 03). The policy was sign by SPOC J32 Sri Menanti Group Manager dated 15/01/2022.</p> <p>The MSPO Policy is available in notice board at MPOB Muar Branch office.</p> <p>SPOC J32 Sri Menanti adopted MPOB MSPO certification application form with the MSPO Policy included in the form duly agreed and signed by smallholders and acknowledged by Group Manager.</p> <p>Document review on the application form in smallholders’ files signed by SPOC J32 Sri Menanti Group Manager and smallholders.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they have being briefed on the policy during MSPO briefing on 08/02/2022.</p>	Yes
4.1.2.1	<p>SPOC J32 Sri Menanti adopted MPOB List of Social and Environmental Impact and Action Plan document number MSPO/SPOC/I-04/ISP, rev 4, updated on 01/06/2021.</p> <p>The table include topics on activity, impact and improvement plan.</p> <p>Example of Social Impact and Action Plan:</p> <p>Activity: Harvesting</p> <p>Social impact: Stealing of FFB</p> <p>Action plan: Report to JKKK / Police.</p> <p>Onsite visit and interview with SPOC J32 Sri Menanti smallholders informed they have installed gate at the entrance to prevent stealing of FFB and no case reported yet.</p>	Yes
4.1.2.2	<p>Document reviewed on SPOC J32 Sri Menanti record, Warta Sawit is distributed to smallholders during LKN visit dated 08/03/2022.</p> <p>Onsite interviewed with SPOC J32 Sri Menanti smallholders informed they obtain Warta Sawit and new information on oil palm management during LKN visit, WhatsApp or through MPOB Facebook Page.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC J32 Sri Menanti adopted MPOB 'Manual Prosedur Kerja MSPO Kelompok Minyak Sawit Mampan' document number MSPO/SPOC/GP-01/PEK revision number 04 dated 01/06/2021 which include 'Carta Alir Kebolehejakan Perbelanjaan dan Pendapatan Pekebun Kecil' as a traceability procedure.</p> <p>The traceability procedure describes smallholders provided with Buku Rekod Ladang (BRL) to record FFB sales.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed FFB production, fertilizer and chemical application recorded in the BRL.</p> <p>Review the BRL of smallholders with information of FFB production.</p> <p>SPOC J32 Sri Menanti maintain record of FFB sales in smallholders individual file.</p>	Yes
4.2.1.2	<p>SPOC J32 Sri Menanti Group Manager maintain records of FFB production updated as at December 2021.</p> <p>SPOC J32 Sri Menanti maintain records of FFB sales and weighbridge ticket in smallholders individual file.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed FFB sales receipts and weighbridge tickets are maintained.</p> <p>Reviewed the smallholders FFB sales receipt and weighbridge tickets.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC J32 Sri Menanti adopted MPOB list of legal requirement, document number MSPO/SPOC/L-01/SKU revision number 07 dated 01/06/2021.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>Akta Kualiti Alam Sekeliling 1974.</li> <li>Akta Taman Negara 1980.</li> <li>Akta Pekerjaan 1955.</li> </ol> <p>SPOC J32 Sri Menanti conducted MSPO briefing include legal requirement dated 08/02/2022 and LKN visit to smallholders farm on 22/03/2022.</p> <p>Document review on sampled SPOC J32 Sri Menanti smallholders verify copy of MPOB license is maintained.</p> <p>MPOB license SPOC J32 Sri Menanti smallholders validity as below:</p> <p>Example:</p> <p>MPOB license for smallholder no.: 593 valid from 19/03/2019 till 29/02/2024.</p>	Yes

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<b>Principle 3: Compliance to legal requirements</b>		
Indicator	Summary of Assessment	Compliance
	Onsite interview with SPOC J32 Sri Menanti smallholders informed they have been briefed on legal requirement.	
4.3.2.1	<p>SPOC J32 Sri Menanti smallholders have either freehold or lease titles issued by Muar Land District.</p> <p>The majority land title states land used for agricultural purpose or oil palm. There are some land titles under the application of land use to agricultural or oil palm.</p> <p>SPOC J32 Sri Menanti established CIP dated 15/03/2022 include monitoring of the land use conversion.</p> <p>Document review on CIP has include the progress status of land use conversion with Muar Land District.</p> <p>Document review on letter from SPOC J32 Sri Menanti Group Manager to MPOB HQ, dated 14/03/2022. Verify the letter describe on application of conversions for 226 land titles.</p> <p>Onsite interview with sampled SPOC J32 Sri Menanti smallholders, there are no disputes found and boundary stones or boundary drains used to indicate the boundary.</p>	Yes
4.3.3.1	<p>SPOC J32 Sri Menanti smallholders are either having freehold title or lease title.</p> <p>Document review verify land status of SPOC J32 Sri Menanti smallholders with no customary right land.</p> <p>Onsite interview with sampled SPOC J32 Sri Menanti smallholders informed they are no land dispute lodged to SPOC group manager.</p>	Yes
4.3.3.2	<p>SPOC J32 Sri Menanti smallholders have either freehold or lease titles.</p> <p>There is no customary right land for SPOC J32 Sri Menanti.</p> <p>The sampled SPOC J32 Sri Menanti smallholders' land titles include map, lot number, area size and boundary stone numbering.</p>	Yes

