



MSPO CERTIFICATION SUMMARY REPORT

SPOC J38 LABIS

RECERTIFICATION 01

Onsite Audit Date: 27/11/2022 – 01/12/2022

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MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board
Certifying Unit: SPOC J38 Labis
Client Number: 92-038
Audit Type: Recertification 01
Mode of Audit: Onsite



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ABBREVIATIONS

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

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1. INTRODUCTION

MPOB has commissioned TÜV NORD (Malaysia) Sdn Bhd to conduct recertification audit for SPOC J38 Labis 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 J38 Labis 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 J38 Labis 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: Khairul Anwar Bin Ismail

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

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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)	5 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS2530 series of standards for Lead Auditors
Carried out at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as Lead auditor for MS2530 scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	5 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001:2018 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers online course

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Requirement	Qualifications
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

Qualification of Team Members

Requirement	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	Muhammad Khairul Anuar Bin Azizul Hasan	Graduate in Applied Science (Major in Plantation and management)	Yes
	Ariff Bin Lokman	Graduate in Plantation Industry and Management	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)	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Ariff Bin Lokman	7 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor / auditor trainings	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Ariff Bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
Carried out 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.	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified and appointed as Lead auditor for MS2530 scheme.	Yes
	Ariff Bin Lokman	Qualified and appointed as Lead auditor for MS2530 scheme.	Yes

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Requirement	Name Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Ariff Bin Lokman	7 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified and appointed as Lead auditor for MS2530 scheme.	Yes
	Ariff Bin Lokman	Qualified and appointed as Lead auditor for MS2530 scheme	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course	Yes
	Ariff Bin Lokman	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	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS 9001, 14001 and 45001 LA course for MSPO.	Yes
	Ariff Bin Lokman	Successfully completed IMS 9001, 14001 and 45001 LA course for MSPO.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed Basic SA 8000 training.	Yes
	Ariff Bin Lokman	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS 9001, 14001 and 45001 LA course	Yes
	Ariff Bin Lokman	Successfully completed IMS 9001, 14001 and 45001 LA course	Yes

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Requirement	Name Assessor	Qualification	Compliance
Completed High Conversation Value assessment	Muhammad Khairul Anuar Bin Azizul Hasan	Attended and completed the HCV-HCS for producer online course.	Yes
	Ariff Bin Lokman	Attended and completed the HCV-HCS for producer online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Muhammad Khairul Anuar Bin Azizul Hasan	Able to communicate in Bahasa Malaysia and English.	Yes
	Ariff Bin Lokman	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) (if any);
- Draft audit reporting;
- Technical review;
- Final audit reporting;
- Final approval, certification decision and issuance of certificate.

Recertification (01) Audit:

Recertification (01) audit is carried out onsite from 27/11/2022 – 01/12/2022 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 SA audit;
- Assessment reporting.

On-site Assessment

The audit of the smallholders is carried out 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 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 396 new members and 1,587 old members. The total number of smallholders for this audit are 1,983.

As per MPOB requirements the risk factor of 1.5 shall be applied. Therefore, the sample size $S = 1.5\sqrt{1,983} = 66.80$ round up to the next integral 67.

As per OPMC 2 issue 2, from the sample size, the number of the new members are $67 \times 75\% = 50$ and number of existing members are $67 \times 25\% = 17$.

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

Table 2-1: List of Sample Smallholders

Name	GPS Coordinates
Existing members	
Mohamad Bin Aae'r	N 2.3199282, E 103.216192
Jalil Bin Kadir	N 2.3197830, E 103.217190
Alias Bin Chon	N 2.21319783, E 103.21719
Mariam Binti Melah	N 2.3219100, E 103.220903
Sayaddin Bin Bujang	N 2.3191560, E 103.219935
Hitam Binti Inchong	N 2.3166549, E 103.220426
Embee Bin Jahari	N 2.3223940, E 103.229178
Saemah Binti Tantin	N 2.3153836, E 103.220426
Salleh Bin Aa'er	N 2.3188606, E 103.206618
Tee Ching En	N 2.3376900, E 103.044430
Tee Ching Siang	N 2.3385000, E 103.044440
Tee Kok Seng	N 2.3368700, E 103.044450
Kyan Yap Group (M) Sdn Bhd	N 2.3400600, E 103.046280
Dyna-Riche Sdn Bhd	N 2.3392000, E 103.046330
Lim Boon Chai	N 2.3360700, E 103.044700
Kemajuan Harta Yong Seng Sendirian Berhad	N 2.3393300, E 103.044360
Hasnah Binti Mahmod	N 2.335274, E 103.084424
New Members	

