

MSPO CERTIFICATION SUMMARY REPORT

SPOC J39 BULUH KASAP

SURVEILLANCE 04

Onsite Audit Date: 17/07/2022 – 21/07/2022

TUV NORD (Malaysia) Sdn Bhd
No. 9F-1A, 9th Floor, Tower 2 @ PFCC
Jalan Puteri ½, Bandar Puteri Puchong
47100 Puchong, Selangor.
Phone: +603 8600 4031/4032
Fax: +603 8600 4550

MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board
Certifying Unit: SPOC J39 Buluh Kasap
Client Number: 92-053
Audit Type: ASA 04
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 surveillance audit for SPOC J39 Buluh Kasap 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 J39 Buluh Kasap 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 J39 Buluh Kasap 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 Member(s)

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

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Requirement	Name Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
	Ariff Bin Lokman	7 years working experience in oil palm plantations.	
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
	Ariff Bin Lokman	7 years working experience in oil palm plantations.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Mohamad Norhisham Bin Mohd Salleh	Successfully completed ISO 9001:2015 Lead Auditor course.	Yes
	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Mohamad Norhisham Bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Mohamad Norhisham Bin Mohd Salleh	Successfully completed Basic SA 8000 training.	Yes
	Ariff Bin Lokman	Successfully completed Basic SA 8000 training.	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Mohamad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Ariff Bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	
Completed High Conversation Value assessment	Mohamad Norhisham Bin Mohd Salleh	Successfully completed HCV – HCS for producers course.	Yes

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Requirement	Name Assessor	Qualification	Compliance
	Ariff Bin Lokman	Attended and completed the HCV-HCS for producer online course.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Mohamad Norhisham Bin Mohd Salleh	Able to communicate in Bahasa Malaysia and English.	Yes
	Ariff Bin Lokman	Able to communicate in Bahasa Malaysia and English.	

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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.

Surveillance Four (04) Audit:

The surveillance audit 04 is carried out onsite from 17/07/2022 – 21/07/2022 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 02 audit;
- Assessment reporting.

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 site inspections, observation of tasks and processes, interviews of smallholders, SPOC officers, review of documentation and data.

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For this onsite audit, the number of selected independent smallholders are based on example table of ACB – OPMC Issue 2 dated 04/09/2020

The group of smallholders consists of 383 new members and 1,387 existing members. The total number of smallholders for this audit are 1,770.

As per MPOB requirements the risk factor of 1.5 shall be applied. Therefore, the sample size $S = 1.5\sqrt{1,770} = 63.10$ round up to the next integral of 64.

As per OPMC 2 issue 2, from the sample size, the number of the new members are $64 \times 75\% = 48$ and number of existing members are $64 \times 25\% = 16$.

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

Table 2-1: List of Sample Smallholders

Name	GPS Coordinates
Existing Smallholders	
Selamat Bin Madon	102.88266 N, 2.45623 E
Khairul Bin Nordin	102.92143 N, 2.41831 E
Chong Kam Kan	102.61702 N, 2.56620 E
Pau Kit Loi	102.62939 N, 2.56177 E
Ng Ah Tee @ Ng Kim Teng	102.89604 N, 2.56177 E
Kaw Sau Fun	102.90507 N, 2.39923 E
Chin Suei Kiang @ Chin Swee Keong	102.96420 N, 2.49208 E
Lim Tiek	102.72873 N , 2.44389 E
Tay Sew Kee	102.72203 N, 2.42437 E
Abdul Rafar Bin Mohd Yunus	102.81294 N, 2.4484 E
Saraswathi A/P Mutusamy	102.86580 N, 2.56281 E
Sella Perimall A/L Mutia	102.86446 N, 2.56182 E
Nada Sejagat Sdn Bhd	102.75391 N, 2.67445 E
Lim Soon Hua	102.72415 N, 2.75814 E

