

MSPO CERTIFICATION SUMMARY REPORT

SPOC J34 JORAK/PENKALAN BUKIT

SPECIAL AUDIT

Date: 01-03/10/2019

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MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board
Certifying Unit: SPOC J34 Jorak
Client Number: 92-097
Audit Type: Special 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 special audit for its SPOC J34 Jorak / Pengkalan Bukit 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 J34 Jorak / Pengkalan Bukit of as group manager managing the independent smallholders by an independent certification body. The aim of this special audit is assessed on the compliance of the standard by MPOB Cawangan SPOC J34 Jorak / Pengkalan Bukit.

1.2. Scope

The special audit is based on the documentation established by MPOB Cawangan SPOC J34 Jorak / Pengkalan Bukit 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 one team leader and one team member and one trainee auditor. 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;	Graduate in Applied Science (Major in Plantation Industry and management)

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Requirement	Qualifications
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	
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 MS2530 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.	Conducted more than 3 Lead auditor with more than 15 man days.
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 plantation.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	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	Auditor for MSPO scheme and Auditor in training for RSPO scheme.
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, Auditor for MSPO and Auditor in training for RSPO 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	Khairul Anwar Bin Ismail	Graduate in Agricultural Science	Yes
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	Graduate in Office Management & Technology.	
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 plantation.	Yes
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	
Successfully completed MS 2530 series of standards training	Khairul Anwar Bin Ismail	Successfully completed MS2530 series of standards training.	Yes
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	Successfully complete 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.	Khairul Anwar Bin Ismail	Conducted more than 6 on site audit with more than 20 man days.	Yes
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	Auditor in training	

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Requirement	Assessor	Qualification	Compliance
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.	Khairul Anwar Bin Ismail	Bahasa Malaysia and English.	Yes
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	Bahasa Malaysia and English.	
Field working experience in the palm oil sector, or demonstrable equivalent	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantation.	Yes
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantation.	Yes
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	Successfully completed Lead Auditor Course IMS ISO 9001,14001,45001	
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Khairul Anwar Bin Ismail	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)	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	
	Mohd Nur Amin Bin Mohd Halim (Trainee Auditor)	Successfully completed Lead Auditor Course IMS ISO 9001,14001,45001	

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2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members and reviewer / certifier;
- 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
- Peer review
- Address Peer Review Comments (if any)
- Certifying, final approval and issuance of certificate.

Special Audit:

Special audit is conducted on 01/10/2019 – 03/10/2019 covers the following activities but not limited to below:

- 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;
- Review and closed out of observations raised during stage 1 audit;
- Assessment reporting;

For list of personnel participated in the audits refer attendance sheet and Table 7-1.

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On-site Assessment

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

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of stakeholders, smallholders, SPCO 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 certification audit, the selected independent smallholders are based on the formula $S = \text{risk factor} \sqrt{n}$ where S = sample size and n = number of group members which is in accordance to MSPO certification procedure.

The group of smallholders consists of 328 new members.

Based on the formula, the sample size $S = \sqrt{328} = 18.11$, round up to the next integral are 19. Thus, a total of 19 smallholders are 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	Specific Address / site
Tan Hai Heng	NO. 5, Lorong Baru, Jalan Besar, Pagoh, 84600 Muar, Johor.
Mohd Afif Bin MD Nasir	POS 157, Parit Besar Bagan, Jalan Muar, 83000 Batu Pahat, Johor.
Fini Bin Paiman	NO. 2, Kampung Sri Baru, Pagoh, 84600 , Johor.
Lim Puay Earn	NO. 139-1, Jalan Salleh, Parit Sentang Batu, 84000 Muar, Johor.
Yee Guan Thong	NO. 48-1, Jalan Besar, Pekan Pagoh, 84600 Muar, Johor.
Maskon Bin Tarkom	NO. 42, Jalan Sekolah Cina, Pagoh, 84600 Muar, Johor.
Ong See Liang	NO. 32, Taman Sri Pagoh, Pagoh, 84600 Muar, Johor.
Lai Kuay Chong	NO. 52 Kampung Sungai Alai, Panchor, 84500 Muar, Johor.
Osseman @ Othman Bin Lembek	LOT 1261, Kampung Tanjung Olak, Bukit Pasir, 84300 Muar, Johor.
Mohammad Zamani Bin Mustafa	Lot 1653 Kampung Sungai Alai, Panchor, 84500 Muar, Johor.
Tey Han Seng	NO. 113, Jalan Durian, Taman Sri Jaya, Bukit Gambir, 84800 Tangkak, Johor.