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Name	GPS Coordinates
Hawati Binti Wahab	N 2.3385870, E 103.081776
Asit Bin Enghap	N 2.3418570, E 103.080698
Razana Binti Angi	N 2.3417410, E 103.081974
Wong Chen Lam	N 2.2750000, E 103.076020
Wong Chen Yee	N 2.2717900, E 103.077210
Khoo Gee Hong	N 2.2715200, E 103.075790
Khoo Gee Zher	N 2.2716400, E 103.076480
Khoo Gee Kiat	N 2.2698900, E 103.076880
Teo Hock Kee	N 2.2849500, E 103.083970
Cheong Ngan Seng	N 2.2866100, E 103.081840
Khoo Yock Tin @ Khoo Yee Tin	N 2.2911353, E 103.078558
Low Lay Leng	N 2.2843909, E 103.128418
Ong Kim Wei	N 2.2677800, E 103.128780
Ong Kim Hong	N 2.2658300, E 103.129779
Chu Hong Peng	N 2.2716800, E 103.138600
Meng Siong @ Lee Chian Seng	N .4118200, E 103.0210100
Lim Te Hua	N 2.404250, E 103.0203000
Loh Yong Huat	N 2.411295, E 103.0142900
Ong Mei Hua	N 2.419540, E 103.0348000
Tey Take	N 2.404250, E 103.0203000
Lim Suat Eng	N 2.410950, E 103.0363000
Kim Hock Lim Holdings Sdn. Bhd.	N 2.365510, E 103.0107540
Lim Sing Oon	N 2.409400, E 103.0381500
Mazlan Bin Yusof	N 2.483640, E 102.972090
Saravanan A/L Sima Calam	N 2.476074, E 102.981200
Amri Bin Sanin	N 2.344140, E 102.986790
Toh Wee Kiong	N 2.39430, E 102.9551000

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Name	GPS Coordinates
Teo Peng Wan	N 2.357006, E 102.983700
Hong Soo Hong @ Ang Choon Hong	N 2.34536, E 103.0478300
Ho Bee Tin	N 2.34536, E 103.047830
Alaganathan A/L Sinnappan	N 2.38992, E 102.999900
Chong Soon Long	N 2.468478, E 102.97183
Md Isa Bin Hussain	N 2.35708, E 103.011600
Eden Merger Resources	N 2.45354, E 102.998671
Lee Kien Soon	N 2.45354, E 102.998671
Greentrend Resources Sdn Bhd	N 2.45354, E 102.998671
Mf Emas 78 Enterprise	N 2.45354, E 102.998671
Yi Siang Yow	N 2.42827, E 103.052970
Lee Fook Shen	N 2.36471, E 103.011670
Saradila Binti Sairan	N 2.34928, E 102.975920
She Teck	N 2.4177, E 103.0366700
Chong Yeok Tai	N 2.419018, E 103.04479
Siew Keng Wah	N 2.3903, E 103.0024500
Koh Kim Eng	N 2.352398, E 103.04580
Izyan Hazwani Binti Suhadi	N 2.369161, E 103.01343
Leong Khai Ping	N 2.40701, E 103.022700
Leong Ah Moi	N 2.46701, E 103.038550
Ng Ah Luan & Tan Shu Haur	N 2.3919, E 103.0035600
Kaltom Binti Hj Hashim	N 2.33464, E 103.040413
Teow Boon Hock	N 2.39381, E 103.003010

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.

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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 J38 Labis, is a branch of MPOB located at No.34, Tingkat Atas, Jalan Genuang Perdana, Taman Genuang Perdana, 85000 Segamat, Johor, Coordinate 2.498722°N, 102.846944°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 Labis district.

The smallholders in Labis as shown in the below maps.