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Name	GPS Coordinates
Theh Kim Seng	102.82923 N, 2.51795 E
Badariah Binti Ali	102.82881 N, 2.58035 E
New Smallholders	
Ho Teck Boon	102.90734 N, 2.40341 E
Pee Leong Chan	102.79370 N, 2.48192 E
Tey Jia Long	102.89162 N, 2.39936 E
Soh Guat Ley	102.82175 N, 2.46757 E
Ng Kian Peng	102.79399 N, 2.48317 E
Noramin Bin Amad	102.82453 N, 2.44628 E
Hin Yeah Farm Sdn Bhd	102.67719 N, 2.44350 E
Koh Seng Keng	102.71681N, 2.54115 E
Leebenko Enterprise Sdn Bhd	102.62362 N, 2.56251 E
Law Kok Seong	102.77247 N, 2.44498 E
Choi Boon Tong	102.83335 N, 2.47055 E
Zainab Binti Hassan	102.81186 N, 2.47075 E
Tan Foo Sing	102.72600 N, 2.45043 E
Md Rohim Bin Rahmat	102.71701 N, 2.78646 E
Rokiah Binti Ramli	102.79104 N, 2.50335 E
Mohd Yunus Bin Kathiran	102.73871 N, 2.71654 E
Pua Hwee Leong	102.89067 N, 2.50756 E
Ng Chin Chai	102.82828 N, 2.48058 E
Mohd Fauzan Bin Mad Lazim	102.73524 N, 2.76899 E

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Name	GPS Coordinates
Fauziah Bin Md Lazim	102.73483 N, 2.68189 E
Cheok Teck Guan	102.83646 N 2.48015 E
Ishak Bin Pandak	102.81567 N, 2.43826
Yap Ming Sung	102.67522 N, 2.40973E
Aminah Binti Abd Rahman	102.73509 N, 2.76955 E
Rosmah Binti Abd Rani	102.72528 N, 2.59598 E
Phang Ngiu Sai	102.74755 N, 2.68686 E
Low Kim Chin @ Low Hoo	102.77767 N, 2.55268 E
Pee Geok Teen	102.92524 N, 2.50057 E
Pee Geok Lea	102.79388N, 2.52735 E
Pee Geok Chean	102.79388 N, 2.52735 E
Pee Teck Hu	102.92225 N, 2.49339 E
Borhanuddin Bin Jirin @ Mohamed	102.85598 N, 2.62542 E
Roslan Bin Mohamed	102.77021 N, 2.63078 E
Su'aidah Binti Roslan	102.77021 N, 2.63078 E
Abdullah Bin Md Isa	102.81936 N, 2.58611 E
Marsul Bin Yusof	102.83556 N, 2.57570 E
Muhammad Syukri Bin Haji Ismail	102.81882 N, 2.51832 E
Noor Zalina Binti Mad Tap	102.76886 N , 2.51933 E
Salina Binti Ab Jalil	102.76900 N, 2.52061 E
Mohamad Mahathir Bin Mahmod @ Mahmud	102.76796 N, 2.52173 E
Koh Boon Hwee	102.79064 N, 2.59661 E

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Name	GPS Coordinates
Koh Chee Siang	102.79118 N, 2.59556 E
Ramzah Bin Mohamed	102.87789 N, 2.51610 E
Rosli Bin Baba	102.77537 N, 2.54188 E
Abu Hanipah Bin Mohd Said	102.87144 N, 2.50570 E
Ng Tuck Tong	102.96522 N, 2.48252 E
Nordin Bin Mahat	102.81169 N, 2.61298 E
Amirul Amzar Bin Tapri	102.83789 N, 2.51031 E

Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for Improvements (OFI) may be raised during the audit.

Major non-conformance shall be addressed and responded with 60 days from closing date of audit. For minor non-conformances action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be review and verify during the next audit.

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3. ORGANISATION INFORMATION

MPOB Cawangan SPOC J39 Buluh Kasap, Segamat is a branch of MPOB located at Pejabat MPOB Cawangan Segamat, No 34, Tingkat Atas, Jalan Gunung Perdana, 85000 Segamat, Johor, Coordinate 2.489722 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 Segamat district.

The smallholders are in Segamat as shown in the below maps.

