

MSPO CERTIFICATION SUMMARY REPORT

MPOB – SPOC Q28 SUAI

SURVEILLANCE 02

Remote Audit Date: 07/12/2020 – 10/12/2020

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MSPO Certification Summary Report

Company Name: Malaysian Palm Oil Board
Certifying Unit: SPOC Q28 Suai
Client Number: 92-056
Audit Type: ASA 02
Mode of Audit: Remote



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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 Q28 Suai 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 Q28 Suai 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 Q28 Suai in managing the independent smallholders' scheme.

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

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

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

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

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

1.3. Appointment & Qualification of Audit Team Members

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

Qualification of the Lead Auditor: Ariff Bin Lokman

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS2530 series of standard 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 and appointed as lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 14001 and 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 9001, 14001 and 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 9001, 14001 and 45001 Lead Auditor course.
Completed High Conversation Value assessment	Qualified as lead auditor for MSPO scheme.

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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	Zul Hairi Bin Abu Hassan	Graduate in Applied Science (Major in Plantation Industry and management)	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Graduate in Applied Science (Major 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)	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantation.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantation.	
Successfully completed MPOCC endorsed lead auditor / auditor trainings	Zul Hairi Bin Abu Hassan	Successfully completed MS2530 series of standard for Lead Auditors	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed MS2530 series of standard 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	Zul Hairi Bin Abu Hassan	Qualified and appointed as auditor for MSPO scheme.	Yes

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Requirement	Name Assessor	Qualification	Compliance
auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified and appointed as auditor for MSPO scheme.	
Field working experience in the palm oil sector or demonstrable equivalent	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantation.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantation.	
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Zul Hairi Bin Abu Hassan	9 years working experience in oil palm plantation.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantation.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Zul Hairi Bin Abu Hassan	Successfully completed ISO 9001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Zul Hairi Bin Abu Hassan	Successfully completed ISO 45001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Zul Hairi Bin Abu Hassan	Successfully completed SA 8000 Basic training.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed SA 8000 Basic training.	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Zul Hairi Bin Abu Hassan	Successfully completed ISO 14001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor course.	

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Requirement	Name Assessor	Qualification	Compliance
Completed High Conversation Value assessment	Zul Hairi Bin Abu Hassan	Qualified as Auditor for MSPO scheme.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified as Auditor for MSPO scheme.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Zul Hairi Bin Abu Hassan	Able to communicate in Bahasa Malaysia and English.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	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, interviews SPOC personnel, contractors; 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 02 Audit:

Surveillance 02 audit conducted remotely on 07/12/2020 – 10/12/2020 covering the following activities but not limited to below:

Remote:

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Desk documentation assessment;
- Virtual interview management;
- Virtual stakeholders communication; If required
- Virtual interview of smallholders; phone call interview
- Virtual inspection of farm; photos observation
- Production records
- Review revised and updated documentation;
- Training records
- Assessment reporting

Remote Assessment

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

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

This remote audit is conducted in accordance to MPOCC Updated Circular (27 October 2020) Guidance on Remote Audits due to Covid-19 Pandemic on travelling restrictions.

The remote audit follow the IAF MD4:2018 and as guided by the ISO 9001 Auditing Practices Group Guidance on Remote Audits.

The communication tool applied for remote audit is WhatsApp / Telephone

MSPO guidance documents are used to guide the collection of information.

For this remote 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 346 new members and 660 existing members. The total number of smallholders for this audit are 1006.

As per MPOB requirements the risk factor of 1.5 shall be applied. Therefore, the sample size $S = 1.5\sqrt{1006} = 47.57$ round up to the next integral are 48.

As per OPMC 2 issue 2, from the sample size, the number of the new members are $48 \times 75\% = 36$ and number of existing members are $48 \times 25\% = 12$.