Figure 1: Smallholders location for SPOC J38 Labis

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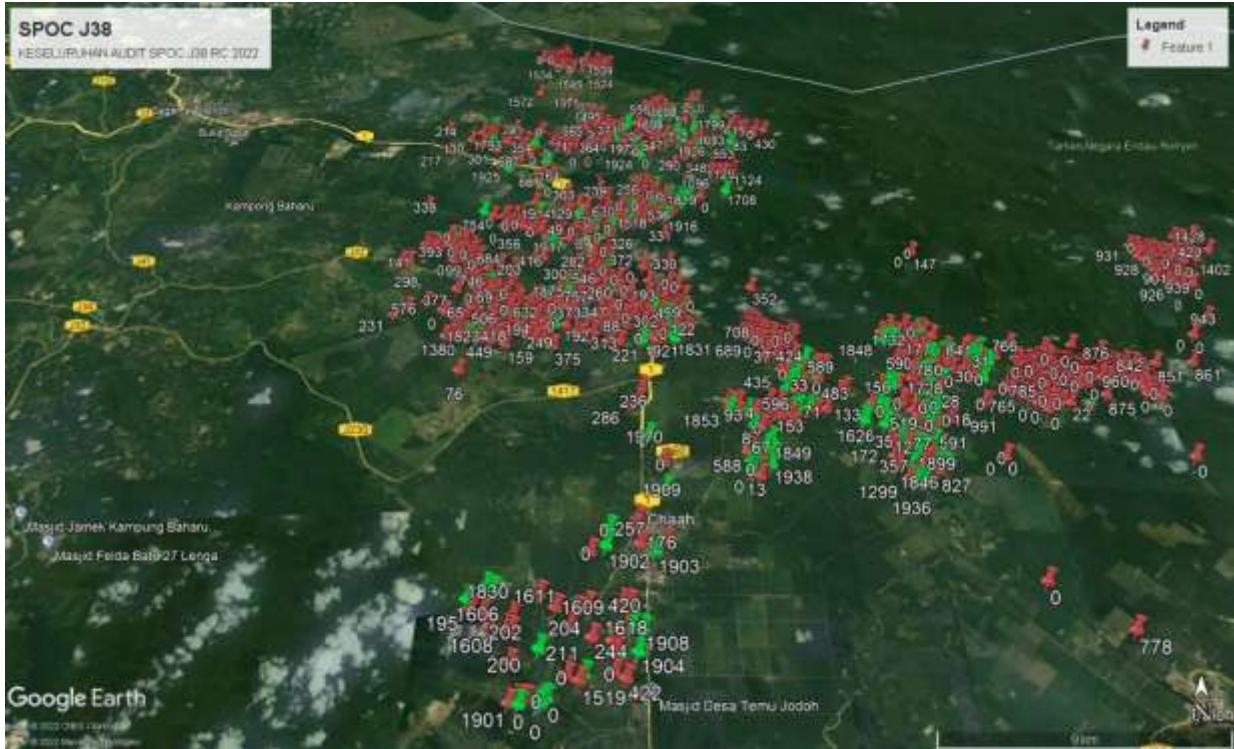