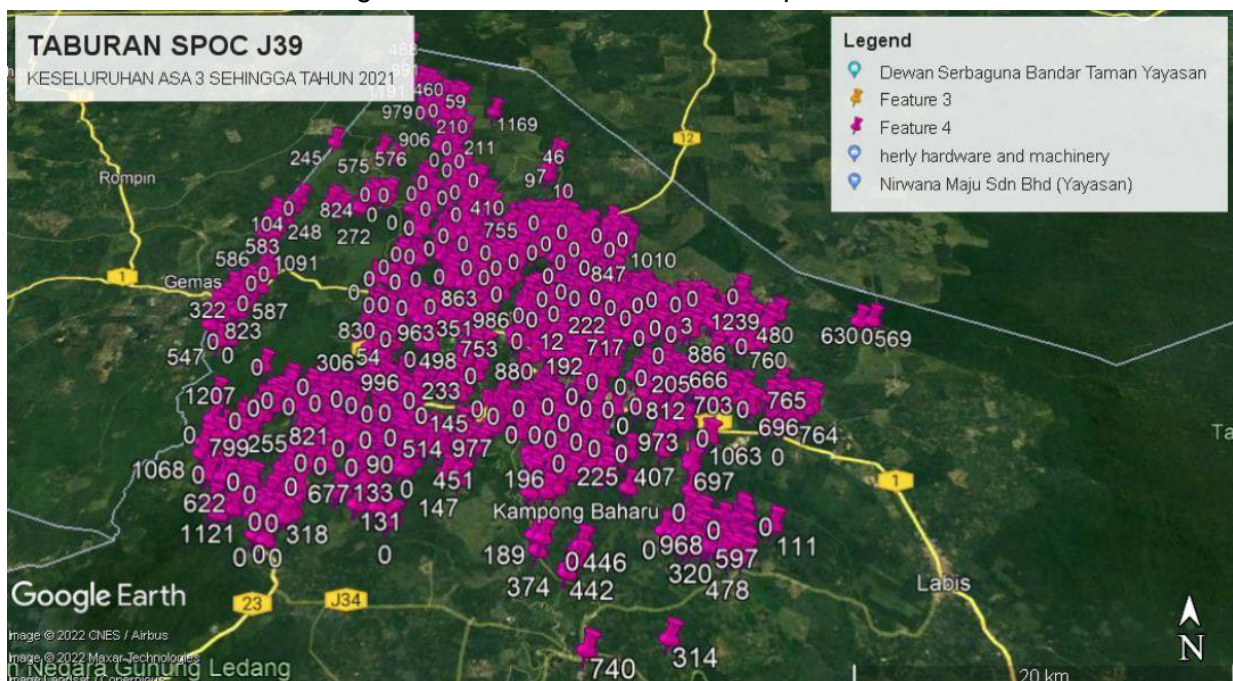


Figure 1: Smallholders' Locations Maps No. 1

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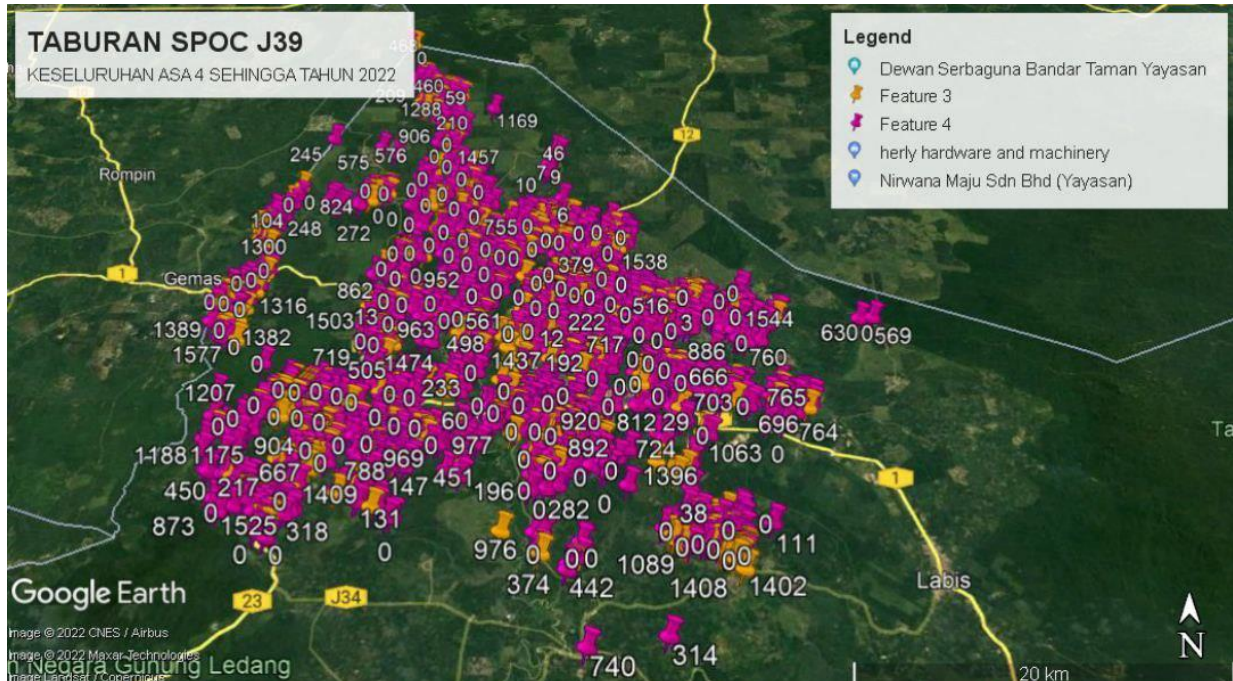


