

# MSPO CERTIFICATION SUMMARY REPORT

## MPOB – SPOC Q25 BARAM

ANNUAL SURVEILLANCE 04

Onsite Audit Date: 14/11/2022 – 17/11/2022

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# MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board (MPOB)  
Certifying Unit: SPOC Q25 Baram  
Client Number: 92- 055  
Audit Type: ASA 04  
Mode of Audit: Onsite

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### ABBREVIATIONS

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

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### 1. INTRODUCTION

MPOB has commissioned TÜV NORD (Malaysia) Sdn Bhd to conduct surveillance four (04) audit for SPOC Q25 Baram 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 Q25 Baram 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 Q25 Baram 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 (2) 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: Muhammad Khairul Anuar bin Azizul Hasan

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers 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	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	Ariff bin Lokman	Graduate in Plantation Industry and Management	Yes
	Mohamad Norhisham bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
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)	Ariff bin Lokman	7 years working experience in oil palm plantation	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed MPOCC endorsed lead auditor training	Ariff bin Lokman	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Ariff bin Lokman	Qualified as auditor based on audit log.	Yes
	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor based on audit log.	

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

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Requirement	Assessor	Qualification	Compliance
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Ariff bin Lokman	Able to communicate in both Bahasa Malaysia and English.	Yes
	Mohamad Norhisham bin Mohd Salleh	Able to communicate in both Bahasa Malaysia 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.

### Surveillance Four (04) Audit:

The surveillance four (04) audit conducted onsite from 14/11/2022 – 17/11/2022 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 OFIs raised during last surveillance audit;
- Assessment reporting.

### Onsite Assessment

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

The methodology for collection of objective evidence by means of physical 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 108 new members and 955 old members. The total number of smallholders for this audit are 1,063.

As per MPOB requirements the risk factor of 1.5 shall be applied. Therefore, the sample size  $S = 1.5\sqrt{1,063} = 48.90$  round up to the next integral of 49.

As per OPMC 2 issue 2, from the sample size, the number of the new members are  $49 \times 75\% = 37$  and number of existing members are  $49 \times 25\% = 12$ .

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

**Table 2-1: List of Sample Smallholders**

Name	GPS Coordinates
Existing member(s)	
Itang Kumbang	3.8264 N 114.5415 E
Wan Nyagang	3.7176 N 114.2308 E
Jalong Kumbang	3.7597 N 114.6042 E
Drus Ngau	3.4933 N 114.3067 E
Jeffrey Juli	4.1731 N 114.2136 E
Matthew Belanda Ak Jingga	4.1731 N 114.2869 E
Baidah Edward	3.9685 N 114.1565 E
Doi Ak Edward Kantan	3.7236 N 114.2533 E
Lim Bee Heo	3.7408 N 114.6056 E
Evelyn Junan Ak Peng	4.2081 N 114.3681 E
Margaret Meran	3.7913 N 114.5984 E
Sim Boon Ghee	3.4933 N 114.3067 E

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Name	GPS Coordinates
New member(s)	
Arni Paren	3.643430 N 114.111459 E
Musa Apoi Terom	3.642745 N 114.110042 E
Dunny Ak Jada	3.428660 N 114.012025 E
Donny Anak Sagoi	3.768235 N 114.378519 E
Johnny Jau Jok	3.736709 N 114.400670 E
Helen Augustine Lunyau	3.477682 N 114.477683 E
Lucia Sara Lunyau	3.477503 N 114.161278 E
Gene Ak Malina	3.434960 N 113.98453 E
Jackson Bunya Anak Linna	3.433580 N 113.98341 E
Ricky Jau Laing	3.584803 N 114.424480 E
Gabriel Laing Anyie	3.588478 N 114.426444 E
Felicia Laat Lunyau	3.477380 N 114.161388 E
Thurson Dahry Johanne Lahang	3.434077 N 114.0869927 E
Ronald Jayar Johannes	3.434077 N 114.0869927 E
Suling Laing	3.614053 N 114.143188 E
Betty Jaffry Wan	4.019407 N 114.280871 E
Matthew Balang Cheng	3.715390 N 114.270413 E
John Anak Jambul	3.733839 N 114.39787 E
Disa Lawai	3.375952 N 114.061042 E
Musa Lawai	3.634935 N 114.116012 E
Austine Ahjoon@Bilong Ahjoon	3.262829 N 114.0415421 E