Figure 2: Smallholders location for SPOC J38 Labis

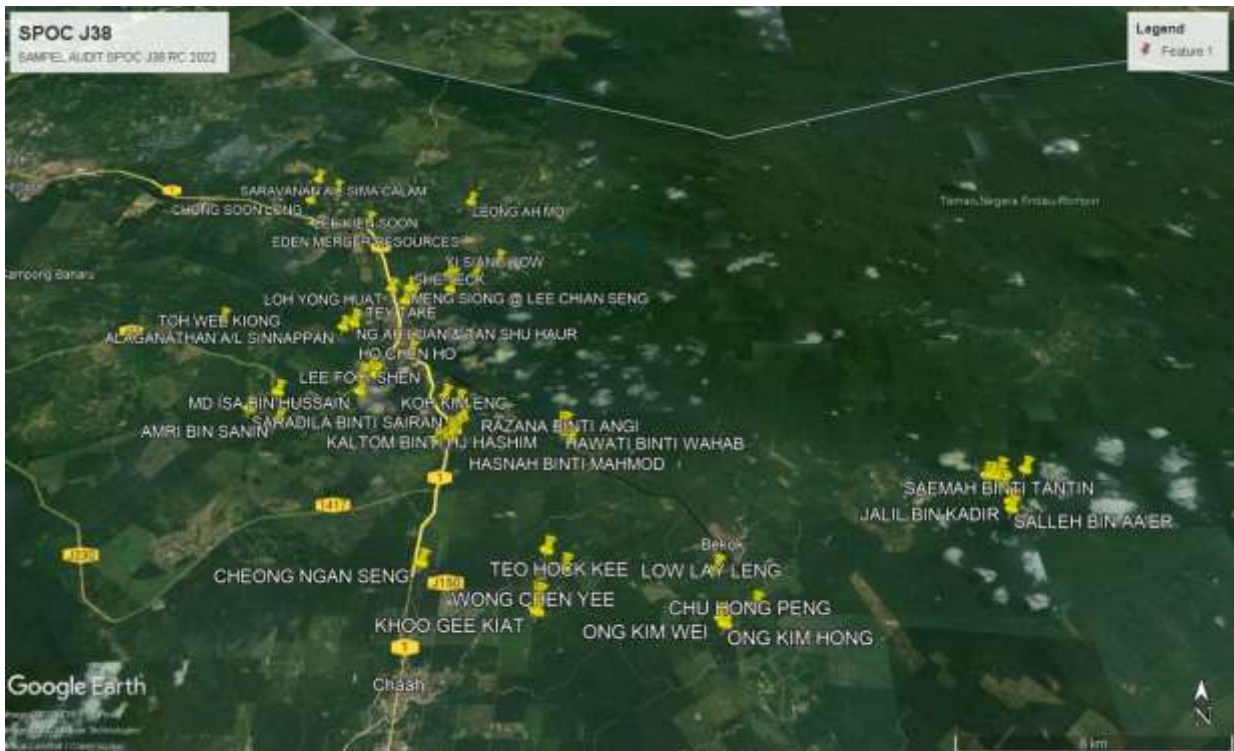


Figure 3: Smallholders location for SPOC J38 Labis

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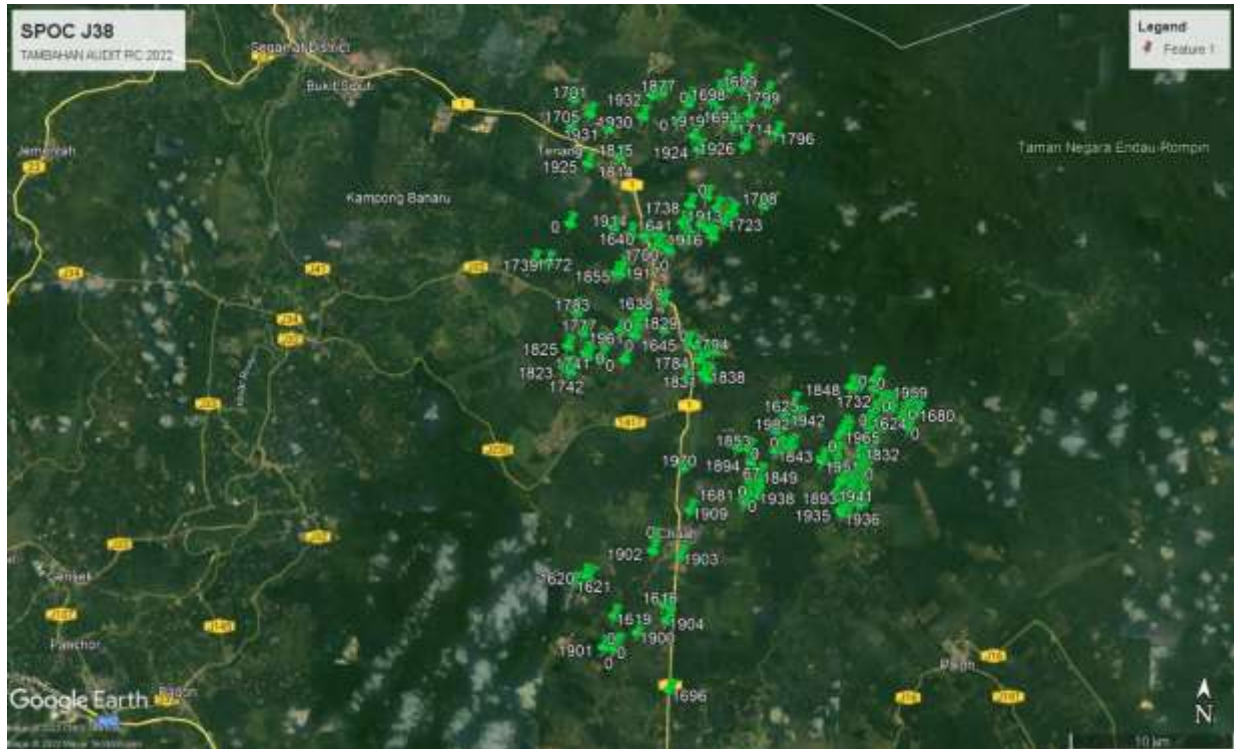


Figure 4: Smallholders location for SPOC J38 Labis

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4. CERTIFICATION ASSESSMENT

4.1. Recertification 01

The objective of the audit is to assess the activities of MPOB Cawangan SPOC J38 Labis are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

4.1.1. Recertification 01:

The recertification 01 audit is carried out from 27/11/2022 to 01/12/2022.

The number of smallholders in this surveillance audit are 1,983.

The number of smallholders 1,587 remain the same for this surveillance audit.

The number of smallholders joined during this surveillance audit are 396.

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 recertification (01) audit, there are 2 OFI raised.

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

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

4.2. Stakeholders' Consultation

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 28/10/2022 to announce the audit of the certified unit. As at audit date on 27/11/2022 there are no comments received.

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Recertification Audit or any concerns or complaints or disputes raised or any prior to this audit. Stakeholders consultation shall be carried out

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 28/10/2022 as to accommodate stakeholder's consultation meeting for SPOC J38 Labis to provide comments. As at audit date on 27/11/2022 there are no comments received.