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Name of independent smallholders	Specific Address / site
Ajman Bin Senin	NO.17, Pata Redan, Pagoh, 84600 Muar, Johor.
Koh Heng Tuan	NO. 81, Jalan Berembang Rumah Rakyat, Pagoh, 84600 Muar, Johor.
Hoe Chew Kuan @ Hoe Ah Soon	NO. 211, Kampung Panjang Sari, Pagoh, 84600 Muar, Johor.
Razali Bin Abd Rahman	Lot 3281 Kampung Tanjung Olak, Bukit Pasir, 84300, Muar, Johor.
Zainal Bin Kadiran	NO. 121, Jalan Sri Pagoh 4, Taman Sri Pagoh, 84600 Muar, Johor.
Salina Binti Mohamed	TO. 142, Kampung Padang Lalang, Jorak, Bukit Pasir, 84300 Muar, Johor.
Syam Syina Binti Samsudin	NO. 35, Lorong Baru, Jalan Besar, Pagoh, 84600 Muar, Johor.
Tey Hui Lai	POS 45, Parit Besar Bagan, Jalan Muar, 83000 Batu Pahat, Johor.

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 J34 Jorak / Pengkalan Bukit, is located at Muar, Johor, The SPOC is managed by a group manager and supported by a team officers to manage the cluster providing technical support, estate management skills and training.

The SPOC office is located at No. 33 (Tingkat 1), Jalan Kasawari 21/7, Taman Sungai Abong Permai 2, 84000 Muar, Johor. (N 2° 3' 28" E 102° 36' 24")

The locations for the smallholders as in the below maps.

Map Number 1



Map Number 2

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4. CERTIFICATION ASSESSMENT

4.1. Special Audit

The objective of the audit is to assess the activities of MPOB Cawangan SPOC J34 Jorak / Pengkalan Bukit are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

4.1.1. Special Audit

There are 328 smallholders joined the certification for this special audit.

The special audit is conducted on 01/10/2019 to 03/10/2019 that include inspection of the smallholders farms, farms boundary, 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 practice – farm management including fertilising, chemical spraying and harvesting.

During the special audit, there are 3 OFI raised.

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

4.2. 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

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Principle 1: Management Commitment & responsibility								
Indicator	Summary of Assessment	Compliance						
4.1.1.1	<p>SPOC J34 Jorak / Pengkalan Bukit established MSPO Policy, Doc no: MSPO/SSCC/POLISI-01, date March 2019 signed by the group manager.</p> <p>The MSPO policy is available in notice board at SPOC.at the office notice board.</p> <p>Training for MSPO conducted on 17/01/2019.</p> <p>During site interview smallholders confirmed aware of MSPO Policy.</p>	Yes						
4.1.2.1	<p>SPOC J34 Jorak / Pengkalan Bukit established continual improvement plan, Senarai impak social, persekitaran & pelan tindakan. Document no: MSPO/SSCC/L-04/ISP, issue no 1 date effective: 04/11/2018.</p> <table border="1"> <tr> <td>Activity</td> <td>Pembukaan kebun untuk tanaman baru/tanam semula</td> </tr> <tr> <td>Environmental Impact</td> <td>Pencemaran udara akibat pembakaran terbuka sisa tanaman</td> </tr> <tr> <td>Action plan</td> <td>Mengamalkan amalan pembakaran sifar dan pengurusan sisa tanaman yang baik semasa pembukaan kebun.</td> </tr> </table> <p>Site interviewed smallholders confirmed understand the impact of environmental if they are not following example of zero burning.</p>	Activity	Pembukaan kebun untuk tanaman baru/tanam semula	Environmental Impact	Pencemaran udara akibat pembakaran terbuka sisa tanaman	Action plan	Mengamalkan amalan pembakaran sifar dan pengurusan sisa tanaman yang baik semasa pembukaan kebun.	Yes
Activity	Pembukaan kebun untuk tanaman baru/tanam semula							
Environmental Impact	Pencemaran udara akibat pembakaran terbuka sisa tanaman							
Action plan	Mengamalkan amalan pembakaran sifar dan pengurusan sisa tanaman yang baik semasa pembukaan kebun.							
4.1.2.2	<p>Group manager has established internal audit conducted on 07/03/2019 by HQ officer. Sighted that 3 major NC and 2 OFI was rise. Sighted response from group manager date 14/04/2019 within the time frame of SOP. The NC was closed.</p> <p>MPOB has provided smallholders with Warta Sawit and been disseminated to smallholder's through the GAP/LKN visit. Latest Warta Sawit was Bil. 70 (3)/ Sep - Dec 2018.</p> <p>MSPO pamphlet distributed to smallholders to gain knowledge for further improvement on field operation. The element in the pamphlet including 3Ps (People, Planet and Profit).</p>	Yes						