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

Table 2-1: List of Sample Smallholders

Name	GPS Coordinates
Existing Members	
Akok Anak Limping,	3.685686°N 113.5867°E
Banyang Anak Jek,	3.683431°N 113.5862°E
Brendan Anak Sidi,	3.684322°N 113.5876°E
Billy Anak Unang,	3.686853°N 113.587°E
Awah Anak Arah,	3.798008°N 113.6199°E
Bedindang Anak Tiboh,	3.772928°N 113.634°E
Bisang Anak Sibat,	3.766433°N 113.6335°E
Duling Anak Anggak,	3.768311°N 113.6238°E
Belok Anak Jek,	3.682167°N 113.5866°E
Boniface Bada Anak Enja.	3.682633°N 113.5927°E

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Name	GPS Coordinates
Existing Members	
David Vyner Anak Meringai,	3°47'53.40"N 113°37'0.50"E
Donna Farina Anak Usop	3°45'53.33"N 113°38'6.10"E
New Members	
Daniel Anak Jamba,	3.766464°N 113.624640°E
Jeffry Anak Jamba,	3.768029°N 113.623017°E
Sida Anak Angit,	3.772895°N 113.622730°E
Sylvester Anak Buda,	3.777248°N 113.626787°
Velentina Anak Peter,	3.694498°N 113.617860°E
Balala Anak Langai,	3.691586°N 113.617999°E
Nalong Anak Alin,	3.693595°N 113.615256°E
Rata Anak Uga,	3.759184°N 113.670379°E
Pertiah Anak Sagai,	3.766029°N 113.670730°
Nur Irene Binti Keyai,	3.757405°N 113.668942°E
Linsoi Anak Angit,	3.771918°N 113.621931°E
Roy Anak Bedindang,	3.766295°N 113.629932°E
Minggu Anak Angit	3.775057°N 113.624776°E
Empina Anak Wat,	3.692992°N 113.619534°E
Gingi Anak Gemat,	3.693645°N 113.617279°E
Ajan Ngerong,	3.691301°N 113.617299°E
Keroline Punak Anak Jelian,	3.764858°N 113.668098°E
Philip Anak Kunbong	3.755380°N 113.664606°E
Gerunsin Anak Ichi,	3.711579°N 113.594868°E

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Name	GPS Coordinates
Existing Members	
Dzatkuroki Anak Dawi,	3.714166°N 113.596878°E
Chua Seong Lin,	3.728162°N 113.664540°E
Phang Nyuk Lin,	3.727014°N 113.665398°E
Eddy Anak Janda,	3.706289°N 113.591900°E
Racha Anak Ichi,	3.712749°N 113.594560°
Ho Chaeng Seng,	3.726414°N 113.664860°E
Johari Bin Sanai,	3.726989°N 113.662891°E
Edris Bin Skiaw,	3.767376°N 113.523415°E
Sabari Bin Edris,	3.767177°N 113.524158°E
Zainal Abidin Bin Basri,	3.728676°N 113.660980°E
Seman Bin Abdul Samat	3.729212°N 113.661820°E
Evelyn Kelinga Anak Jinggan,	3.703682°N 113.593790°E
Petrus Julin Anak Mantok	3.711066°N 113.599384°E
Rodika Anak Dawi,	3.714677°N 113.596542°E
Mengan Anak Maja	3.726413°N 113.659893°E
Hanapiah Binti Edris,	3.767316°N 113.522658°E
Jeffry Bin Edris	3.767541°N 113.522197°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 Q28 Suai, is a branch of MPOB located at Shop lot 19, Tingkat 1, Lot 507 & 508, Batu Niah, 98200 Sarawak, coordinate 3.862778°N, 113.7153°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 Suai district.