Invitation letters are sent on 28/10/2022 to invite relevant stakeholders to attend a local stakeholders' consultation on 27/11/2022 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

1. Introduction of MSPO certification;
2. Development of oil palm plantations;
3. Community service and support provided;
4. Wildlife management and wildlife corridor;
5. Type of wildlife sighted at the plantations and wildlife corridor;
6. Local communities' development.

The following relevant Principles & Criteria of the applied standard are discussed during the stakeholders' consultation:

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:

The stakeholders could confirm they have attended meetings with the company on MSPO certification;

2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.

The stakeholders' advice they are informed a logbook and form is available at the office to lodge any complaints or suggestions;

3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.

The local communities could confirm the company has provide assistance and support to communities;

4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.

The contractors who provides maintenance and service could confirm they are briefing on MSPO requirements.

There no issues raised during the stakeholder's consultation in terms of tenure and/or use rights, social or environmental aspects of management and operations that need to be addressed by the certified unit. It can be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

The list of stakeholders who attended the meeting refer to Table 7-1.

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders informed the MSPO audit through the invitation letter received.	No action required
2	Social issues	Stakeholders are not local communities. Therefore, no input on this topic.	No action required
3	Type of land title – Country Leased, Provisional Leased, Native title, Customary Land	Stakeholders informed they understand the land title categories especially the Land title application status	No action required
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders informed smallholders FFB quality had been improved especially reducing numbers of unripe bunches	No action required
5	Does MSPO largely benefits the local community?	Stakeholders informed MSPO has bring benefits the local communities especially knowledge of good agricultural practices and legal requirements.	No action required
6	Environmental understanding	Stakeholders informed SPCO J38 Labis provide the environment awareness such as no open burning activities and protection of river & waterways.	No action required
7	Awareness towards species, habitats, and high conservation values	Stakeholders informed SPCO J38 Labis provide the wildlife awareness such as list of protected animals.	No action required
8	Are there any plantation management practices that affect you?	Stakeholders informed smallholder FFB quality had been improved especially reducing numbers of unripe bunches.	No action required
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders informed no issue regarding to smallholder practices.	No action required
10	Do you have any suggestions for the estate management?	Stakeholders informed no management conflict with MSPO implementation.	No action required

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4.3. Summary of Assessment

Principle and Criteria Assessment Summary	
<p>The assessment team carried out a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual 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 J38 Labis established MSPO policy signed by Group Manager.</p> <p>SPOC J38 Labis adopted MPOB MSPO certification application with the MSPO policy included in the form duly agreed and signed by smallholders and acknowledged by SPOC GM.</p> <p>Copy of application form available in smallholders file signed and acknowledged by SPOC GM.</p> <p>Field interviews with sampled smallholders informed, they were briefed and understood the MSPO policy.</p>		Yes												
4.1.2.1	<p>SPOC J38 Labis adopted MPOB list of social and environmental impact and action plan, document no: MSPO/SPOC/L-04/ISP, issue no: 3, revision no: 3, effective date: 01/06/2021.</p> <p>The table includes type of impact, activity, social and environmental impact and action plan.</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Activity</th> <th>Impact</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Social</td> <td>Manuring, spraying</td> <td>Theft of fertilizer and pesticide</td> <td>Stored in the designated store.</td> </tr> <tr> <td>Environment</td> <td>Manuring, spraying</td> <td>Polluting water source if activities carried out near the waterways</td> <td>Avoid activities near the waterways.</td> </tr> </tbody> </table> <p>Field visits and interviews with sampled smallholders informed they have stored the fertilizers & pesticides in designated stores and installed gates at the entrance to prevent stealing of fertilizer, pesticide and FFB.</p>		Type	Activity	Impact	Action Plan	Social	Manuring, spraying	Theft of fertilizer and pesticide	Stored in the designated store.	Environment	Manuring, spraying	Polluting water source if activities carried out near the waterways	Avoid activities near the waterways.	Yes
Type	Activity	Impact	Action Plan												
Social	Manuring, spraying	Theft of fertilizer and pesticide	Stored in the designated store.												
Environment	Manuring, spraying	Polluting water source if activities carried out near the waterways	Avoid activities near the waterways.												
4.1.2.2	<p>SPOC J38 Labis distribute Warta Sawit to smallholders during MSPO Training dated 26/07/2022.</p> <p>Field interviews with sampled smallholders informed they received the Warta Sawit when they attended training on 26/07/2022.</p>		Yes												

