

# MSPO CERTIFICATION SUMMARY REPORT

**SEONG THYE PLANTATIONS SDN BHD**

**SURVEILLANCE 04**

**Onsite Audit Date: 10/04/2023 & 14/04/2023**

**TUV NORD (Malaysia) Sdn Bhd**

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**MSPO Certification Summary Report**

Company Name: Seong Thye Plantations Sdn. Bhd.  
Certifying Unit: Ladang Rompin POM & Ladang Padang POM  
Client Number: 92-180  
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>GMP</b>	Good Milling Practices
<b>GPS</b>	Global Positioning System
<b>ISO</b>	International Standard Organisation
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysian Palm Oil Certification Council
<b>MSPO</b>	Malaysian Sustainable Palm Oil
<b>NC</b>	Non Conformity
<b>OSH</b>	Occupational Safety and Health
<b>P&amp;C</b>	Principle and Criteria
<b>PK</b>	Palm Kernel
<b>POME</b>	Palm Oil Mill Effluent
<b>PPE</b>	Personal Protective Equipment
<b>RSPO</b>	Roundtable Sustainable Palm Oil
<b>RTE</b>	Rare, Threatened and Endangered Species
<b>SA8000</b>	Social Accountability 8000
<b>SDS</b>	Safety Data Sheet
<b>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>WHO</b>	World Health Organization

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### 1. INTRODUCTION

Seong Thye Plantations Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to carry out surveillance four (04) audit for its palm oil mill according to MS 2530-4:2013 Part 4 General Principles for palm oil mills.

#### 1.1. Objective

The objective of this surveillance four (04) audit is to assess palm oil mill by an independent certification body with the aim for compliance of the standards.

#### 1.2. Scope

The certification is based on the documentation established by Seong Thye Plantations Sdn Bhd.

The supporting documents 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 based on MS 2530-4:2013 Part 4 General principles for palm oil mills. TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

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

1. Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mill audit guidance;
2. Palm Oil Supply Chain Traceability Requirements.

#### 1.3. Appointment and Qualification of team members

The audit team appointed consists of the team leader and two (2) team members. The team contributes to the review of documents, assessment of the project activity and preparation of this report.

##### Qualification of the Lead Auditor: Khairul Anwar Bin Ismail

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

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Carried out at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	5 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 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 online course.

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

### Qualification of Team Members

Requirement	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
	Mohammad 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
	Mohammad 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
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	
Carried out a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an	Ariff bin Lokman	Qualified as auditor based on audit log.	Yes

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Requirement	Assessor	Qualification	Compliance
auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Good Milling Practices. Palm oil milling working experience or auditing experience	Ariff bin Lokman	Qualified and appointed as lead auditor for MSPO scheme.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Qualified and appointed as lead auditor for MSPO scheme.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Ariff bin Lokman	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed ISO 9001:2015 Lead Auditor 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
	Mohammad 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
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed Basic SA 8000 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
	Mohammad Norhisham Bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 Lead auditor course.	
Attended High Conversation Value Assessment training	Ariff bin Lokman	Attended and completed the HCV-HCS for producers' course.	Yes

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Requirement	Assessor	Qualification	Compliance
	Mohammad Norhisham Bin Mohd Salleh	Attended and completed the HCV-HCS for producer online course.	
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
	Mohammad 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;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews with operational personnel, stakeholders and its contractors; review of documentation;
- Reporting;
- Resolution of non-conformance (NC);
- 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 carried out onsite on 10/04/2023 & 14/04/2023 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below;
  - Policies;
  - Standard Operating Procedures including Mill Operation Manual;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents;
- Inspection, observations and inspection of mill facilities and activities;
- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Reports established;

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- Work plans established;
- Review and closed out of non-conformance raised in last audit;
- Assessment reporting.

**On-site Assessment**

The audit of the mill is carried out according to the MS 2530-4: 2013 Part 4: General principles for palm oil mills.

The methodology for collection of objective evidences by means of physical site inspections, observation of tasks and processes; interview workers and operation personnel, review of documentation and data. Checklists and questionnaires are used to guide the collection of information.

**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 Improvement (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 and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be reviewed and verified during the next audit.