<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SPOC J32 Sri Menanti adopted MPOB guidelines Complaint and Grievance doc no: MSPO/SPOC/SOP-01/AR, no issue: 02 dated 01/06/2021.</p> <p>The SOP describes;</p> <ol style="list-style-type: none"> <li>1. Stated in the SOP timeline for addressing the grievance and complaint are within 14 days.</li> <li>2. Group manager is in charge in handling the complaint and grievances.</li> <li>3. All the grievance and complaint records are documented.</li> </ol>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Complain and grievances procedure had been briefed to Smallholders during Lawatan Khidmat Nasihat (LKN) by Group Manager dated 22/03/2022.</p> <p>Review the complaint and grievance record, no complaint lodge by SPOC J32 Sri Menanti smallholders and stakeholders.</p>	
4.4.1.2	<p>SPOC J32 Sri Menanti adopted MPOB guidelines Complaint and Grievance doc no: MSPO/SPOC/SOP-01/AR, issued number: 02 dated 01/06/2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> <li>1. The group manager is the responsible person to handle and manage any complaints</li> <li>2. The time line to resolve disputes within 14 days.</li> <li>3. In the situation where the complaint cannot be resolve by the SPOC within 14 days, it will be referred to other parties or MPOB headquarters to resolve the matters.</li> </ol> <p>Review on documents confirmed there is no grievance lodge by s SPOC J32 Sri Menanti mallholders or stakeholders.</p> <p>Briefing of SOP complaint and grievance conducted during field visit dated 22/03/2022 to the smallholders.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they are briefed on complaint and grievance process and timelines to resolve the complaints.</p>	Yes
4.4.2.1	<p>SPOC J32 Sri Menanti has adopted MPOB's Workers Safety and Health Guideline doc no: MSPO/SPOC/GP-02/KKP issued number: 03 dated 01/06/2021.</p> <p>SPOC J32 Sri Menanti established Training Programme 2022 dated 14/03/2021.</p> <p>LKN was conducted to smallholder individually, example smallholders number 1052 dated 16/03/2022.</p> <p>The training includes awareness on SOP on Safety and Health.</p> <p>Example of new smallholders involved in the LKN are:</p> <ol style="list-style-type: none"> <li>1. Smallholder number: 1052 dated 16/03/2022.</li> <li>2. Smallholder number: 528 dated 22/03/2022.</li> </ol> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they had been briefed on the usage of PPE and used it on field when handling chemicals, fertilizer application and COVID-19 awareness.</p>	Yes
4.4.3.1	<p>SPOC J32 Sri Menanti adopted MPOB guideline Employment Terms document no: MSPO/SSCC/SMP-01rev-01 dated 01/10/2020.</p> <p>The form include payment rates for harvesting, chemical spraying, manuring and pruning.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Smallholders are operated by themselves or engage FFB dealer services for harvesting, chemical spraying or manuring.</p> <p>Interview with SPOC J32 Sri Menanti smallholders informed they paid RM 50.00 to RM70.00 per ton of FFB harvested.</p>	
4.4.3.2	<p>SPOC J32 Sri Menanti adopted MPOB MSPO Policy- states SPOC is against the practice of discrimination by exercising the right of equality in providing opportunities and services regardless of race and ethnicity, political views and nationality.</p> <p>SPOC J32 Sri Menanti conducted LKN that includes awareness on MSPO Policy dated 22/03/2022.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they had been briefed on the discrimination policy.</p>	Yes
4.4.3.3	<p>SPOC J32 Sri Menanti adopted MPOB Employment Terms document no: MSPO/SPOC/SMP-01 rev-01 updated 01/06/2021.</p> <p>The form included payment rates for harvesting, chemical spraying, manuring and pruning.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed, they are working by themselves or pay others such as independent FFB collectors to manage their farm operations.</p>	Yes
4.4.3.4	<p>Onsite interview with SPOC J32 Sri Menanti smallholders and field visit to smallholder's farm confirmed no on-site living quarters sighted.</p>	Yes
4.4.3.5	<p>SPOC J32 Sri Menanti adopted MPOB Employment Terms document no: MSPO/SPOC/SMP-01 rev-01 updated 01/06/2021.</p> <p>The form describe:</p> <ul style="list-style-type: none"> <li>Not to employ young workers below the age of 15-18 years old, for working in dangerous and heavy work.</li> </ul> <p>Onsite interview with SPOC J32 Sri Menanti smallholders and observation at field confirmed no presence of child workers in field. Smallholders are briefed and understand on legal restriction on hiring under age workers.</p>	Yes
4.4.4.1	<p>SPOC J32 Sri Menanti established Training Programme 2021 and 2022.</p> <p>The training programme include Taklimat MSPO and LKN visit.</p> <p>Example of training conducted:</p> <p>Title: Taklimat MSPO.</p> <p>Date: 08/02/2022.</p> <p>Document review verified the LKN has been conducted on 22/03/2022.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they had attended the MSPO training. Smallholders are able to demonstrate understanding of MSPO implementation in farms.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SPOC J32 Sri Menanti adopted MPOB Social and Environment Impacts and Action Plan, document number: MSPO/SPOC/L-04/ISP, rev 4, updated on 01/06/2021.</p> <p>Environment impact and action plan had been identified and included in the MPOB Social and Environment Impacts and Action Plan.</p> <p>Example:</p> <p>Activity: Chemical spraying</p> <p>Environment impacts: Water source pollution</p> <p>Action plan: Conduct continuous awareness training to smallholders.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they aware on environmental impacts on their activities.</p> <p>SPOC J32 Sri Menanti Group Manager informed smallholders on the environmental impact during LKN visit on 08/03/2022 and 22/03/2022.</p>	Yes
4.5.2.1	<p>Onsite visit at SPOC J32 Sri Menanti smallholder's farm and interview with smallholders informed there is no renewable energy use by them.</p>	Yes
4.5.3.1	<p>SPOC J32 Sri Menanti adopted MPOB List of Scheduled and Domestic Wastes, Doc. No. MSPO/SPOC/L-03/SRD, rev 4, updated on 01/06/2021. The SOP described 2 types of waste generated by smallholders which are from agricultural or non-agricultural activities.</p> <p>List of waste generate from agriculture: Empty chemical containers.</p> <p>SPOC J32 Sri Menanti Group manager briefed smallholders on waste management during LKN visit on 08/03/2022 and 22/03/2022.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed empty chemical containers will be recycle and reused after triple rinsing.</p>	Yes
4.5.3.2	<p>SPOC J32 Sri Menanti adopt MPOB SOP 'Pengurusan Bahan Buangan Terjadual' doc. No. MSPO/SPOC/SOP-03/BT, rev 4, updated on 01/06/2021.</p> <p>The SOP describes as follows:</p> <ol style="list-style-type: none"> <li>To monitor and ensure the process if scheduled waste handling in proper manner.</li> <li>All empty chemical containers are shall be triple rinsed before reused.</li> </ol> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed empty chemical containers will be kept at designated store and reused for chemical spraying activity.</p> <p>Briefing on disposal of empty chemical containers conducted during LKN visit by Group Manager J32 Sri Menanti on 08/03/2022 and 22/03/2022.</p>	Yes
4.5.4.1	<p>SPOC J32 Sri Menanti adopted MPOB Guidelines 'Garis Panduan Zon Penampunan Sungai' MSPO/SPOC/GP-03/ZPS, rev 4 dated 01/06/2021.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they understand and practice the restriction on chemical application at buffer zone area.</p> <p>Training on buffer zone protection conducted during LKN visit dated 08/03/2022 and 22/03/2022.</p>	
4.5.4.2	SPOC J32 Sri Menanti smallholders practise rain harvesting by using drums or culvert for rain water collection.	Yes
4.5.5.1	<p>SPOC J32 Sri Menanti established a list of wildlife at Muar district dated 01/03/2022.</p> <p>Example:</p> <p>Protected wildlife: Wild boar and monitor lizard</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they have sighted wild boars and ayam hutan in their farm.</p>	Yes
4.5.6.1	<p>SPOC J32 Sri Menanti adopted MPOB Guidelines 'Garis Panduan Amalan Pembakaran Sifar', doc. No. MSPO/SPOC/GP-04/APS, rev 4, updated on 01/06/2021.</p> <p>Onsite visit at smallholder's farm, no sign of open burning sighted.</p> <p>Onsite interview with SPOC J32 Sri Menanti smallholders informed they understand no open burning is allowed. Briefing on zero burning awareness conducted during LKN visit dated 08/03/2022 and 22/03/2022.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SPOC J32 Sri Menanti adopted MPOB Guideline 'Garis Panduan Pelan Daya Ekonomi dan Kewangan', document number: MSPO/SPOC/GP-01/PEK, rev 4, updated on 01/06/2021.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> <li>1. Good agricultural practice starting from land preparation until harvesting.</li> <li>2. Dosage of fertilizer and chemical application on field.</li> <li>3. Calculation on smallholders yield, RM / hectare / year.</li> </ol> <p>Review on the LKN form, group manager conduct field visit to sampled smallholders by using MSPO application form where point 5 describe field management included GAP criteria, coordinate, topography, surrounding of farm and status of preparation for certification.</p> <p>Example of LKN form for smallholder no. 1023 dated 08/03/2022.</p> <p>Onsite visit and interview with SPOC J32 Sri Menanti smallholders informed they have been briefed on GAP such as fronds stacking during LKN visit.</p>	Yes