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC J38 Labis adopted MPOB Guidelines for Economic and Financial Power Plans doc no MSPO/SSCC/GP-01/PEK, issue no.: 4, rev: 4 dated 01/06/2021.</p> <p>The guideline has a flow chart describing the step approach for delivery of FFB to ramp operator / collection center or mill with the type of documents;</p> <ol style="list-style-type: none"> 1. Sales receipt; 2. Weighbridge ticket; 3. Enter to BRL; 4. Keep Receipt; 5. SPOC will collect records and prepare summary. <p>Review on sampled smallholders weighbridge tickets, they have kept the weighbridge ticket and recorded in the Buku Rekod Ladang (BRL).</p> <p>Field interviews with sampled smallholders informed they kept the weighbridge ticket for traceability purposes.</p>	Yes
4.2.1.2	<p>SPOC J38 Labis Group Manager maintain records of FFB production and sales of each smallholders.</p> <p>Records of individual sales and delivery of FFB are recorded for all smallholders and maintained.</p> <p>SPOC J38 Labis smallholders maintain copy of FFB sales and weighbridge ticket in smallholders individual file.</p> <p>Field interviews with sampled smallholders informed FFB sales receipts and weighbridge tickets are maintained.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC J38 Labis adopted MPOB “Senarai Keperluan Undang – undang” doc no MSPO/SSCC/L-01/SKU, revision 05, Issue 04 dated 01/06/2021.</p> <p>Example of laws listed:</p> <ol style="list-style-type: none"> 1. Akta 139: Akta Kilang dan Jentera 1967; 2. Akta 265: Akta Pekerjaan 1955; 3. Perintah Gaji Minimum 2022. <p>Briefing on legal compliance has been carried out on 26/07/2022.</p> <p>Document review on sampled smallholders, copy of MPOB license is maintained in the smallholder’s individual file with validity until 30/11/2024.</p> <p>Field interviews with sampled smallholders informed they have been briefed on legal requirement.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.1	SPOC J38 Labis smallholders land titles are Geran Mukim, Geran Hak Milik Sementara or Tanah Hak Milik Tetap issued by Segamat Land Office. MPOB HQ letter dated 21/11/2022 to land office on process of changing the land usage from rubber to oil palm.	Yes
4.3.3.1	SPOC J38 Labis land titles are freehold, leasehold and customary right land. All members with customary right land obtain the 'Surat Pengesahan Status Tanah' approved by Jabatan Kemajuan Orang Asli Daerah Segamat. Letter of Pengesahan Status Tanah, reference no JAKOA Bil 16 JS D1 021 / Jld. 7 dated 29/12/2019 is documented.	Yes
4.3.3.2	SPOC J38 Labis smallholders land titles are either lease or freehold have maps include location, lot number, area size and boundary stone markers.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	SPOC J38 Labis adopted MPOB Complaint & Grievance guideline and flow chart, doc no. MSPO/SPOC/SOP-01/AR, issues 04, revision 2 dated 01/06/2021. Briefing on complaint and grievance procedure carried out during 'Taklimat MSPO' 26/07/2022. Complaint and grievance file is review. There is no complaint lodge by smallholders or stakeholders in year 2022. Field interviews with sampled smallholders informed they have been briefed of complaint and grievances process by GM.	Yes
4.4.1.2	SPOC J38 Labis adopted MPOB guidelines Complaint and Grievance, doc no: MSPO/SPOC/SOP-01/AR, no issue: 04, dated 01/06/2021. The procedure describes: 1. The group manager is the responsible person to handle and manage any complaints; 2. The total days to resolve is 14 days; 3. Any complaint outside the scope of the GM it will refer to other parties such as government agencies or MPOB HQ to handle the matters. There are no record of complaints and grievances received as audit date. Field interviews with sampled smallholders informed they are briefed on complaint and grievances process.	Yes
4.4.2.1	SPOC J38 Labis adopted MPOB Workers Safety and Health Guideline doc no: MSPO/SPOC/GP-02/KKP, no issue: 04, dated 01/06/2021.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The procedure describes:</p> <ol style="list-style-type: none"> Responsibilities of the GM and smallholders / workers; Safety work practices for harvesting, chemical spraying and fertilizer application. <p>Training on safety and health and GAP to smallholders carried out on 26/07/2022. The training has brief on safety and health while performing work in farms.</p> <p>Field interviews with sampled smallholders informed the importance of wearing PPE while working. Example of PPE use in farm are mask, apron, glove, goggle and safety helmet.</p>	
4.4.3.1	<p>SPOC J38 Labis adopted MPOB Employment Terms guideline doc no: MSPO/SPOC/SMP-01, rev-02, dated 01/06/2021.</p> <p>The document describe the requirements for hiring of workers by smallholders.</p> <p>Example of requirement listed:</p> <ol style="list-style-type: none"> Workers must having valid work permit; Not permitted to employed children below 15 years old and young workers between 15-18 years old; The payment rate is agreeable by both parties; Workers must always focus on safety aspect during conducting. <p>The payment made by smallholders to the workers are based on agreeable rate per tonne FFB and per hectare chemical spraying and manuring.</p>	Yes