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

Map No 1



Map no 2



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Map no 3



Map no 4



Map no 5

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Map no 6



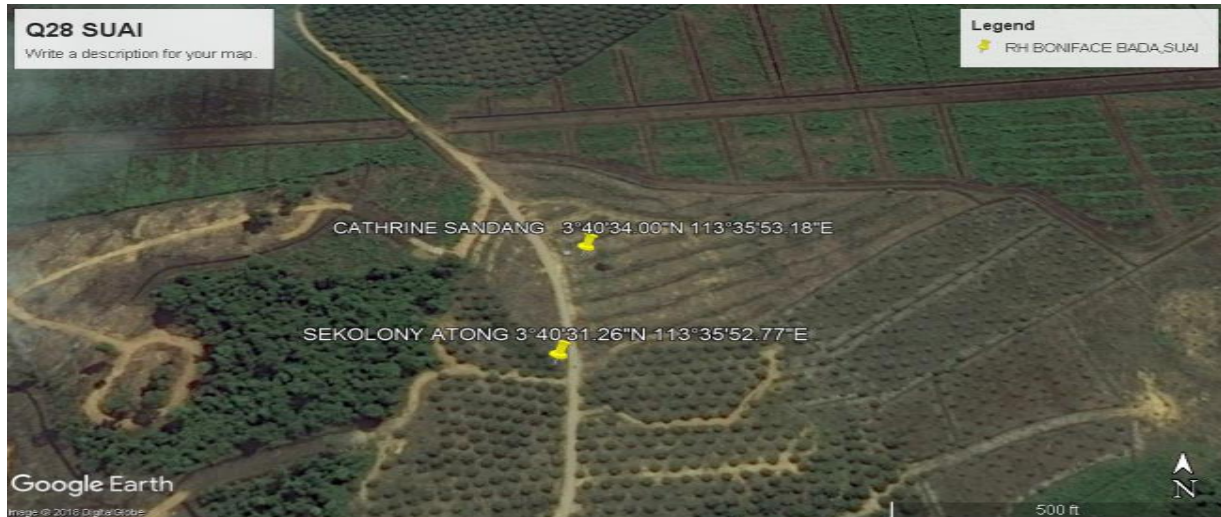
Map no 7



Map no 8

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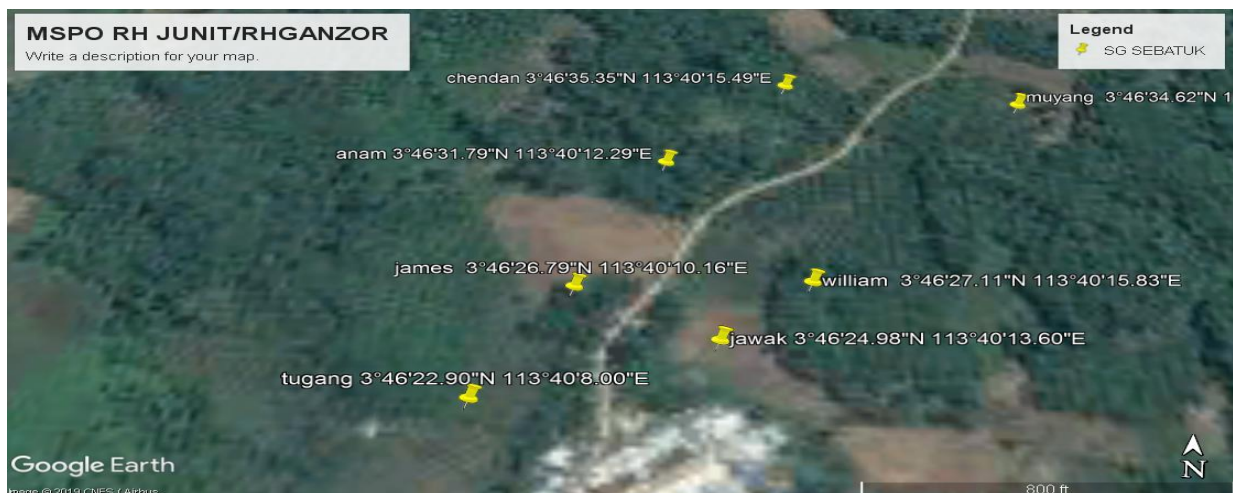
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Map no 9