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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.2	Onsite visit at SPOC J32 Sri Menanti smallholder's farm, signage is installed with name of smallholder, lot number, area, year of planting and coordinate.	Yes
4.6.2.1	SPOC J32 Sri Menanti adopt MPOB SOP 'Garis Panduan Pelan Daya Ekonomi dan Kewangan', doc no: MSPO/SPOC/GP-01/PEK, rev 4, updated on 01/06/2021.  Review on budget allocation for 2022 dated 28/02/2022 include MSPO training, stationary and PPE.  All other operations budget and cost are under control of MPOB HQ.  Training plan 2022 dated 16/03/2022 state the MSPO training plan on June 2022.	Yes
4.6.3.1	SPOC J32 group manager monitors FFB pricing on monthly basis through input from selected mills or ramps for fair price.  Document review verify payment voucher from ramp or dealers kept in smallholders' files.  Onsite interview with SPOC J32 Sri Menanti smallholders informed they have access to FFB prices via WhatsApp group, MPOB portal and mill or dealer weighbridge displayed.	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Document review on list of smallholders and planting statements no new planting in SPOC J32 Sri Menanti.  The first planting is in year 1990 and the latest new planting is in year 2018.  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 confirmed no new planting in SPOC J32 Sri Menanti.  The first planting is in year 1990 and the latest new planting is in year 2018.  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 no new planting in SPOC J32 Sri Menanti.  The first planting is in year 1990 and the latest new planting is in year 2018.  There are no new plantings for existing and new members in year 2022.  Therefore, no data for type of terrain available.	Yes