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### 3. ORGANISATION INFORMATION

Seong Thye Plantations Sdn. Bhd. Head Office located at Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470, Kuala Lumpur, Malaysia.

The certified mills are listed at the below table.

Name of Mill	Location	Coordinates
Ladang Rompin POM	Ladang Rompin, Mukim Rompin, Pahang	2.94013 N, 103.245259 E
Ladang Padang POM	Ladang Padang, Mukim Kahang, Kluang, Johor	2.31025 N, 103.529222 E

#### 3.1. Production volume

##### Ladang Rompin POM

Volume for the past year Jan 2022 to Dec 2022			Actual volume Jan 2023 to March 2023			Projected volume April 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
129,661.32	26,303.18	6,241.90	24,364.70	4,754.32	1,263.87	108,155.30	21,688.32	5,097.09

##### Ladang Padang POM

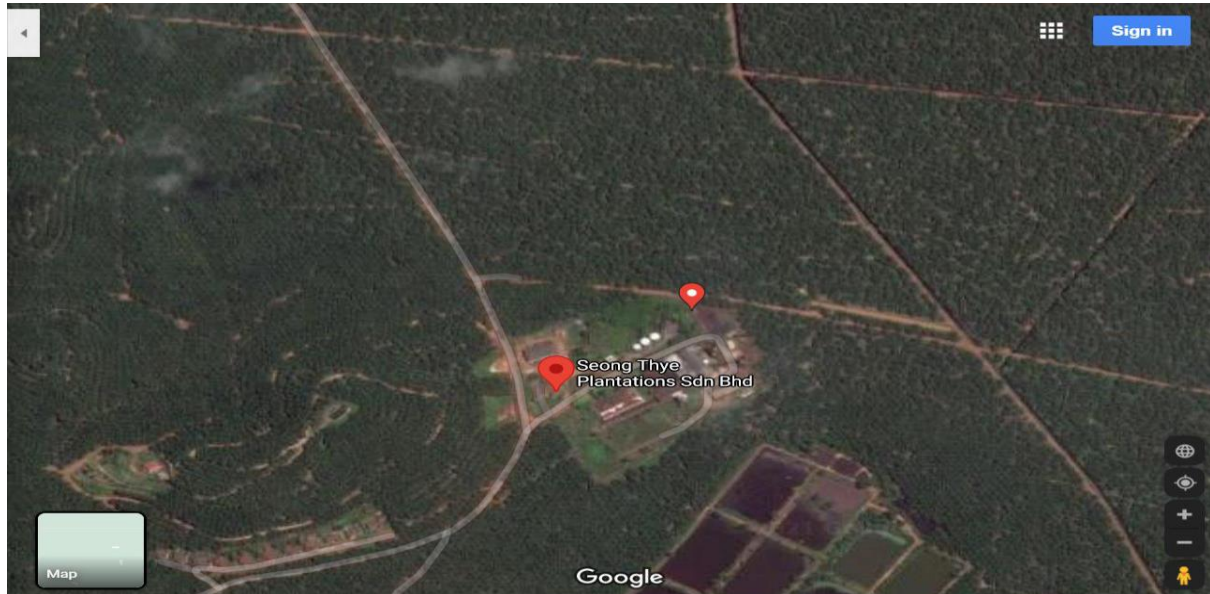
Volume for the past year Jan 2022 to Dec 2022			Actual volume Jan 2023 to March 2023			Projected volume April 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
117,857.71	22,536.84	6,281.49	18,497.07	3,452.35	1,064.41	92,313	17,571.32	4,938.15

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### 3.2. Maps of Mill Location



**Figure 1:** Ladang Rompin POM



**Figure 2:** Ladang Padang POM

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**4. CERTIFICATION ASSESSMENT****4.1. ASA 04**

The objective of the audit is to assess the activities of the mill are in compliance with MS 2530-4: 2013 Part 4: General Principles for Palm Oil Mills.

**4.1.1. Surveillance Four (04) Audit:**

The surveillance four (04) audit is carried out on 10/04/2023 & 14/04/2023.

During the last surveillance audit, there are three (03) Opportunities for Improvement (OFI) raised.

During this surveillance 04 audit, three (03) Opportunities for Improvements (OFIs) were identified.

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 carried out for this surveillance audit.