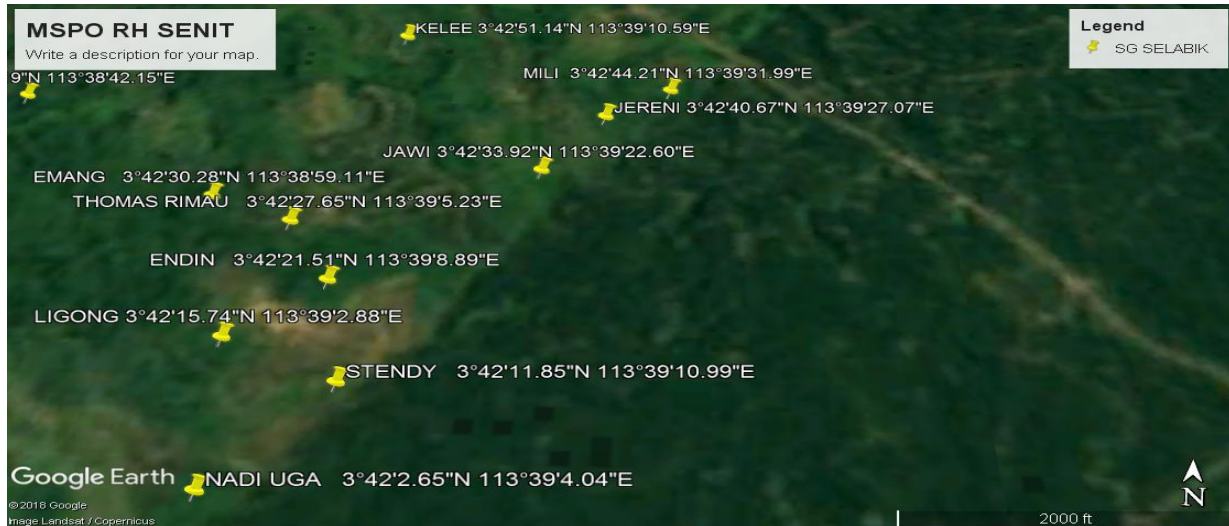
Map no 10



Map no 11

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4. CERTIFICATION ASSESSMENT

4.1. Surveillance Audit 02

The objective of the audit is to assess the activities of MPOB Cawangan SPOC Q28 Suai are in compliance with MS 2530-2: 2013 Part 2: General principles for independent smallholders' requirements.

4.1.1. Surveillance 02:

The surveillance 02 audit is conducted on 07/12/2020 to 10/12/2020.

The number of smallholders in this surveillance audit are 1006.

The number of smallholders 660 remain the same for this surveillance audit.

The number of smallholders joined during this surveillance 02 audit are 346.

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 remote 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 the surveillance 01 audit, there are 0 Major, 0 Minor and 5 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.

The audit team leader has review the stakeholders' consultation feedback during the last surveillance audit and there are no concerns or complaints or disputes raised or any prior to this audit.