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## 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.
<b>X</b>	No non-conformity raised in previous audit.
<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> <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>	

## 4.5. Detail of Audit Findings in last Audit

AUDIT OUTCOME		
During last audit	0	<b>MAJOR Non-Conformities</b>
	0	<b>MINOR Non-Conformities</b>

## 4.6. Detail of Audit Findings Identified During This Audit

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

ON-SITE AUDIT OUTCOME		
During this onsite audit,	0	<b>MAJOR Non-Conformities</b>
	0	<b>MINOR Non-Conformities</b>

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 J32 Sri Menanti could improve on traceability awareness for smallholders.
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 J32 Sri Menanti could improve smallholders understanding for empty chemical containers disposal.
3.	4.5.5.1	Independent smallholders should show a basic understanding of any	Field	SPOC J32 Sri Menanti could improve in disseminating list of wildlife to smallholders.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		species or habitats of concern, together with their conservation needs. Information on protected species and their habitat with high biodiversity value may be obtained from relevant government agencies, such as the Forestry Department, Forest Research Institute of Malaysia and the Wildlife Department.		

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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 J32 Sri Menanti consisting of 1,362 independent smallholders according to MS 2530-2:2013 Part 2, General Principles for Independent Smallholders.

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

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

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

Total certified number of independent smallholders:	1,362
Total certified acreage of smallholders:	2,608.51 Ha

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## 6. RECOMMENDATION

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

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

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

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

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

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

Puchong, 11/04/2022

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

Puchong, 14/04/2022

Cheong, Chun Yuen (Robert)  
TUV NORD (Malaysia) Sdn Bhd  
Certifier / Approver

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### 7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

## Annex / Enclosures

Annex /  
corresponding audit documentation

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