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SOP Garis Panduan Pelan Daya Ekonomi dan Kewangan, doc no MSPO/SSCC/GP-01/PEK.</p> <p>Records to be fill up in the BRL for traceability are as follows;</p> <ul style="list-style-type: none"> • Rekod Penjualan BTS • Rekod Penggunaan Baja/Racun • Rekod Perbelanjaan 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>BRL logbook provided to smallholders to record FFBS sales and delivery. List of smallholders receive the BRL recorded.</p> <p>Interviewed smallholders that all weighbridge ticket was kept for the records.</p>	
4.2.1.2	<p>SPOC J34 Jorak / Pengkalan Bukit provide Buku Rekod Ladang (BRL) to record sales and delivery and other expenses of all smallholders.</p> <p>Buku Record Ladang (BRL) was established distribute to smallholder while conducted training dated 17/01/2019.</p> <p>Group manager has conducted the LKN and MSPO training for smallholder SPOC J34 Jorak/Pengkalan Bukit to keep their FFB sales ticket / weighing bridge ticket.</p> <p>Group Manager FFB ticket or weighing bridge ticket from smallholder or dealer in smallholder file.</p> <p>Summary of FFBS output for smallholder was available. The smallholders who have start harvesting were included in the monitoring record.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>Group management has established legal register, doc no MSPO/SSCC/L-02/LLR effective date 10/07/2019.</p> <p>Example:</p> <p>Akta 514: Akta Keselamatan dan Kesihatan Pekerjaan 1994, Akta 350: Akta Kanak – kanak dan Orang Muda (pekerjaan) 1966 Environment Quality Act 1974</p> <p>Sighted also Minimum Wages Order (Amendment) 2018 in the legal register.</p> <p>All smallholders MPOB License are available and valid as at audit date.</p>	Yes
4.3.2.1	<p>All smallholders has own land title with valid ownership.</p> <p>Type of land titles for smallholders are:</p> <ol style="list-style-type: none"> 1. Form 5DK (GM: Geran Mukim) 2. Form 11BK (hak milik sementara) 3. Form 11B (hak milik sementara bersamman dengan hak milik pejabat tanah) <p>Review on individual smallholders files indicate smallholders as fully owned or one of the listed land owners.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.3.1	There are no customary right land for SPOC J34 Jorak/Pengkalan Bukit. All of smallholders having land title as to proof of land ownerships. Copy of land title was available at SPOC J34 Jorak/Pengkalan Bukit office.	Yes
4.3.3.2	Individual file has been review. Sighted maps of land ownership scale 1:1000. All the smallholders have own land title. Example ownership lease hold 99 years.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	SPOC J34 Jorak/Pengkalan Bukit established SOP 'Aduan dan Rungutan', doc no: MSPO/SSCC/F-01/AR, date effective: 10/07/2019, no issue: 02. SOP stated of objective 'Memantau dan memastikan aduan dan rungutan yang diterima daripada pihak berkepentingan diselidik dan diambil tindakan dalam tempoh yang telah ditetapkan dengan efektif. Form of complaint has been established, doc no: MSPO/SSCC/F-01/AR, no issue: 02 date effective: 10/07/2019.,, Complaint and grievances procedure had been briefed to Smallholders during Lawatan Khidmat Nasihat (LKN) by Group Manager Interview with smallholder show that, all the smallholder are aware about the complaint and grievances procedure. During audit, there are no grievance recorded from smallholders and stakeholders.	Yes