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

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 Q28 Suai adopted MPOB MSPO Policy, doc no: MSPO/SPOC/POLISI-01, revision 2, updated 01/06/2020.</p> <p>The following statements are in the policy:</p> <ul style="list-style-type: none">a) Commitment and responsibility of SPOC Q28 Suai.b) Transparent in giving information to applicable stakeholders.c) Traceability in documents.d) Compliance to local, national and universal legal requirement. <p>Virtual reviewed on the training records confirmed the MSPO policy briefing conducted on 04/02/2020 and 26/09/2020 for smallholders.</p> <p>Phone call interview smallholders informed they are aware of the MSPO policy.</p>	Yes
4.1.2.1	<p>SPOC Q28 Suai adopt 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: 01/06/2020.</p> <p>Example of Social Impact and Action Plan:</p> <p>Activity: Manuring, spraying, and harvesting</p> <p>Social impact: Able to give new awareness to local community via systematic and discipline farm management.</p> <p>Action plan: Ongoing effort</p> <p>Virtual reviewed on the training records confirmed the manuring, chemical spraying and harvesting training conducted on 04/02/2020 and 26/09/2020 for smallholders.</p>	Yes
4.1.2.2	<p>SPOC Q28 Suai distribute latest Warta Sawit "Bil. 73 (3) Sep – Dis 2019" to smallholders during MSPO briefing on 26/09/2020.</p> <p>Phone call Interviewed with smallholders confirmed they obtained new information from group manager and received the Warta Sawit when attend training.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SPOC Q28 Suai adopt MPOB Garis Panduan Pelan Daya Ekonomi dan Kewangan doc no MSPO/SPOC/GP-01/PEK, issue no: 3 revision no: 3 effective date: 01/06/2020.</p> <p>The guideline includes the records of farm activities as follows:</p> <ol style="list-style-type: none">1. Rekod Penjualan Buah Tandan Segar2. Rekod Penggunaan Baja / Racun3. Rekod Perbelanjaan <p>Phone call interview smallholders informed they are aware and maintain the documents related to traceability.</p>	Yes
4.2.1.2	<p>SPOC Q28 Suai adopt MPOB MSPO form for sales and production record doc no: MSPO/SPOC/GP-01/PEK, effective date 01/06/2020.</p> <p>Remote document review verify records of smallholders FFB sales to respective collection centre or mills.</p> <p>Phone call interview smallholders confirmed FFB sales and delivery records copies are maintained.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SPOC Q28 Suai adopt MPOB List of Legal Register document number MSPO/SSCC/L-01/SKU, issue number 03, revision number 05, effective date 01/06/2020.</p> <p>Example of Laws and Acts:</p> <ol style="list-style-type: none">1. Perintah Gaji Minimum 2020.2. Undang-undang Sarawak: Kod Tanah (Cap. 81) 1958.3. Akta Kanak-kanak dan orang muda (Pekerjaan) 1966.4. Akta Pencegahan dan Pengawalan Penyakit Berjangkit 1988 pindaan 2020. <p>Remote document review training MSPO has been conducted on 04/02/2020 which include awareness on legal requirement.</p> <p>Phone call interview smallholders informed, they aware of compliance to legal requirement.</p>	Yes
4.3.2.1	<p>All smallholders in SPOC Q28 Suai obtain the "Surat Akuan Pengesahan Tanah NCR" and approved by 'Ketua Rumah Panjang' and ketua kampung.</p> <p>All members file were reviewed for "Surat Akuan Pengesahan Tanah NCR" and Map.</p> <p>There are no dispute recorded within SPOC Q28 Suai.</p>	Yes
4.3.3.1	<p>Smallholders land under SPOC Q28 Suai are NCR land.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Remote document review verify letter of acknowledgement from Tuai Rumah to smallholders for their land. The letter serves as evidence for land ownership	
4.3.3.2	Map of land ownership for NCR Land is reviewed. The map established acknowledge by Tuai Rumah. The map show location of the smallholder land.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SPOC Q28 Suai adopted MPOB SOP 'Aduan dan Rungutan', doc no: MSPO/SPOC/SOP-01/AR, no issue: 03, rev: 02, updated 01/06/2020.</p> <ol style="list-style-type: none"> 1. Stated in the SOP timeline for addressing the grievance and complaint are within 14 days. 2. Group manager is in charge in handling the complaint and grievances. 3. All the grievance and complaint records are documented. <p>Form of complaint, doc no: MSPO/SPOC/F-01/AR, no issue: 03, rev: 01, updated 01/06/2020.</p> <ol style="list-style-type: none"> 1. Section A: Aduan / Rungutan 2. Section B: Tindakan Penyelesaian 3. Section C: Pengesahan Tindakan Penyelesaian <p>Remote document review on complain and grievances procedure had been briefed to smallholders during MSPO training on 04/02/2020.</p> <p>Phone call interview smallholders informed that they are aware and understand the grievance procedure and process on lodging grievance</p>	Yes
4.4.1.2	<p>SPOC Q28 Suai adopted MPOB SOP 'Aduan dan Rungutan', doc no: MSPO/SPOC/SOP-01/AR, no issue: 03, rev: 02, updated 01/06/2020.</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> <ol style="list-style-type: none"> 1. Accepting the grievances 2. Analyzed and investigate on issue raised <p>Any complaint outside the scope of the group manager it will refer to other parties or MPOB HQ to handle the matter.</p> <p>Phone call interview smallholders inform they are aware on complaint process and timelines to resolve the complaints.</p>	Yes