4.4.3.2	<p>SPOC J38 Labis adopted MPOB MSPO Policy doc no: MSPO/SPOC/POLISI-01 dated 01/06/2021.</p> <p>The policy describes, SPOC J38 Labis is against the practice of discrimination by exercising the right of equality in providing opportunities and services regardless of race and ethnicity, political views and nationality.</p> <p>Awareness on MSPO Policy has been carried out on 26/07/2022.</p> <p>Field interviews with sampled smallholders informed no discrimination occurs and they are briefed of the policy.</p>	Yes
4.4.3.3	<p>SPOC J38 Labis adopted MPOB Terms of Employment form, doc no: MSPO/SPOC/TPP-01, rev-02, dated 01/06/2021.</p> <p>Stated in the requirement, payment method to the casual workers:</p> <ol style="list-style-type: none"> Payment of wage are according to type of work as recommended by Group manager; Payment rate must be mutual agreed between smallholders and casual workers; 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>3. Every payment performed must be recorded in FFB production book (BRL) and signed by casual workers.</p> <p>The payment made by smallholders to the workers are based on agreeable rate per tonne FFB and per hectare chemical spraying and manuring.</p>	
4.4.3.4	<p>Onsite inspection at SPOC J38 Labis sampled smallholder's farm, there are no living quarters sighted.</p>	Yes
4.4.3.5	<p>SPOC J38 Labis adopted MPOB Employment Terms guideline doc no: MSPO/SPOC/SMP-01, rev-02, dated 01/06/2021.</p> <p>Stated in the requirement, hiring of field workers by smallholders.</p> <p>The guideline document describes the requirement for children and young person as follows:</p> <ol style="list-style-type: none"> 1. Point no 2. Not at all allow/hire children under the age of 15 years; 2. Point no 3. Does not allow / hire young people under the age of 15-18 to perform heavy work in the field. <p>Filed interviews with sampled smallholders informed, there are no hiring of underage workers in oil palm operation.</p>	Yes
4.4.4.1	<p>SPOC J38 Labis established training programme year 2021. The training programme includes:</p> <ol style="list-style-type: none"> 1. MSPO Training; 2. Lawatan Khidmat Nasihat (LKN). <p>There are training carried out as per training programme year 2022 established.</p> <p>Example:</p> <p>'Taklimat MSPO' has been carried out dated 26/07/2022.</p> <p>Field interviews with sampled smallholders informed they attended the 'Taklimat MSPO' carried out by MPOB SPOC J38 Labis.</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SPOC J38 Labis adopt MPOB Social and Environment Impacts and Action Plan, document number MSPO/SPOC/L-04/ISP, issue 3, revision: 3 effective date 01/06/2021.</p> <p>Example:</p> <p>Activity: Chemical spraying;</p> <p>Environmental impact: Empty chemical containers;</p> <p>Action Plan: Empty chemical container to be triple rinse, punctured and stored.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Documents review on environmental training has been carried out dated 26/07/2022.</p> <p>Field interviews with sampled smallholders informed they have been briefed on environmental impacts.</p> <p>Field inspection at sampled smallholder’s farm, there are no over spraying activities observed.</p>	
4.5.2.1	Field inspection and interviews with sampled SPOC J38 Labis smallholders informed they do not use renewable energy at site.	Yes
4.5.3.1	<p>SPOC J38 Labis adopt MPOB List of Scheduled and Domestic Wastes MSPO/SPOC/L-03/SRD Issue 3 rev 0 effective date 01/06/2021.</p> <p>SPOC J38 Labis established List of Wastes year 2022.</p> <p>Waste generated from agricultural activity: Palm fronds.</p> <p>Waste generated is not from agricultural inputs: Empty chemical containers.</p> <p>Field interviews with sampled smallholders informed, they have been briefed on recycle and reused of empty chemical containers after triple rinsing.</p> <p>Field inspection at sampled smallholders field, the palm fronds are properly arrange at the palm rows.</p>	Yes
4.5.3.2	<p>SPOC J38 Labis adopted MPOB SOP for Scheduled Waste Management, doc no: MSPO/SPOC/SOP-03/BT issue 3 revision 3 effective date 01/06/2021.</p> <p>The SOP objective stated ‘Monitor and ensure the waste management process and disposal of waste for responsible individuals can be implemented in an orderly, efficient and safe manner’.</p> <p>Review on SW flowchart describing the steps in managing and disposal of scheduled wastes.</p> <p>Field interviews with sampled smallholders informed they have recycled and reused the empty chemical containers.</p> <p>Field inspection at sampled smallholders farm sighted the empty chemical containers are using for water storage.</p>	Yes
4.5.4.1	<p>SPOC J38 Labis adopt MPOB Guidelines River Buffer Zone, doc no: MSPO/SPOC/GP-03/ZPS, issue 4, revision 0 dated 01/06/2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> Guideline on buffer zone length; No activities such as chemical spraying and manuring; Flow chart on buffer zone establishment. <p>Document review on briefing on environmental carried out on 26/07/2022.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled smallholders informed they understand the need to conserve the buffer zone areas and not to carry out any chemical spraying or manuring activity near the waterways.	