4.4.1.2	SPOC J34 Jorak/Pengkalan Bukit established SOP 'Aduan dan Rungutan', doc no: MSPO/SSCC/F-01/AR no issue: 02 date effective: 10/07/2019.. Sighted the SOP has mention time line to resolve disputes within 14 days. In the situation where the complaint cannot be resolve by the SPOC within 14 days, point 2.8 in the SOP states "jika aduan yang diterima adalah diluar bidang kuasa dan keupayaan pengurus kumpulan, ianya akan dirujuk kepada pihak yang berkaitan bagi tujuan penyelesaian. If the complaint are beyond the GM control, it will be refer to MPOB headquarters. Review on the grievance recorded indicates no complaints lodge. Interviewed smallholders they understand and aware of the grievance procedure.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.2.1	<p>SPOC J34 Jorak established “Garis Panduan Keselamatan dan Kesihatan Pekerjaan” doc no: MSPO/SSCC/GP-02/KKP no issue: 02 date effective: 10/07/2019.</p> <p>Lawatan Khidmat Nasihat (LKN) conducted by Group Manager to brief new smallholder about “Garis Panduan Keselamatan dan Kesihatan Pekerjaan”</p> <p>Example objective of training include:</p> <ul style="list-style-type: none"> • MSPO • GAP • Environment • Safety and health <p>Interview with smallholder during site visit verification show that, the smallholder aware about “Garis Panduan Keselamatan dan Kesihatan Pekerjaan” especially the importance of PPE.</p> <p>The smallholder able to list out the PPE required during spraying such as face mask, apron, goggle, safety helmet, rubber safety shoes and hand glove.</p>	Yes
4.4.3.1	<p>Group Manager SPOC J34 Jorak established form “Syarat Mengupah Pekerja Di Kebun Sawit”, document number MSPO/SSCC/SMP-01.</p> <p>The form included:</p> <ol style="list-style-type: none"> 1. Mempunyai permit kerja bagi pekerja asing. 2. Tidak sama sekali membenarkan/ mengupahkan kanak-kanak di bawah umur 15 tahun. 3. Tidak sama sekali membenarkan/ mengupah orang muda di bawah umur 15 -18 tahun untuk membuat kerja berat dan merbahaya di kawasan kebun sawit. 4. Tidak mengamalkan sikap diskriminasi terhadap agama, kaum, jantina, warna kulit, kewarnegaraan dan politik. 5. Pembayaran upah adalah mengikut jenis kerja yang dilakukan seperti yang telah disyorkan oleh pengurus SPOC. 6. Kadar bayaran mestilah dipersetujui oleh pekebun kecil dan pekerja. 7. Setiap bayaran yang dilakukan hendaklah direkodkan di dalam buku rekod ladang dan ditandatangani oleh pekerja. 8. Pekerja perlu mengutamakan aspek-aspek keselamatan dan kesihatan semasa menjalankan kerja – kerja di dalam kebun 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Interviewed smallholders inform a verbal agreement with the casual worker on the rates and taks prior to the carry out the work.	
4.4.3.2	<p>SPOC J34 Jorak / Pengkalan Bukit established form for hiring to meet wage requirement.</p> <p>Form “Syarat mengupah pekerja di kebun sawit” states point to note during hiring:</p> <p>Point No. 4</p> <p>Tidak mengamalkan sikap diskriminasi terhadap agama, kaum, jantina, warna kulit, kewarganegaraan dan politik.</p> <p>There are no complaints related to discrimination sighted during documents review. Field interviews with smallholders and meeting with stakeholders confirm no discrimination occurs.</p>	Yes
4.4.3.3	<p>SPOC J34 Jorak/Pengkalan Bukit established “Syarat mengupah pekerja di kebun sawit” form. The Form has described on</p> <p>Point No. 5</p> <p>Pembayaran upah adalah mengikut jenis kerja yang dilakukan seperti yang telah disyorkan oleh Pengurus SPOC.</p> <p>Point No. 6</p> <p>Kadar bayaran mestilah dipersetujui oleh pekebun kecil dan pekerja.</p> <p>Sighted the ‘Senarai Harga Upah Berdasarkan Kerja Harian Di Kebun’ SPOC J34 Jorak prepared by group manager Penolong Pegawai Penyelidik dated 10/01/2019.</p> <p>The list has included price:</p> <ol style="list-style-type: none"> 1. Harvesting 2. Manuring 3. Spraying 4. Pruning <p>There are 7 points in the form hiring to meet wages requirement to take note during hiring:</p> <ol style="list-style-type: none"> 1. Mempunyai permit kerja bagi pekerja asing 2. Tidak sama sekali membernarkan / mengupah orang muda di bawah umur 15 tahun untuk bekerja 3. Tidak sama sekali membernarkan / mengupah orang muda di bawah 15-18 tahun untuk membuat kerja berat dan merbahaya di Kawasan kebun sawit 4. Tidak mengamalkan sikap diskriminasi terhadap agama, kaum, jantina, warna kulit, kewarganegaraan dan politik 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	5. Pembayaran upah adalah mengikut jenis kerja yang dilakukan seperti yang disyorkan oleh pengurus SPOC 6. Kadar bayaran mestilah dipersetujui oleh pekebun kecil dan pekerja 7. Setiap bayaran yang dilakukan hendaklah direkodkan di dalam buku rekod ladang (BRL) dan ditandatangani oleh pekerja. Interview with smallholder during site visit verification show that, the smallholder paid the workers as agreed rate.	