4.4.2.1	<p>SPOC Q28 Suai adopt MPOB "Garis Panduan Keselamatan dan Kesihatan Pekerjaan" doc no: MSPO/SPOC/GP-02/KKP, no issue: 03, no revision: 0, update effective: 01/06/2020.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>SOP describes:</p> <ol style="list-style-type: none"> 1. Responsibility of GM and smallholders regarding safety and health. 2. Procedure and type of PPE used for harvesting, manuring and spraying. <p>Remote document review on safety and health training has been conducted on 04/02/2020 and 26/09/2020.</p> <p>Phone call interview smallholders, they aware of the importance of safety during working in the field.</p>	
4.4.3.1	<p>SPOC Q28 Suai adopted MPOB form, 'Terma Penggajian Pekerja' document number MSPO/SPOC/TPP-01, updated 01/10/2020.</p> <p>The form has includes payment rates for operational activities such as harvesting, chemical spraying, manuring and pruning.</p> <p>Phone call interview smallholders informed, they working by themselves or assisted by family members in running daily operations.</p>	Yes
4.4.3.2	<p>SPOC Q28 Suai adopted MSPO policy document number MSPO/SSCC/POLISI-01 (Rev01) states 'Menentang amalan diskriminasi dengan mengamalkan hak kesamarataan dalam memberi peluang dan layanan tanpa mengira bangsa, jantina, agama, fahaman politik dan kewarganegaraan'</p> <p>SPOC Q28 Suai adopted MPOB form "Syarat Mengupah Pekerja Di kebun Sawit", document number MSPO/SSCC/SMP-01.</p> <p>The form describe :</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>Phone call interview smallholders informed no discrimination occurs.</p>	Yes
4.4.3.3	<p>SPOC Q28 Suai adopted MPOB form, 'Terma Penggajian Pekerja' document number MSPO/SPOC/TPP-01, updated 01/10/2020.</p> <p>The form has includes payment rates for operational activities such as harvesting, spraying, manuring and pruning.</p> <p>Phone call interview smallholders informed, they working by themselves or assisted by family members in running daily operations.</p>	Yes
4.4.3.4	<p>There are no living quarters observed during picture review to smallholders field and phone call interview.</p>	Yes
4.4.3.5	<p>SPOC Q28 Suai adopted MPOB form 'Syarat Mengupah Pekerja di Kebun Sawit', document number MSPO/SPOC/SMP-01 updated 01/10/2020.</p> <p>The form describe :</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Not to employ young workers below the age of 15-18 years old, for working in dangerous and heavy work. <p>Phone call interview` smallholders recounted no present of child workers on field. Smallholders aware and understand on legal restriction on hiring under age workers.</p>	
4.4.4.1	<p>SPOC Q28 Suai establish the training programme dated on 16/12/2019.</p> <p>The training programme include the Kursus Bengkel MSPO and LKN visit programme.</p> <p>Group manager SPOC Q28 Suai conducted training for smallholders:</p> <p>Title: Kursus Bengkel MSPO SPOC Q28 Suai</p> <p>Date: 04/02/2020 and 26/09/2020</p> <p>Subject: Introduction to MSPO, safety and health, legal requirement, GAP, Wildlife preservation, environment.</p> <p>Document review verify briefing record on MSPO awareness through online platform in WhatsApp's Group conducted on 07/12/2020.</p> <p>Phone call interview, confirmed smallholders aware of MSPO policy, safety and health requirement, GAP, Wildlife preservation and environment and legal requirement</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services								
Indicator	Summary of Assessment	Compliance						
4.5.1.1	<p>SPOC Q28 Suai adopted MPOB Social and Environment Impacts and Action Plan, document number MSPO/SPOC/L-04/ISP, issue 3, revision: 3 effective date 01/06/2020.</p> <p>Example:</p> <table><tr><th>Aktiviti</th><th>Impak Persekitaran</th></tr><tr><td>Pembukaan kawasan kebun</td><td>Pencerobohan orang awam ke dalam kebun bagi aktiviti sampingan Laporan JKKK / polis dibuat</td></tr><tr><td>Meracun dan Membaja</td><td>Pencemaran air boleh berlaku akibat daripada penggunaan racun makhluk perosak berdekatan dengan saluran air dan zon pemampasan sungai</td></tr></table> <p>SPOC Q28 Suai conducted training on MSPO requirements, environmental protection, good agricultural practice (GAP) and safety & health dated 22/02/2020.</p> <p>Remote document review verified training agenda, photos and attendance are archived and maintained.</p>	Aktiviti	Impak Persekitaran	Pembukaan kawasan kebun	Pencerobohan orang awam ke dalam kebun bagi aktiviti sampingan Laporan JKKK / polis dibuat	Meracun dan Membaja	Pencemaran air boleh berlaku akibat daripada penggunaan racun makhluk perosak berdekatan dengan saluran air dan zon pemampasan sungai	Yes
Aktiviti	Impak Persekitaran							
Pembukaan kawasan kebun	Pencerobohan orang awam ke dalam kebun bagi aktiviti sampingan Laporan JKKK / polis dibuat							
Meracun dan Membaja	Pencemaran air boleh berlaku akibat daripada penggunaan racun makhluk perosak berdekatan dengan saluran air dan zon pemampasan sungai							