Figure 2: Smallholders' Locations Maps No. 2

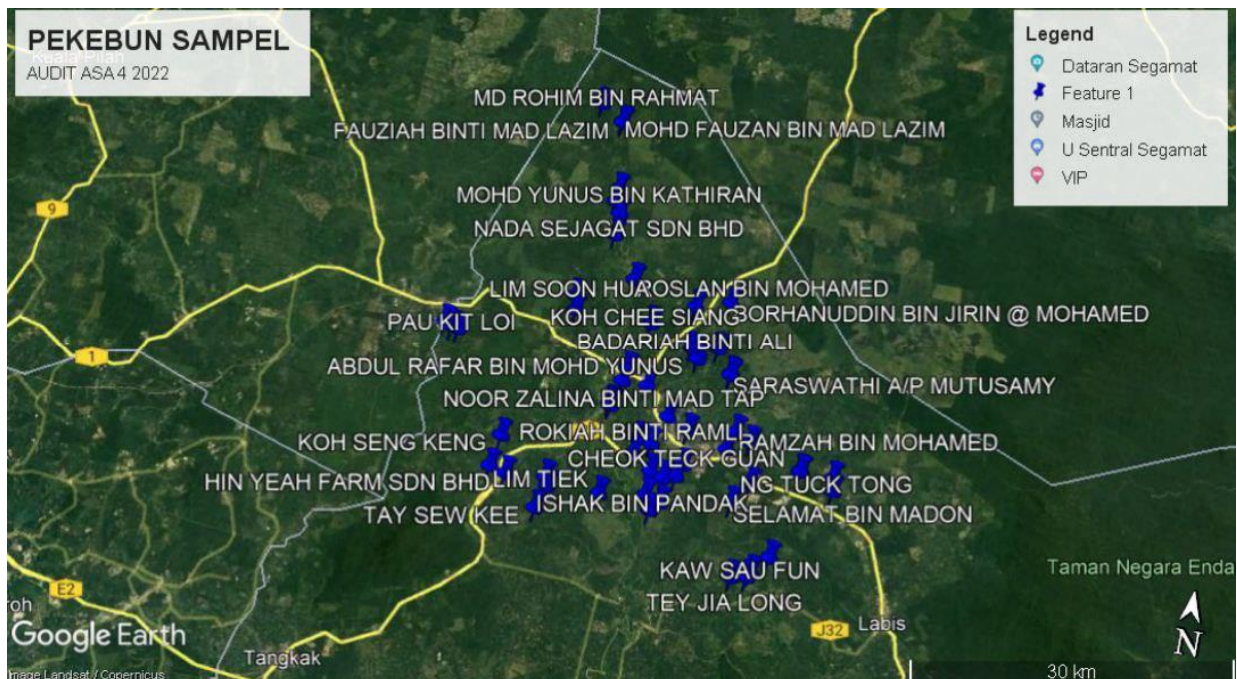


Figure 3: Smallholders' Locations Maps No. 3

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4. CERTIFICATION ASSESSMENT

4.1. Annual Surveillance Audit

The objective of the audit is to assess the activities of MPOB Cawangan SPOC J39 Buluh Kasap are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

4.1.1. ASA 04:

The surveillance audit is carried out onsite from 17/07/2022 to 21/07/2022.