4.4.3.4	There are no living quarters observed during a site visit to smallholders field due to most of the work was done by family members and relatives near the land of smallholders.	Yes
4.4.3.5	SPOC J34 Jorak/Pengkalan Bukit established MSPO Policy document number P-01/MSPO-SPOC/2016 with a statement 'Pematuhan undang-undang setempat, kebangsaan dan antarabangsa yang terpakai'. Group Manager established document 'Syarat Mengupah Pekerja di Kebun Sawit' document number MSPO/SSCC/SMP-01. The document describe 'Tidak sama sekali membenarkan / mengupah kanak – kanak di bawah umur 15 tahun untuk bekerja'. And 'tidak sama sekali membenarkan / mengupahkan orang muda di bawah umur 15-18 tahun untuk membuat kerja berat dan merbahaya di kawasan kebun sawit'. From Site visit observation and interview, all smallholder aware about child and young person are not allowed to work in estate and no young worker identified during visit.	Yes
4.4.4.1	MPOB Headquarters conducted Taklimat MSPO Penanam Sawit Johor Bersama Menteri Industri Utama (MPI) dated 02/09/2019 and attended by smallholder from SPOC J34 Jorak. The training topics <ol style="list-style-type: none"> 1. Introduction to MSPO 2. GAP 3. Quality of FFB 4. Environment 5. Safety and Health 6. Wildlife preservation Smallholders are capable to explain the importance of MSPO, safety and health in oil palm plantation and environmental issue on oil palm field.	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 J34 Jorak/Pengkalan Bukit established 'Senarai Impak Sosial, Persekitaran & Pelan Tindakan.' Doc no MSPO/SSCC/L-04/ISP, no issue: 2.date effective 10/07/2019.</p> <p>Activities: 'Spraying & Manuring'</p> <p>Environment Impact: 'Pencemaran Air boleh berlaku akibat daripada penggunaan racun mahluk perosak berdekatan dengan saluran air dan zon mampan sungai'</p> <p>Action Plan: 'Amalan GAP dan lawatan khidmat nasihat oleh TUNAS. Mengelakkan penggunaan bahan kimia di kawasan zon penampian sungai.</p> <p>SPOC J34 Jorak/Pengkalan Bukit conducted training for environmental, 17/01/2019 attended by group member SPOC J34 Jorak. Training conducted by Jabatan Alam Sekitar Johor. The training has included DOE Function, Schedule waste management & GAP related to environment.</p> <p>Field visit to smallholders, they are aware on preserving riparian area and no open burning.</p> <p>During interview smallholders, they understand and aware of the environment impact. Example:-</p> <ol style="list-style-type: none"> 1. Handling used empty chemical containers after used. 2. Re-used the fertilizer bags. 	Yes
4.5.2.1	<p>There are no use of renewable energy as it was costly for smallholders. Smallholders had shown efforts in reducing effect of their activities in other ways via following proper good agricultural practises (GAP).</p>	Yes
4.5.3.1	<p>SPOC J34 Jorak/Pengkalan Bukit established SOP 'Senarai Sisa Racun Dan Domestik', doc no: MSPO/SSCC/L-03/SRD issue no: 2 date effective 10/07/2019..</p> <p>List of chemical waste:</p> <ol style="list-style-type: none"> 1. Empty chemical containers. 2. Empty fertilizer bag <p>List of domestic waste:</p> <ol style="list-style-type: none"> 1. Bekas makanan 2. Sisa makanan dan minuman 3. Botol plastik <p>Sighted latest records was for the month February 2019. Record has been established and updated latest on 25/02/2019.</p>	Major NC 1