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Principle 5: Environment, natural resources, biodiversity and ecosystem services											
Indicator	Summary of Assessment	Compliance									
	Virtual field observation through photos of smallholders' fields verify there are no over spray activities observed in the field.										
4.5.2.1	Virtual field observation verified SPOC Q28 Suai smallholders do no use renewable energy at site.	Yes									
4.5.3.1	<p>SPOC Q28 Suai adopt MPOB List of Scheduled and Domestic Wastes MSPO/SPOC/L-03/SRD Issue 3 rev 0 effective date 01/06/2020.</p> <p>Example:</p> <p>From agriculture input:</p> <table border="1"> <tr> <td>Agricultural input</td><td>Waste produced</td><td>Impact</td></tr> <tr> <td>Weedicide</td><td>Empty chemical containers</td><td>Breeding ground for mosquito Polluting water sources</td></tr> <tr> <td>Fertilizer</td><td>Fertilizer Bag</td><td>Polluting the soil</td></tr> </table> <p>Virtual field observation through photos and phone call interviewed, verify smallholders are aware the empty chemical containers can be recycle and reused after conducted triple rinsing.</p>	Agricultural input	Waste produced	Impact	Weedicide	Empty chemical containers	Breeding ground for mosquito Polluting water sources	Fertilizer	Fertilizer Bag	Polluting the soil	Yes
Agricultural input	Waste produced	Impact									
Weedicide	Empty chemical containers	Breeding ground for mosquito Polluting water sources									
Fertilizer	Fertilizer Bag	Polluting the soil									
4.5.3.2	<p>SPOC Q28 Suai adopted MPOB SOP for Scheduled Waste Management, doc no: MSPO/SPOC/SOP-03/BT issue 3 revision 3 effective date 01/06/2020.</p> <p>The SOP objective '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>The procedure states;</p> <ul style="list-style-type: none"> - To conduct triple rinsing for each empty chemical container before disposed. - To put marking on empty chemical container for chemical mixing purposes. - All waste disposal shall follow the Peraturan Kualiti Alam Sekitar (Bahan Terjadual) 2005 Akta Kualiti Alam Sekitar. <p><i>Borang Senarai Bahan Buangan Terjadual</i> established by SPOC Q28 Suai to identify and record the scheduled wastes generated.</p> <p>SPOC Q28 Suai conducted training on MSPO requirements, environmental protection, good agricultural practice (GAP) and safety & health dated 22/02/2020.</p> <p>Remote document review verified training agenda, photos and attendance are archived and maintained..</p> <p>Virtual field observation through photos on smallholders' field, verify no chemical containers left in the farms.</p>	Yes									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.4.1	<p>SPOC Q28 Suai adopted MPOB guidelines River Buffer Zone, doc no: MSPO/SPOC/GP-03/ZPS, issue 3, revision 0 dated 01/06/2020.</p> <p>SOP describes it is the responsibility of smallholders to take care of environmental at the buffer zone from polluting by chemical.</p> <p>SPOC Q28 Suai conducted training on MSPO requirements, environmental protection, good agricultural practice (GAP) and safety & health dated 22/02/2020.</p> <p>Remote document review verified training agenda, photos and attendance are archived and maintained.</p> <p>Phone call interviewed with smallholders' informed they are aware to maintain the water quality and its importance.</p>	Yes
4.5.4.2	<p>Water harvesting is implement by smallholders. Smallholders use drums to collect rainwater for chemical spraying activity.</p> <p>Phone call interviewed with smallholders informed they are using drum to collect water for chemical spraying activities.</p> <p>Virtual field observation through photos of smallholders field verify drums is use for collecting rainwater.</p>	Yes
4.5.5.1	<p>SPOC Q28 Suai obtain list of protected wildlife from Sarawak Forestry Department.</p> <p>Remote document review on photos provided verified the list of wildlife is displayed at MPOB Batu Niah notice board.</p> <p>Example protected animals:</p> <p>Primates – Beruk</p> <p>Petuaristinae – Tupai Terbang</p> <p>Hystricidae - Landak</p> <p>Phone call interviewed with smallholders informed they are aware on wildlife protected by laws and penalties charged..</p> <p>Phone call with smallholders informed there are protected wildlife 'Tupai Terbang' in the farms.</p>	Yes
4.5.6.1	<p>SPOC Q28 Suai adopted MPOB Guidelines Zero Burning Practices, doc. No. MSPO/SPOC/GP-04/APS, issue 3 rev. 01, effective date 01/06/2020.</p> <p>The SOP describes as below;</p> <p>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>Virtual field observation through photos to smallholders' fields, verify no open burning occur.</p> <p>Phone call interviewed with smallholders informed they are aware no open burning allowed in the farms as restricted by the law.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SPOC Q28 Suai conducted training on MSPO requirements, environmental protection, Good agricultural practice (GAP) and safety & health dated 22/02/2020.</p> <p>Remote document review verified training agenda, photos and attendance are archived and maintained.</p> <p>Virtual field observation through photos to smallholders' field verify the implementation of good agricultural practice such as:</p> <ul style="list-style-type: none"> - Proper stacking of fronds. - Good maintenance of harvesting path. - Proper palm pruning. <p>Phone call interviewed with smallholders' informed they aware on Good Agricultural Practices (GAP) in the farms with guidance by Group Manager SPOC Q28 Suai.</p>	Yes