The number of smallholders in this surveillance audit are 1,770.

The number of smallholders remain the same for this surveillance audit are 1,387.

The number of smallholders joined during this surveillance audit are 383.

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

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

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

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

During this surveillance 04 audit, there are 2 OFIs raised.

For this audit, the four OFIs raised in the last surveillance 03 audit, the audit team has review by means of onsite inspection of smallholders' farms, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the SPOC team. The corrective measures implemented could be verified as appropriate.

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

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

4.2. Stakeholders' Consultation

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

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Therefore, there is no physical stakeholders consultation carried out for this surveillance audit. TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 13/06/2022 to announce the audit of the certified unit. As at audit date on 17/07/2022 there are no comments received.

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

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.

Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance												
4.1.1.1	<p>SPOC J39 Buluh Kasap adopted MPOB MSPO Policy, doc no: MSPO/SSCC/POLISI-01, revision 2, updated 01/06/2021.</p> <p>MSPO policy is publicly displayed at MPOB office notice board.</p> <p>Document review on smallholders individual file, MSPO policy is include in MSPO application form signed by SPOC J39 Buluh Kasap Group Manager and smallholders.</p> <p>Field interviews with sampled smallholders informed they have been briefed on the MSPO policy.</p>	Yes												
4.1.2.1	<p>SPOC J39 Buluh Kasap 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><tr><th>Type</th><th>Activity</th><th>Impact</th><th>Action Plan</th></tr><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></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 J39 Buluh Kasap distribute latest Warta Sawit “Bil. 80 (1) / January - April 2022” to smallholders during MSPO briefing on 31/03/2022.</p> <p>Those who did not attended the briefing will receive a copy during LKN (GAP) visit.</p>	Yes												

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Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
	Field interviews with sampled smallholders informed they obtained new information from group manager and received the Warta Sawit when attended training.	

Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC J39 Buluh Kasap adopted MPOB 'Manual Prosedur Kerja MSPO Kelompok Minyak Sawit Mampan' document number MSPO/SPOC/GP-01/PEK revision number 04 dated 01/06/2021 which include 'Carta Alir Kebolehejekan Perbelanjaan dan Pendapatan Pekebun Kecil' as a traceability procedure.</p> <p>The traceability procedure describes smallholders provided with Buku Rekod Ladang (BRL) to record FFB sales.</p> <p>Field interviews with sampled smallholders informed FFB production, fertilizer and chemical application recorded in the BRL.</p> <p>Review the BRL of smallholders with information of FFB production.</p> <p>SPOC J39 Buluh Kasap maintained record of FFB sales in smallholders' individual file.</p>	Yes
4.2.1.2	<p>SPOC J39 Buluh Kasap group manager maintain records of FFB production and sales of each smallholder.</p> <p>Records of individual sales and delivery of FFB are recorded for all smallholders and well maintained.</p> <p>SPOC J39 Buluh Kasap maintain records of FFB sales and weighbridge ticket in smallholders individual file.</p> <p>Field interviews with sampled smallholders informed FFB sales receipts and weighbridge tickets are maintained.</p> <p>Reviewed the smallholders FFB sales receipt and weighbridge tickets.</p>	Yes

Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC J39 Buluh Kasap adopt MPOB legal register document no: MSPO/SPOC/L-01/SKU, rev: 7 dated 01/06/2021.</p> <p>SPOC J39 Buluh Kasap established list of applicable legal documents Document no. MSPO/SPOC/L-02/LLR, issue no.: 3, rev: 4 dated 01/06/2021.</p> <p>Example of laws:</p> <ol style="list-style-type: none">1. Akta Kualiti Alam Sekeliling 1974;2. Akta Taman Negara 1980;	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>3. Akta Pekerjaan 1955; 4. Minimum Wages Order 2022.</p> <p>SPOC J39 Buluh Kasap carried out MSPO briefing include legal requirement dated 31/03/2022 and LKN visit to smallholders' farms on 24/05/2022.</p> <p>Document review on sampled SPOC J39 Buluh Kasap smallholders verify copy of MPOB license is maintained.</p> <p>MPOB license SPOC J39 Buluh Kasap smallholders validity as below: Example: MPOB license for smallholder no.: 1,503 valid from 02/07/2019 till 30/06/2024.</p> <p>Field interviews with sampled smallholders informed they have been briefed on legal requirement.</p>	
4.3.2.1	<p>SPOC J39 Buluh Kasap smallholders are either having freehold title or lease title.</p> <p>SPOC J39 Buluh Kasap established CIP dated 29/06/2022 include monitoring of the land use conversion.</p> <p>Document review on CIP has include the progress status of land use conversion with Segamat Land District.</p> <p>Document review on letter from SPOC J39 Buluh Kasap Group Manager to MPOB HQ, dated 29/06/2022. Verify the letter describe on application of conversions for 226 land titles.</p> <p>Field interviews with sampled smallholders informed there are no disputes found and boundary stones or boundary drains used to indicate the boundary.</p>	Yes
4.3.3.1	<p>SPOC J39 Buluh Kasap land titles are freehold or lease hold titles issued by Segamat Land Office.</p> <p>There is no customary land own by smallholders.</p>	Yes
4.3.3.2	<p>SPOC J39 Buluh Kasap smallholders individual files review the land titles include a map, lot number, area size and boundary marking</p>	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SPOC J39 Buluh Kasap adopted MPOB Guidelines Complaint and Grievance, document number MSPO/SPOC/SOP-01/AR, issue 03, revision 02 dated 01/06/2021.</p> <p>The SOP describes:</p> <p>1. The flow chart in the SOP describes grievance and complaint process is to be resolved within 14 days;</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>2. Group manager is in charge in handling the complaint and grievances; 3. Grievance and complaint records are archived and maintained. Complaint and grievances procedure has been briefed to smallholders dated 31/03/2022. Field interviews with sampled smallholders informed they have been briefed on complaint and grievance procedure and process flow.</p>	
4.4.1.2	<p>SPOC J39 Buluh Kasap adopted MPOB Guidelines Complaint and Grievance, document number MSPO/SPOC/SOP-01/AR, issue 03, revision 02 dated 01/06/2021. Review the SOP stated time line to resolve disputes within 14 days. Stated in the SOP person in charge is Group Manager. The Group Manager is assigned for: 1. Accepting the grievances; 2. Analyzed and investigate on issue raised. Any complaint outside the scope of the group manager it will refer to other parties or MPOB HQ. Field interviews with sampled smallholders informed they have been briefed on complaints and grievances process and timelines to resolve the complaints.</p>	Yes
4.4.2.1	<p>SPOC J39 Buluh Kasap adopt MPOB Guidelines Occupational Safety & Health, document number MSPO/SPOC/GP-02/KKP, issue: 3, revision: 0 effective date: 01/06/2021. SOP describes: 1. Responsibility of GM and smallholders regarding safety and health; 2. Procedure and type of PPE used for harvesting, manuring and spraying. Document review on safety and health training has been carried out on 31/03/2022. Field interviews with sampled smallholders informed they have been briefed on importance of safety and health during working in field. Example: Wearing of PPE for chemical spraying activity: Apron, face mask, goggle, safety boot, rubber hand glove and safety helmet.</p>	Yes
4.4.3.1	<p>SPOC J39 Buluh Kasap adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-01 updated 01/06/2021. The form has includes payment rates for operational activities such as harvesting, chemical spraying, manuring and pruning. Field interviews with sampled smallholders informed, they are working by themselves or assisted by family members in carrying out field operations.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.3.2	<p>SPOC J39 Buluh Kasap adopted MPOB MSPO application form with a statement “provide equal opportunity and treatment regardless of race, colour, sex, religion, political affiliation, nationality, social origin and shall not engage in or support discriminatory practices.</p> <p>SPOC J39 Buluh Kasap adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-01 updated 01/06/2021.</p> <p>The form describes:</p> <p>Against any form of discrimination, and implying human right in terms of opportunities, disregards of races, gender, religion, political affiliation, and nationality.</p> <p>There are no complaints related to discrimination during documents review.</p> <p>Field interviews with sampled smallholders informed no discrimination occurs.</p>	Yes
4.4.3.3	<p>SPOC J39 Buluh Kasap adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-01 updated 01/06/2021.</p> <p>The form has includes payment rates for operational activities such as harvesting, chemical spraying, manuring and pruning.</p> <p>Field interviews with sampled smallholders informed, they are working by themselves or assisted by family members in carrying out field operations.</p>	Yes
4.4.3.4	Field interviews and field verification of sampled smallholders SPOC J39 Buluh Kasap, confirmed no on-site living quarters provided.	Yes
4.4.3.5	<p>SPOC J39 Buluh Kasap adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-01 updated 01/06/2021.</p> <p>The form describes :</p> <p>Not to employ young workers below the age of 15-18 years old for working in dangerous and heavy work.</p> <p>Field interviews with sampled smallholders informed they are no presence of child workers in field. Smallholders have been briefed on legal restriction on hiring child workers.</p>	Yes
4.4.4.1	<p>SPOC J39 Buluh Kasap established training programme year 2022. The training programme include ‘Taklimat MSPO, GAP and LKN visit.</p> <p>Document review on training record year 2022 verified there is training carried out for smallholders.</p> <p>Example:</p> <p>Title: Taklimat MSPO;</p> <p>Date: 31/03/2022.</p> <p>Field interviews with sampled smallholders informed they attended MSPO training. Smallholders are able to demonstrate understanding on farm management.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SPOC J39 Buluh Kasap adopted MPOB List of Social and Environmental Impact and Action Plan, document number MSPO/SSCC/L-04/ISP, revision 04, issue 04 dated 01/06/2021.</p> <p>Example of environmental impact and action plan:</p> <p>Activity: Manuring and integrated farming;</p> <p>Environmental impact: Improving soil structure and nutrients, due to organic fertilizer application;</p> <p>Action Plan: Continuous improvement;</p> <p>Environmental training has been carried out on 31/03/2022.</p> <p>Field interviews with sampled smallholders informed they have been briefed on environmental impacts.</p> <p>Field observation confirm lesser sign of nutrition deficiency on oil palms observed in the smallholder's farm.</p>	Yes
4.5.2.1	<p>Site visit to smallholders farm confirm there are no renewal energy use by SPOC J39 Buluh Kasap smallholders farm.</p> <p>Field interviews with sampled smallholders informed they are not using any renewable energy at farms.</p>	Yes
4.5.3.1	<p>SPOC J39 Buluh Kasap adopted MPOB List of Scheduled and Domestic Wastes MSPO/SPOC/L-03/SRD Issue 4 rev 1 effective date 01/06/2021.</p> <p>Example:</p> <p>Document review verify the list consists of solid, liquids and gaseous wastes.</p> <p>Example:</p> <p>Agricultural input: Herbicides;</p> <p>Waste produced: Empty chemical containers;</p> <p>Impact: Polluting water source if the empty containers left in the field or near the water ways.</p> <p>Field interviews with sampled smallholders informed they understand managing of the wastes such as reuse of fertilizer bags for loose fruit collections.</p>	Yes
4.5.3.2	<p>SPOC J39 Buluh Kasap adopted MPOB SOP for Scheduled Waste Management, doc no: MSPO/SPOC/SOP-03/BRP issue 4 revision 0 effective date 01/06/2021.</p> <p>The SOP describe:</p> <ol style="list-style-type: none">1. To conduct triple rinsing for each empty chemical container before disposed;2. To put marking on empty chemical container for chemical mixing purposes;	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>3. All scheduled waste shall be disposal according to the Environmental Quality (Scheduled waste) Regulations, 2015.</p> <p>Field observation confirmed there are no the empty chemical containers left in the farm since most of chemical spraying activities carried out and managed by third party.</p>	
4.5.4.1	<p>SPOC J39 Buluh Kasap 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>Field observation to smallholder's farm confirm buffer zone are well maintained with no sign of non-permitted activities carried out.</p> <p>Document review on training records confirmed briefing on environmental issues carried out on 31/03/2022.</p>	Yes
4.5.4.2	<p>SPOC J39 Buluh Kasap smallholders practice rain harvesting using drum for chemical spraying and washing purposes.</p>	Yes
4.5.5.1	<p>SPOC J39 Buluh Kasap adopted MPOB SOP, Manual Prosedur kerja MSPO Kelompok Minyak Sawit Mampan (SPOC), Senarai Impak Sosial, Persekitaran & Pelan Tindakan. Document number MSPO/SSCC/L-04/ISP, revision 04, issue 04 dated 01/06/2021.</p> <p>SPOC J39 Buluh Kasap established the list of wildlife identified by Pejabat Perhilitan Daerah Segamat.</p> <p>Example of wildlife:</p> <ul style="list-style-type: none"> Wild boar; Squirrel; Monkey. <p>LKN visit dated 30/05/2022 includes briefing of wildlife, environmental, safety and no hunting of wildlife.</p> <p>Field interviews with sampled smallholders informed they have seen monkeys and wild boars within their farm.</p>	Yes
4.5.6.1	<p>SPOC J39 Buluh Kasap adopted MPOB Guidelines Zero Burning Practices, doc. No. MSPO/SPOC/GP-04/APS, issue 4 rev. 01, effective date 01/06/2021.</p> <p>SOP describes there is no open burning of any kind on the operating unit, except those comply with the Environmental Quality Order 2003 and obtain approval from Department of Environment.</p> <p>Document review on briefing on zero burning carried out to smallholders dated 31/03/2022.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	Field visit confirmed there are no open burning practice within the smallholders' farm.	

Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SPOC J39 Buluh Kasap carried out Lawatan Khidmat Nasihat (LKN) covering GAP to sampled smallholders dated 30/05/2022.</p> <p>During field visit, sampled smallholders has implement good agricultural practice such as:</p> <ol style="list-style-type: none">1. Proper stacking of fronds;2. Good maintenance of harvesting path;3. Proper palm pruning. <p>Field interviews with sampled smallholders informed they have been briefed on good agricultural practices on their farm to meet MPOB guidelines.</p>	Yes
4.6.1.2	<p>Onsite observation on smallholders farm confirm SPOC J39 Buluh Kasap established visual identification for each smallholder with information of smallholders' name, field address, GPS coordinates, lot size and year of planting.</p> <p>Example:</p> <p>Smallholder's name: Smallholder A</p> <p>Lot number: Lot 80</p> <p>Land area: 1.0117 Ha</p> <p>Planting year: 2005</p> <p>Coordinate: 2.4827816 N, 102.7950429 E</p>	Yes
4.6.2.1	<p>SPOC J39 Buluh Kasap adopt MPOB Guideline Economic and Financial Plan, MSPO/SPOC/GP-01/PEK, issue 4, revision 4 dated 01/06/2021.</p> <p>Document review confirmed budget approval for MSPO training and LKN visit SPOC J39 Buluh Kasap is included.</p> <p>The operation budgets includes MSPO training, auditing, PPE and miscellaneous expenses.</p>	Yes
4.6.3.1	<p>Briefing on FFB price has been carried out at on 31/03/2022. Briefing photos and attendance is documented and maintained.</p> <p>Field interviews w 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