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>SOP Disposal of Schedule Waste, document number MSPO/SSCC/SOP-03/BT dated 13/04/2018. SOP stated on monthly review of schedule waste. The procedure does not stated period to monitor on schedule waste records.</p> <p>Major Non-conformity:</p> <p>SPOC J34 Jorak/Pengkalan Bukit has established SOP Disposal of Schedule Waste, document number MSPO/SSCC/SOP-03/BT dated 13/04/2018. The SOP does not include frequency on updating the schedule waste records.</p>	
4.5.3.2	<p>SPOC J34 Jorak/Pengkalan Bukit established 'Pengurusan Bahan Buangan Terjadual', doc no: MSPO/SSCC/SOP-03/BT no reversion: 02, date effective 27/05/2019.</p> <p>SOP stated 'memantau dan memastikan proses pengendalian dan pelupusan bahan buangan terjadual bagi individu yang bertanggungjawab dapat dilaksanakan dengan teratur, cekap dan selamat.'</p> <p>The procedure describes on monitoring purposes such as:</p> <ul style="list-style-type: none"> • senarai bahan buangan terjadual. • rekod pelupusan bahan buangan terjadual. <p>Observation on field indicates smallholders does not keep any empty chemical containers and empty fertilizer bags. Chemicals spraying was done by third party dealers. Both items were collected and stored by third party contractors.</p>	Yes
4.5.4.1	<p>SPOC J34 Jorak/Pengalan Bukit established SOP 'Lawatan Kebun Pensijilan GAP', doc no: SOP SKT TUNAS 2016.</p> <p>Based on new memorandum issued on 30/01/2019, MPOB has review the SOP to 'Manual Prosedure Kerja (MPK) Seksyen SKT & Kursus Latihan 2019'.</p> <p>SOP state 1st visit considered as 'Lawatan Kebun GAP' and 2nd visit will be conducted as part of Latihan Khidmat Nasihat (LKN).</p> <p>Form for monitor has been established the smallholders 'Senarai Semak Pensijilan MPOB Amalan Pertanian Baik (GAP) Pekebun Kecil Sawit' which established in 'Borang Permohonan Pensijilan Minyak Sawit Mampan Malaysia (MSPO)' as one set of document.</p> <p>Field observation on smallholders indicates smallholder's effort for retains waters via:</p> <ol style="list-style-type: none"> 1. Building of water drain to control and retain water. 2. Circle spraying to retain soft grass for kept moisture on the ground. 3. Construct well in field to collect rain water. 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Smallholder retain vegetation along riparian area with no chemical activities (spraying) perform to ensure water quality and prevent erosion of riverbank.	
4.5.4.2	Water harvesting is practice by smallholders by collecting rain water in fields for chemical spraying activities.	Yes
4.5.5.1	<p>SPOC J34 Jorak/Pengkalan Bukit established SOP 'Senarai Impak Sosial, Persekitaran & Pelan tindakan, , issue no: 1 doc no: MSPO/SSCC/L-04/ISP, date effective: 10/07/2019.has describe on:</p> <p>Impak persekitaran dan pelan tindakan:</p> <p>Pembukaan kawasan biodavesiti, mewujudkan kawasan mampan dikawasan tanah tidak subur/marginal sekaligus menjadi tempat habitat flor/fauna (mewujudkan ekosistem). Pelan tindakan diteruskan.</p> <p>SPOC J34 Jorak/Pengkalan Bukit established list of 48 species of wildlife animal identified around Muar areas, documented date 07/03/2019. The list consist of Protected Mamalia species and Protected Reptilian species.</p> <p>Training conducted 17/01/2019 by Officer from Department of wildlife and national, the training has describe on:</p> <ul style="list-style-type: none"> • Peranan Jabatan • Keperluan Akta hidupan liar • Skop-skop baru dalam Akta 716 <p>Group manager has document of Akta and law for the wildlife.</p> <ul style="list-style-type: none"> • ACT 716-Akta Pemuliharaan Hidupan Liar 2010 • Wildlife Protection Rules 1998 	Yes
4.5.6.1	<p>Group manager established 'Borang permohonan pensijilan minyak sawit mampan malaysia', doc no: Borang MSPO Pin 3. Form stated the MSPO policy include</p> <ul style="list-style-type: none"> • Pelaksanaan pembakaran sifar dan amalan pertanian baik. <p>Akta Kualiti Alam Sekeliling 1974. Seksyen 29A. Larangan atas pembakaran terbuka</p> <p>Training conducted 'Kursus Pensijilan Minyak Sawit mampan Malayisa (MSPO)' on 17/01/2018 and have cover on environment involved no open burning.</p> <p>Site visit to smallholder's field indicates no open burning occur in the field and smallholder are aware that law restricts open burning.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>Group manager SPOC J34 Jorak/Pengkalan Bukit has conducted field visit for LKN by using form 'Laporan Lawatan Khidmat Nasihat' or using the 'Borang Permohonan Pensijilan Minyak Sawit Mampan Malaysia (MSPO)' on point 5 Pengurusan kebun has the list to check on site management of the field, the list include such as kebun sawit bebas daripada rumpai dan anak kayu.</p> <p>Example of field visit by 'Borang Permohonan Pensijilan Minyak Sawit Mampan Malaysia':</p> <p>Smallholder no 75 on the form number point 5 pengurusan kebun has done by group manager on 13/03/2019.</p> <p>Minor Non-conformity</p> <p>Observation on smallholders' areas found out 5 out of 14 visited smallholders practice blanket spraying.</p>	Minor NC
4.6.1.2	<p>During on site visit at smallholders field sighted identification signage i with details of the such as:</p> <ul style="list-style-type: none"> • Nama pemilik • No Lot • Keluasan • Tahun Tanah • Koordinat GPS 	Yes
4.6.2.1	<p>SPOC J34 Jorak/Pengkalan Bukit established SOP, 'Garis Panduan Pelan Daya Ekonomi dan Kewangan', doc no: MSPO/SSCC/GP-01/PEK issue no: 2 date effective: 10/07/2019.,.</p> <p>Procedure stated the chart for the smallholders in term of expenses and income.</p> <p>Topic no: 1</p> <p>Review on the flow chart of 'Garis Panduan Pelan Daya Ekonomi dan Kewangan' as a guideline for smallholders in term of expenses and income.</p> <p>SPOC J34 Jorak/Pengkalan Bukit establish year 2019 budget that include costs for training, MSPO certification, SPOC documentations and PPEs for, smallholders.</p>	Yes
4.6.3.1	<p>Interview with smallholders indicates they have access to the FFB prices via phone call, WhatsApp group, MPOB portal and FFB price display at mill or dealer's weighbridge.</p> <p>Visit to Independent dealer daily FFB price display at notice board.</p>	Yes