4.6.1.2	<p>SPOC Q28 Suai establish visual identification for each smallholder with information of smallholders' name, lot number, GPS coordinates, lot size and year of planting. Virtual field observation through photos of smallholders field verify the fields marking with visual identification.</p>	Yes
4.6.2.1	<p>SPOC Q28 Suai adopted MPOB Guideline Economic and Financial Plan, MSPO/SPOC/GP-01/PEK, issue 3, revision 3 dated 01/06/2020.</p> <p>SPOC Q28 Suai established annual training programme for year 2020 include MSPO training and field visit (LKN).</p> <p>Remote document review verified there is business plan established for SPOC Q28 Suai on MSPO programme year 2020.</p> <p>Remote document review on 'Penyata Perbelanjaan Program Jom MSPO' year 2020 for SPOC Q28 Suai verified the budget includes for implementation of the MSPO program.</p> <p>Further verification on approval of budget for MSPO training verified all cost included are approved by MPOB HQ.</p>	Yes
4.6.3.1	<p>Conversation via phone call with SPOC Q28 Suai GM informed FFB price is monitor on monthly basis through input from ramp / dealers for fair price.</p> <p>Phone call interviewed with smallholders informed they are aware on FFB price displayed on FFB dealer's office.</p>	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Remote document review on list of smallholders and planting statements confirmed no new planting in SPOC Q28 Suai. The first planting is in year 1999 and the latest new planting is in year 2018. There are no new plantings for existing and new members in year 2019 and 2020. Thus, there is no assessment on high biodiversity area.	Yes
4.7.2.1	Remote document review on list of smallholders and planting statements confirmed no new planting in SPOC Q28 Suai. The first planting is in year 1999 and the latest new planting is in year 2018. There are no new plantings for existing and new members in year 2019 and 2020. Therefore, no soil survey or topography is required.	Yes
4.7.3.1	Remote document review on list of smallholders and planting statements confirmed no new planting in SPOC Q28 Suai. The first planting is in year 1999 and the latest new planting is in year 2018. There are no new plantings for existing and new members in year 2019 and 2020. 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.
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. 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

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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.

REMOTE AUDIT OUTCOME		
During this remote audit	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	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 Q28 Suai could consider improve awareness on environmental impact for chemical spraying activity.
2.	4.5.5.1	Independent smallholders should show a basic understanding of any species or habitats of concern, together with their conservation needs. Information on protected species and their habitat with high biodiversity value may be obtained from relevant government agencies, such as the Forestry Department, Forest Research Institute of Malaysia and the Wildlife Department.	Field	SPOC Q28 Suai could consider improve in disseminating information list of wildlife to 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 Q28 Suai consisting of 1006 independent smallholders according to MS 2530-2:2013 Part 2, General Principles for Independent Smallholders.

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

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

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

Total certified number of independent smallholders:	1,006
Total certified acreage of smallholders:	6,522.34 Ha
Certified FFBs output January to October 2020:	59,579.99 Mt
Projected FFBs output November to December 2020:	6,850.00 Mt

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6. RECOMMENDATION

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

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

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

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

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

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

Puchong, 07/01/2021

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

Puchong, 07/01/2021

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

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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