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 10/03/2023 to announce the audit of the certified unit. As at audit date on 10/04/2023 there are no comments received

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### 4.3. Summary of Findings

Principle and Criteria Assessment Summary
<p>The assessment team carried out a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits where all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-4. The summary of the assessment can be seen 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</p>

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Ladang Rompin Palm Oil Mill (LRPOM) and Ladang Padang Palm Oil Mill (LPPOM) adopted STPSB MSPO Sustainability policy dated 02/01/2019 signed by Executive Chairman describes on the 7 MSPO Principles. It was updated on 01/03/2023.</p> <p>The policy is publicly displayed at Mill notice board.</p> <p>Training on MSPO policy at Ladang Rompin Palm Oil Mill (LRPOM) has been carried out on 08/03/2023 to the staff and workers.</p> <p>Training on MSPO policy at Ladang Padang Palm Oil Mill (LPPOM) has been carried out on 04/03/2023 to the staff and workers.</p> <p>Site interview with ramp operators informed they understand and has been briefed on the MSPO policy.</p>	Yes
4.1.1.2	<p>The policy had also clearly stated the company's commitment which included continual improvement in the overall aspects of palm oil mill management and community development.</p>	Yes
4.1.2.1	<p>LRPOM and LPPOM adopted STPSB Internal Audit Procedure MSPO-P1-C2; Rev. 1.02 dated 01/03/2021. The procedure stated that audit shall be planned and carried out once a year.</p> <p>LRPOM latest internal audit is carried out on 28/02/2023 – 02/03/2023 with three (3) OFIs raised.</p> <p>LPPOM latest internal audit is carried out on 13/03/2023 – 15/03/2023 with two (2) OFIs raised.</p>	Yes
4.1.2.2	<p>LRPOM has been carried out internal audit on 28/02/2023 - 02/03/2023 with no findings and three (3) OFIs raised.</p> <p>LPPOM latest internal audit is carried out on 13/03/2023 – 15/03/2023 with no findings and two (2) OFIs raised.</p> <p>The summary of internal audit has been identified the strong and weak points for further improvement in the next audit.</p>	Yes
4.1.2.3	<p>LRPOM and LPPOM internal audit report has been presented in the management review dated 07/03/2023 and 27/03/2023 respectively.</p>	Yes



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.3.1	<p>LRPOM and LPPOM carried out management review dated 07/03/2023 and 27/03/2023. The frequency of management review is once a year after the internal audit.</p> <p>The management review agenda includes;</p> <ol style="list-style-type: none"> <li>1. Internal audit results;</li> <li>2. External audit results;</li> <li>3. Review of Policies;</li> <li>4. Customers feedback;</li> <li>5. Resources issues;</li> <li>6. Recruitment;</li> <li>7. Pay rates.</li> </ol>	Yes
4.1.4.1	<p>STPSB mills has established Continual Improvement Plan (CIP) for year 2023.</p> <p>LRPOM CIP updated on 01/03/2023.</p> <p>LPPOM CIP updated on 12/03/2023.</p> <p>The CIP includes legal requirements, environmental and safety &amp; health</p> <p>The CIP established consist of aspect, plan, PIC, dateline and status</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>Aspect: Safety;</p> <p>Plan: Provide the fogging schedule to control the mosquito breeding ground;</p> <p>PIC: Mill Engineer;</p> <p>Dateline: Every month;</p> <p>Status: In progress.</p> <p>Latest fogging programme carried out on 17/02/2023 for workers housing.</p>	Yes
4.1.4.2	<p>The company established the system as per MSPO Title: Latest Technology and Systems, Standards and Practices; MSPO-P1-C4 dated 01/01/2019.</p> <p>Interview with LRPOM Mill Engineer informed there is new fire prevention system (SPKA) in progress to be installed.</p> <p>Training on SPKA will be carried out after completion of installation.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>STPSB established Stakeholders Consultation Procedure, MSPO-P2-C2, updated 08/05/2019.</p> <p>LRPOM carried out external stakeholders meeting dated 14/02/2023 chaired by Mill Engineer to communicate with stakeholders.</p> <p>The agenda includes:</p> <ol style="list-style-type: none"> <li>1. Introduction of MSPO;</li> <li>2. Introduction Policy and Company Procedure;</li> <li>3. Others.</li> </ol> <p>Reviewed the stakeholders minute meeting has includes environmental, social and safety. The meeting attended by mill management and mill employees.</p> <p>LRPOM and LPPOM carried out external stakeholder meeting dated 15/03/2023 for external stakeholders and 15/02/2023 for internal stakeholders.</p>	Yes
4.2.1.2	<p>STPSB established list of available documents, MSPO-P2-C1 updated on 01/01/2019.</p> <p>Example of documents classify as publicly available are:</p> <ol style="list-style-type: none"> <li>1. Safety and Health Plan;</li> <li>2. Company Policies;</li> <li>3. Sustainability Report.</li> </ol> <p>Example of confidential documents are:</p> <ol style="list-style-type: none"> <li>1. Workers payslip.</li> </ol> <p>Site visits confirmed the company Policies and Sustainability Reports are publicly available at the mill's notice boards.</p>	Yes
4.2.2.1	<p>STPSB established Stakeholders Consultation Procedure, MSPO-P2-C2, updated 08/05/2019.</p> <p>All request for information's for the media must be directly to the company secretary.</p> <p>Example:</p> <p><b>LPPOM</b></p> <p>Stakeholders Consultation Procedure have been communicated to external stakeholders during the external stakeholders meeting on 15/03/2023.</p>	Yes
4.2.2.2	<p>STPSB appointed mill representatives in charge of communication and information.</p>	Yes