Principle 7: Development of new planting

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.7.1.1	SPOC J34 Jorak/Pengkalan Bukit has established records of year planting. First planting sighted on 1994 and latest replanting on 2018. There are no replanting on high biodiversity area since the planted land was before planted with either oil palm, palms, or rubber before.	Yes
4.7.2.1	SPOC J34 Jorak/Pengkalan Bukit establish “Borang Pensijilan Kod Amalan Baik (GAP) Pekebun Kecil that describe type of soil: 1. Lanar (Sandy Soil) 2. Pendalaman (Mineral soil) 3. Gambut (Peat soil) Reviewing “Borang Pensijilan Kod Amalan Pertanian Baik (GAP) Pekebun Kecil” for the replanting area in 2018 states soil type is gambut.	Yes
4.7.3.1	SPOC J34 Jorak/Pengkalan Bukit establish “Borang Pensijilan Kod Amalan Baik (GAP) Pekebun Kecil. Kriteria Penilaian GAP manditori: Topografi tanah: 1. Rata (flat) 2. <25° beralun (undulating) 3. >25° bukit (hilly) Review “Borang Pensijilan Kod Amalan Pertanian Baik (GAP) Pekebun Kecil” for the replanting area in 2018 states flat area.	Yes

4.3. Status of Non-Conformities Previously Identified

X	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.
	Not applicable. No non-conformity raised in previous audit.
<p><i>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.</i></p> <p><i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i></p>	

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4.4. Detail of Audit Findings in last Audit

AUDIT OUTCOME		
During this audit,	1	MAJOR Non-Conformities
	1	MINOR Non-Conformities