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Name	GPS Coordinates
New member(s)	
Joachim Jok Ngau	3.314272 N 114.185321 E
Andrious Ding	3.282441 N 114.253822 E
Harryson Laga Ak Manng	3.435730 N 113.98341 E
Malang Embap	3.639277 N 114.114355 E
Benny Lihan Luhut	3.525628 N 114.279986 E
Jimmy Ajang Laing	3.505628 N 114.279986 E
Imang Jok	3.46579 N 114.386709 E
Lungan Jau	3.285516 N 114.254837 E
Philip Anak Juak	3.435312 N 114.24207 E
Sigau Langat	3.520849 N 114.305473 E
Jok Emang	3.411514 N 114.241515 E
Aloysius Lawai Epoi	3.465159 N 114.158579 E
Kahen Jau	3.232600 N 114.215151 E
Peter Pungut	3.445833 N 114.131944 E
Ajang Ngau	3.588108 N 114.42432 E
David Padan	3.470501 N 114.384229 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 Q25 Baram, is a branch of MPOB located at Lot 1177 & 1178, Tingkat 4, Block 9, MCLD Miri Waterfront, Jalan Permaisuri, 98000 Miri Sarawak, N 4°23'55.392", E113°59'12.767" 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 Miri district.

The smallholders are in Baram, Sarawak as shown in the below maps.



Figure 1: SPOC Q25 Baram smallholders location



Figure 2: SPOC Q25 Baram smallholders location



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Figure 3: SPOC Q25 Baram smallholders location



Figure 4: SPOC Q25 Baram smallholders location



Figure 5: SPOC Q25 Baram smallholders location

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Figure 6: SPOC Q25 Baram smallholders location



Figure 7: SPOC Q25 Baram smallholders location



Figure 8: SPOC Q25 Baram smallholders location



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Figure 9: SPOC Q25 Baram smallholders location



Figure 10: SPOC Q25 Baram smallholders location



Figure 11: SPOC Q25 Baram smallholders location



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Figure 12: SPOC Q25 Baram smallholders location



Figure 13: SPOC Q25 Baram smallholders location



Figure 14: SPOC Q25 Baram smallholders location



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Figure 15: SPOC Q25 Baram smallholders location



Figure 16: SPOC Q25 Baram smallholders location



Figure 17: SPOC Q25 Baram smallholders location



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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 04

The objective of the audit is to assess the activities of MPOB Cawangan SPOC Q25 Baram are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

##### 4.1.1. Surveillance 04:

The surveillance audit is conducted from 14/11/2022 to 17/11/2022.

The number of smallholders in this surveillance audit are 1063.

The number of smallholders 955 remain the same for this surveillance audit.

The number of smallholders joined during this surveillance audit are 108.

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 0 Major, 0 Minor and 3 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.

Therefore, there is no physical stakeholders consultation conducted for this surveillance audit.

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TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 14/10/2022 to announce the audit of the certified unit. As at audit date on 14/11/2022 there are no comments received.

### 4.3. Summary of Assessment

#### Principle and Criteria Assessment Summary

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

#### Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance												
4.1.1.1	<p>SPOC Q25 Baram adopted MPOB MSPO Policy, doc no: MSPO/SSCC/POLISI-01, revision 3, updated 01/06/2021.</p> <p>MSPO policy is publicly displayed at MPOB SPOC Q25 Baram office notice board.</p> <p>Document review of sampled smallholders' individual files, MSPO policy is included in MSPO application forms signed by SPOC Q25 Baram 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 Q25 Baram adopted MPOB list of social and environmental impact and action plan, document no: MSPO/SPOC/L-04/ISP, issue no: 4, revision no: 4, 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 conducted near the waterways</td><td>Avoid activities near the waterways.</td></tr></table> <p>Field interviews with sampled smallholders, informed they have been briefed by SPOC Q25 GM to avoid chemical spraying activities near the waterways.</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 conducted 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 conducted near the waterways	Avoid activities near the waterways.											
4.1.2.2	<p>SPOC Q25 Baram Group Manager provide smallholders Warta Sawit and share the MSPO information training and LKN conducted and as tools to disseminate new information and techniques.</p> <p>Document review, the Latest Warta Sawit distribute is Bil. 81 (2) May-August 2022.</p>	Yes												

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### Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
	Field interviews with sampled smallholders informed they obtained Warta Sawit via training conducted on 17/05/2022.	

### Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC Q25 Baram 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 describing the steps approached for delivering FFBs to collection center or mill with the type of documents:</p> <ol style="list-style-type: none"><li>1. Sales receipt;</li><li>2. Weighbridge ticket;</li><li>3. Transfer records to BRL;</li><li>4. Keep Receipt;</li><li>5. SPOC will collect records and prepare summary.</li></ol> <p>Document review verify weighbridge tickets are kept by the smallholders.</p> <p>Field interviews with sampled smallholders informed they kept the weighbridge ticket for traceability purposes.</p>	Yes
4.2.1.2	<p>SPOC Q25 Baram Group Manager maintain records of FFBs production and sales of each smallholders in the database.</p> <p>Document review verify SPOC Q25 Baram smallholders maintain copy of FFBs sales and weighbridge ticket in the 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 Q25 Baram established legal register, document number: MSPO/SPOC/L-01/SKU, issue no: 03, revision 05, updated 01/08/2021. The list includes laws applicable for Sarawak.</p> <p>Example of list:</p> <ol style="list-style-type: none"><li>1. Undang-undang Sarawak: Kod Tanah (Cap. 81) 1958;</li><li>2. MPOB Act 1998;</li><li>3. Minimum Wages amended 2020;</li><li>4. Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988 (Pindaan Pertama) 2020.</li></ol> <p>Briefing on legal compliance has been conducted on 17/05/2022.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>Review on sampled smallholder's copy of MPOB license is maintained in the smallholder's individual file with validity until 30/04/2027.</p> <p>Field interviews with sampled smallholders informed they have been briefed on legal requirement.</p>	
4.3.2.1	<p>All smallholders under SPOC Q25 Baram are having NCR land and acknowledge by Tuai Rumah.</p> <p>SPOC Q25 Baram established form MPOB (PK), 'Akuan Pengesahan Tanaman Kelapa Sawit' as evidence of smallholders land ownership.</p> <p>Example of information verified in form MPOB (PK) 'Akuan Pengesahan Tanaman Kelapa Sawit':</p> <ul style="list-style-type: none"> <li>• Name of smallholder;</li> <li>• Address;</li> <li>• Area statement;</li> <li>• Tuai rumah;</li> <li>• Village Name.</li> </ul>	Yes
4.3.3.1	<p>Smallholders under SPOC Q25 Baram are having NCR land.</p> <p>SPOC Q25 Baram established form MPOB (PK) as evidence of smallholders land ownership.</p> <p>Document review confirm all smallholders having letter of acknowledgement from 'Tuai Rumah'. The letter serves as evidence for land ownership.</p>	Yes
4.3.3.2	<p>Map location of NCR Land acknowledged by 'Tuai Rumah' was available on smallholder's individual files.</p>	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SPOC Q25 Baram adopted MPOB Guidelines Complaint and Grievance, document number MSPO/SPOC/SOP-01/AR, issue 04, revision 02 dated 01/06/2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> <li>1. The flow chart in the SOP describes grievance and complaint process is to be resolved within 14 days;</li> <li>2. Group manager is in charge in handling the complaint and grievances;</li> <li>3. Grievance and complaint records are archived and maintained.</li> </ol> <p>Review on 'Taklimat MSPO' report verified the complaint and grievances procedure has been briefed to smallholders dated 17/05/2022.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled smallholders informed they understand the complaint and grievance procedure and process flow.	
4.4.1.2	<p>SPOC Q25 Baram adopted MPOB Guidelines Complaint and Grievance, document number MSPO/SPOC/SOP-01/AR, issue 04, revision 02 dated 01/06/2021.</p> <p>Review the SOP stated time line to resolve disputes within 14 days.</p> <p>Stated in the SOP person in charge is Group Manager. The Group Manager is assigned for:</p> <ul style="list-style-type: none"> <li>Accepting the grievances;</li> <li>Analyzed and investigate on issue raised.</li> </ul> <p>Any complaint outside the scope of the group manager it will refer to other parties or MPOB HQ.</p> <p>Field interviews with sampled smallholders informed they understand the complaint and grievance procedure and process flow.</p>	Yes
4.4.2.1	<p>SPOC Q25 Baram adopt MPOB Guidelines Occupational Safety &amp; Health, document number MSPO/SPOC/GP-02/KKP, issue: 3, revision: 0 effective date: 01/06/2021.</p> <p>SOP describes:</p> <ul style="list-style-type: none"> <li>Responsibility of GM and smallholders regarding safety and health.</li> <li>Procedure and type of PPE used for harvesting, manuring and spraying.</li> </ul> <p>Document review on 'Taklimat MSPO' report, safety and health training has been conducted on 17/05/2022.</p> <p>Field interviews with sampled smallholders informed they have been briefed on importance of safety and health during working in field.</p> <p>Example:</p> <p>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 Q25 Baram adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p> <p>The form has included payment rates for operational activities such as harvesting, chemical spraying, manuring and pruning.</p> <p>Field interviews with sampled smallholders informed, they working by themselves or assisted by family members in carrying out field operations.</p>	Yes
4.4.3.2	<p>SPOC Q25 Baram 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 Q25 Baram adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>There are no complaints related to discrimination during documents review.</p> <p>Field interviews with sampled smallholders informed no discrimination occurs.</p>	