4.5.4.2	SPOC J38 Labis smallholders practice rain harvest by using drums and culverts for chemical spraying activities. Field inspection and interviews with sampled smallholders informed the rain harvesting has been implemented.	Yes
4.5.5.1	SPOC J38 Labis establish list of wildlife in Segamat district. Document review verify the list has been update on 22/11/2021. Field interviews with sampled smallholders inform they have sighted wild boar and monkeys at the farms.	Yes
4.5.6.1	SPOC J38 Labis adopted MPOB Guidelines Zero Burning Practices, doc. no. MSPO/SPOC/GP-04/APS, issue 3 rev. 01, effective date 01/06/2021. Document review on 'Taklimat MSPO' dated 26/07/20212 zero burning practices has been briefed to the smallholders. Field inspection at sampled smallholders, there is no open burning practices sighted at the farms.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	SPOC J38 Labis carried out Lawatan Khidmat Nasihat (LKN) covering GAP to sampled smallholders dated 14/11/2022. Document review on sampled smallholders implement good agricultural practice such as: 1. Proper stacking of fronds; 2. Good maintenance of harvesting path; 3. Proper palm pruning. Field interviews with sampled smallholders informed they have been briefed on good agricultural practices by SPOC J38 Labis Group Manager.	Yes
4.6.1.2	SPOC J38 Labis established visual identification for each smallholder with information of smallholders' name, field address, GPS coordinates, lot size and year of planting. Example: Smallholder's name: Smallholder A Lot number: Lot 4257 Land area: 1.59 Ha Planting year: 1999 Coordinate: 2.411820 N, 103.021010 E	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.2.1	<p>SPOC J38 Labis adopted MPOB SOP, “Garis Panduan Pelan Daya Ekonomi dan Kewangan,” doc no: MSPO/SPOC/GP-01/PEK, issues no: 4, revision no: 4, effective date: 01/06/2021.</p> <p>Document review on budget for MSPO training and LKN visit year 2022 has been approved.</p> <p>The operation budgets includes MSPO training, MSPO auditing, PPE and miscellaneous expenses.</p>	Yes
4.6.3.1	<p>Briefing on FFB price has been carried out at on 26/07/2022. Briefing photos and attendance is documented and maintained.</p> <p>Field interviews with sampled smallholders informed the update on FFB pricing can be assess at collecting center notice board, MPOB website or via WhatsApp group.</p>	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>SPOC J38 Labis smallholders’ databased is review with first planting carried out on 1995 and the latest replanting in year 2021.</p> <p>There are no new planting for existing and new members. Therefore, no assessment on high biodiversity value area.</p>	Yes
4.7.2.1	<p>SPOC J38 Labis database is review with first planting in 1995 and latest replanting in year 2021.</p> <p>There are no new planting for existing and new members. Therefore, no assessment on type of soil.</p>	Yes
4.7.3.1	<p>SPOC J38 Labis database is review with first planting in 1995 and latest replanting in year 2021.</p> <p>There are no new planting for existing and new members. Therefore, no data for type of terrain available.</p>	Yes

4.4. Status of Non-Conformities Previously Identified

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

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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.

4.5. Detail of Audit Findings in last Audit

AUDIT OUTCOME		
During last audit	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

4.6. Detail of Audit Findings Identified During This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.3.1.1	Independent smallholders shall show awareness of compliance with all applicable local, state, national and ratified international laws and regulations.	Office	SPOC J38 Labis could improve the monitoring of smallholder MPOB License.
2.	4.5.1.1	Independent smallholders are expected to be aware of the environmental impact but are not expected to undertake any formal impact assessment unless there is a legal requirement.	Field	SPOC J38 Labis could improve the buffer zone marking.

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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 J38 Labis consisting of 1,983 independent smallholders according to MS 2530-2:2013 Part 2, General Principles for Independent Smallholders.

From the review of the standard operating procedures, guidelines, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews carried out during this 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:	1,983
Total certified acreage of smallholders:	6,642.8037 Ha

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6. RECOMMENDATION

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

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

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

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

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

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

Puchong, 08/12/2022

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

Puchong, 21/12/2022

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

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7. LIST OF STAKEHOLDERS

No.	Organisation
1.	Melayu Raya Village
2.	Hong Bee Agriculture Sdn. Bhd.

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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