Non Conformity Number < 01 >			
Indicator and Description	4.5.3.1 All waste products and sources of pollution shall be identified. (MAJOR)		
Location:	SPOC J34 Jorak/Pengkalan Batu		
Description of Finding / Objective Evidence:			
SPOC J34 Jorak/Pengkalan Bukit has established SOP Disposal of Schedule Waste, document number MSPO/SSCC/SOP-03/BT dated 13/04/2018. The SOP does not include frequency on updating the schedule waste records.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Mohamad Norhisham Bin Mohd Salleh	Date Raise:	30/04/2019
Deadline for implementation			
Root Cause Analysis (by company):			
Tidak maklum bahawa rekod kemaskini bagi Bahan Buangan Terjadual perlu dinyatakan kekerapan pada Prosedur Pengurusan Bahan Buangan Terjadual.			
Correction (by company):			
Rekod kemaskini bagi Bahan Buangan Terjadual telah dipinda dengan kekerapan setahun sekali (seperti lampiran)			
Corrective / Preventive Action (by company)			
Pemantauan bagi kemaskini rekod Bahan Buangan Terjadual akan dilakukan melalui audit dalaman.			
Review of Correction & Corrective / Preventive Action			
SOP 'Pengurusan Bahan Buangan Terjadual', doc no MSPO/SSCC/SOP-03/BT has been review. Stated in the SOP flow chart of 'Pengurusan Bahan Buangan Terjadual' include the frequency on updated schedule waste records. The non-conformity was close.			
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 : Zul Hairi Bin Abu Hassan	Date of Closure: 29/05/2019		
Review of Implementation			
Name of Lead Auditor / Auditor:	Date of Review:		

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Non Conformity Number < 02 >	
Indicator and Description	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'. (MINOR)
Location:	Field
Description of Finding / Objective Evidence:	
Observation on smallholders' areas found out 5 out of 14 visited smallholders practice blanket spraying.	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
Raise by:	Mohamad Norhisham Bin Mohd Salleh Date Raise: 30/04/2019
Deadline for implementation	
Root Cause Analysis (by company):	
Kurang pemahaman dari pihak pekebun kecil berkenaan amalan pengurusan rumpai	
Correction (by company):	
Kursus Teknikal Sawit yang merangkumi taklimat berkaitan pengurusan rumpai dijangka akan diadakan pada bulan Oktober & November 2019 (rujuk kalendar aktiviti tahunan 2019 seperti yang dilampirkan)	
Corrective / Preventive Action (by company)	
Kursus Teknikal Sawit ini akan diadakan pada setiap tahun bagi memberikan pemahaman dan meningkatkan kesedaran secara berterusan kepada pekebun kecil	
Review of Correction & Corrective / Preventive Action	
Review on the schedule activities 2019, the program schedule 'kursus teknikal sawit 2019' stated in the program.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Zul Hairi Bin Abu Hassan	Date of Closure: 23/05/2019
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

4.5 Detail of Audit Findings Identified During This Audit

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

AUDIT OUTCOME

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During this audit,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

No.	Indicator	Location	Opportunity for Improvement
1.	4.4.4.1	SPOC J34 Office	Training has been conducted by group manager on 17/01/2019, training material has been review. LKN has been conduct to smallholder are not attended the training. SPOC may consider improve in methods/approach of training toward smallholders.
2.	4.2.1.1	SPOC J34 Office	SPOC J34 Jorak / Pengkalan Bukit may consider improve in frequency of internal audit.
3.	4.3.2.1	SPOC J34 Office	SPOC J34 Jorak / Pengkalan Bukit may consider tfollow up with the relevent authority on the land status application.
4.	4.4.4.1	SPOC J34 Office	SPOC J34 Jorak / Pengkalan Bukit may consider improve on training material for zero burning practice.

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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 J34 Jorak / Pengkalan Bukit consisting of 489 independent smallholders according to MS 2530-2:2013 Part 2, General Principles for Independent Smallholders.

There is one Major NC raised in this audit and closed out successfully. There is one Minor NC(s) raise with action plan submitted and accepted. Furthermore Minor NC(s) raised in this audit will be verify in the 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.

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

Total certified number of independent smallholders:	328	Smallholders
Total certified acreage of smallholders:	1451.95	Ha
Certified FFBS output January to August 2019:	4,743.52	Mt
Projected FFBS output September to December 2019:	2,359.19	Mt
Projected FFBS output January to December 2020	7,500.00	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 / Recertification
X	Recommended for Continuity of Certification
	Suspended of Certification

Puchong, 23/01/2020

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

Puchong, 23/01/2020

Nur Amanina Zahir
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons, Observers and Smallholders

No.	Name	Organization / Function
1.	Yap Yee Chai	Hup Soon Trading & Co
2.	Lee Chin Yoong	Hock Hin Enterprise
3.	Jawan Bin Samin	P.P.K Pagoh
4.	Norashad Mamat	Bomba Pagoh
5.	Hairulnizam B. Ridhuan	Bomba Pagoh
6.	Ismail Mahmod	Bomba Muar

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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 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 regard to the management system.

Annex / Enclosures

Annex /
corresponding audit documentation

- P&C Audit Report / Checklist(s)
- Audit Plan
- Additional annexes, number