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Document review on list of smallholders and planting statements confirmed no new planting in SPOC J39 Buluh Kasap. The first planting is in year 1981 and the latest replanting is in year 2018. There are no new plantings for existing and new members in year 2022. Thus, there is no assessment on high biodiversity area	Yes
4.7.2.1	Document review on list of smallholders and planting statements confirmed no new planting in SPOC J39 Buluh Kasap. The first planting is in year 1981 and the latest replanting is in year 2018. There are no new plantings for existing and new members in year 2022. Therefore, no soil survey or topography is required	Yes
4.7.3.1	Document review on list of smallholders and planting statements confirmed no new planting in SPOC J39 Buluh Kasap. The first planting is in year 1981 and the latest replanting is in year 2018. There are no new plantings for existing and new members in year 2022. Therefore, no data for type of terrain available.	Yes

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> <i>Note 2: All major and minor NCs raised in last audit are required to capture in this report together with the review of the non-compliance implementation.</i>	

4.5. Detail of Audit Findings in last Audit

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

4.6. Detail of Audit Findings Identified During This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.1.1	Independent smallholders shall be able to respond to complaints that are raised by their neighbours or other stakeholders	Field	SPOC J39 Buluh Kasap could improve smallholders' awareness on complaints and grievances reporting.
2.	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.	Field	SPOC J39 Buluh Kasap could improve smallholders' awareness on weeding.

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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 J39 Buluh Kasap consisting of 1264 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: 1,770

Total certified acreage of smallholders: 5,786.6695 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

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

Puchong, 04/08/2022

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

Puchong, 14/08/2022

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

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7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

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