4.4.3.3	<p>SPOC Q25 Baram adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p> <p>The form has included 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 and assisted by family members in carrying out field operations or hiring casual workers.</p> <p>Field interviews with sampled smallholder informed the casual worker is paid according to the agreeable rates.</p>	Yes
4.4.3.4	Field inspection at sampled smallholders SPOC Q25 Baram farm verified, there is no on-site living quarters.	Yes
4.4.3.5	<p>SPOC Q25 Baram adopted MPOB Employment Terms document number MSPO/SPOC/SMP-01, rev-02 updated 01/06/2021.</p> <p>The form describe:</p> <ul style="list-style-type: none"> <li>Not to employ young workers below the age of 15-18 years old, for working in dangerous and heavy work.</li> </ul> <p>Field inspection at sampled smallholders SPOC Q25 Baram farm sighted no hiring of underage workers in the field.</p>	Yes
4.4.4.1	<p>SPOC Q25 Baram established training programme year 2022. The training programme include 'Taklimat MSPO, GAP and LKN visit.</p> <p>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: 17/05/2022.</p> <p>Field interviews with sampled smallholders informed they have been briefed on MSPO implementation in farms.</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SPOC Q25 Baram adopted MPOB List of Social and Environmental Impact and Action Plan, document number MSPO/SSCC/I-04/ISP, revision 04, issue 04 dated 01/06/2021.</p> <p>Environmental impact and action plan:</p> <p>Activity: Chemical spraying;</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Environmental impacts: Empty chemical containers;</p> <p>Action plan: Empty chemical container to be tripled rinse, punctured and stored.</p> <p>Review on the training records and field interview with SPOC Q25 Baram smallholders informed they have been briefed on the environment impacts dated 17/05/2022.</p> <p>Field inspection to smallholder farms sighted there are no over spraying activities carry out by smallholders.</p>	
4.5.2.1	<p>Field visit to smallholders farm confirm there is no renewal energy use by SPOC Q25 Baram smallholder's farm.</p> <p>Field interviews with SPOC Q25 Baram smallholders informed they are not using any renewable energy at farm.</p>	Yes
4.5.3.1	<p>SPOC Q25 Baram adopted MPOB List of Scheduled and Domestic Wastes MSPO/SPOC/L-03/SRD Issue 4 rev 1 effective date 01/06/2021.</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>Review on the training record and interview with smallholders informed they have been briefed on disposal, recycle or reused methods for empty chemical containers dated 20/10/2021.</p> <p>Field inspection to sampled smallholders farm confirm the empty chemical containers are utilize to store water for chemical spraying activities.</p>	Yes
4.5.3.2	<p>SPOC Q25 Baram adopted MPOB SOP for Scheduled Waste Management, doc no: MSPO/SPOC/SOP-04/BT issue 4 revision 4 effective date 01/06/2020.</p> <p>The SOP describe:</p> <ol style="list-style-type: none"> <li>1. To conduct triple rinsing for each empty chemical container before disposed;</li> <li>2. To put marking on empty chemical container for chemical mixing purposes;</li> <li>3. All scheduled waste shall be disposal according to the Environmental Quality (Scheduled waste) Regulations, 2015.</li> </ol> <p>Document 'Rekod Pengurusan Bahan Buangan Terjadual Tahun 2021' established by SPOC Q25 Baram for monitoring of implementation.</p> <p>Field inspection to smallholder's farm observed empty chemical containers are labelled and stored at designated area.</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 empty chemical containers are use as water container for chemical spraying activity after conducted triple rinse.	
4.5.4.1	<p>SPOC Q25 Baram adopted MPOB guidelines River Buffer Zone, doc no: MSPO/SPOC/GP-03/ZPS, issue 4 dated 01/06/2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> <li>1. Guideline on buffer zone length;</li> <li>2. No activities such as chemical spraying and manuring;</li> <li>3. Flow chart on buffer zone establishment.</li> </ol> <p>Document review on training record and field interview with smallholders informed they have been briefed on environmental practices in the farm dated 17/05/2022.</p> <p>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.</p>	Yes
4.5.4.2	<p>SPOC Q25 Baram smallholders practise rain harvesting.</p> <p>Field interviews with sampled smallholders informed they practise rain harvesting using empty drums for chemical spraying activity and washing purpose.</p>	Yes
4.5.5.1	<p>SPOC Q25 Baram adopted list of totally protected wildlife from Wildlife Department of Sarawak.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Sunda Pangolin;</li> <li>2. Sun bear;</li> <li>3. Sunda clauded leopard.</li> </ol> <p>Document review on training record and phone call interview with smallholders informed they have been briefed on protection of wildlife dated 17/05/2022.</p> <p>Site inspection sighted the wildlife posters are displayed at the MPOB Baram notice board.</p> <p>Field interviews with sampled smallholders informed they have sighted tupai, biawak and monyet within their farms.</p>	Yes
4.5.6.1	<p>SPOC Q25 Baram adopted MPOB Guidelines Zero Burning Practices, doc. No. MSPO/SPOC/GP-04/APS, issue 4 rev. 1, 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 training record and field interview with smallholders informed they have been briefed on zero burning dated 17/05/2022.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	Field visits at sampled smallholder's farm confirm there are no open burning practice within the smallholder's farm.	

### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	SPOC Q25 Baram conducted GAP briefing for harvesting, manuring, chemical application and PPE usage dated 17/05/2022.  Field interviews with sampled smallholders informed they had been briefed on GAP implementation in their farm.  Field inspection at sampled smallholder's farms observed implementation of good agricultural practice on frond stacking and proper palm pruning.	Yes
4.6.1.2	Field inspection at SPOC Q25 Baram sampled smallholders farms, observed signage displayed at their farm.  Information included in the signage are:  1. Land owner; 2. Lot number; 3. Total area; 4. Year planting; 5. GPS coordinate.  Example:  1. Land owner: X 2. Total area: 2.80 Ha; 3. GPS coordinate: 3.88839; 114.153824; 4. Year Planting: 2019.	Yes
4.6.2.1	SPOC Q25 Baram established SOP, 'Garis Panduan Pelan Daya Ekonomi dan Kewangan', doc no: MSPO/SPOC/GP-01/PEK, issue no: 4, date effective: 01/06/2021.  The procedure described the expenses and income management for smallholders.  Document review, budget for MSPO training and LKN visit year 2022 has been approved.  The operation budgets includes MSPO training, MSPO auditing, PPE and miscellaneous expenses.	Yes
4.6.3.1	SPOC Q25 Baram established monthly MPOB FFB mill price at office notice board and via WhatsApp group.  Field interviews with sampled smallholders inform they have access to the FFB prices via phone call, WhatsApp group, MPOB portal, MPOB office notice board and FFB price display on mill or dealer's weighbridge.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	SPOC Q25 Baram smallholder's database is review. 1 <sup>st</sup> planting conducted in year 1996 and latest replanting is in year 2020. There are no new planting for old members and new members of SPOC Q25 Baram. Therefore, no assessment required on high biodiversity value to be carry out.	Yes
4.7.2.1	SPOC Q25 Baram smallholder's database is review. 1 <sup>st</sup> planting conducted in year 1996 and latest replanting is in year 2020. There are no new planting for old members and new members of SPOC Q25 Baram. Therefore, no soil survey or topography is required.	Yes
4.7.3.1	SPOC Q25 Baram smallholder's database is review. 1 <sup>st</sup> planting conducted in year 1996 and latest replanting is in year 2020. There are no new planting for old members and new members of SPOC Q25 Baram. 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.
<b>X</b>	No non-conformity raised in previous audit.
<i>Note 1: If a minor non-conformity raised in last audit, is not closed out, the finding will be raised to a Major non-conformity.</i> <i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i>	

### 4.5. Detail of Audit Findings in last Audit

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

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### 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.	4.4.4.1	Independent smallholders are encouraged to seek knowledge to increase their competency in oil palm management.	Field	SPOC Q25 Baram new smallholders could improve on knowledge in oil palm management.
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 Q25 Baram smallholders could improve GAP on; - Weeding; - Pruning.
3.	4.6.1.2	A visual identification or reference system shall be established for each field or block of oil palm planting.	Field	SPOC Q25 Baram could improve visual identification information for new smallholders.

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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 Q25 Baram consisting of 1,063 independent smallholders according to MS 2530-2:2013 Part 2, General Principles for Independent Smallholders.

There are 3 OFI was raised during this surveillance 04 audit.

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

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

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

Total certified number of independent smallholders: 1,063

Total certified acreage of smallholders: 6,358.3040 Ha

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### 6. RECOMMENDATION

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

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

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

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

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

	Recommended for Certification / Recertification
<b>X</b>	Recommended for Continuity of Certification
	Suspended of Certification

Puchong, 30/11/2022

Muhammad Khairul Anuar bin Azizul  
Hasan  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 05/01/2023

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



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### 7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

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