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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>LRPOM appoints Mill Engineer as person in-charge for communication and consultation. Appointment letter dated 01/12/2020 reviewed.</p>	
4.2.2.3	<p>STPSB established List of Stakeholders dated 02/01/2023 includes government agencies, internal stakeholders, local villages, neighbouring estates, suppliers and contractors.</p> <p>Documents review on minutes of external stakeholders meeting, no negative feedback or request from external stakeholders.</p>	Yes
4.2.3.1	<p>STPSB established Procedures for Traceability, dated 30/08/2018.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> <li>1. Traceability information;</li> <li>2. Person in charge of traceability processes;</li> <li>3. Traceability documents, example; FFB bunch received chit, weighbridge ticket, delivery notes.</li> </ol> <p>Interviews with sampled mill operators informed they understand the traceability procedure and maintained of the records.</p>	Yes
4.2.3.2	<p>STPSB established Procedures for Traceability, dated 30/08/2018.</p> <p>Internal audits carried out on 28/03/2023 – 02/03/2023 as a mechanism to inspect the traceability system.</p> <p>Documents review on internal audit results, there were no findings raised on traceability.</p> <p>Interviews with LRPOM Mill Engineers informed they monitors the traceability system on a monthly basis.</p>	Yes
4.2.3.3	<p>STPSB appointed mill representatives in charge of traceability.</p> <p>Example:</p> <p>LPPOM assigned Assistant Manager as person in-charge for traceability, sighted appointment letter dated 01/01/2023.</p>	Yes
4.2.3.4	<p>STPSB maintained records of storage, sales and delivery on daily basis.</p> <p>Delivered palm products are traceable to contracts and crosscheck with delivery notes and weighbridge tickets issued from mill against weighbridge tickets from buyers.</p> <p>Documents review on weighbridge ticket, delivered palm products information are included in the ticket.</p> <p>Example:</p> <p>Mill: LRPOM</p> <p>Incoming raw materials;</p> <p>Delivery note no: 144247;</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Date: 09/04/2023;            Transporter vehicle number: SJ8;            Field Block number: 14 A;            Mill Weighbridge ticket no: 401443;            Date: 09/04/2023 ;            Vehicle no: SJ 8;            DO number: 144247;            Net Weight: 4.49mt.            Interviews with mill clerks informed all weighbridge tickets are kept in the mill office.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>STPSB established register of laws and list of relevant acts, laws and regulations established on 19/05/2022 and updated on 17/03/2023.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Malaysian Palm Oil Board Act 1998;</li> <li>Employment (Amended) Act 2022;</li> <li>Minimum wages order 2022.</li> </ul> <p>The STPSB licenses and permits are available and displayed in the mill offices notice board.</p> <p>Example of MPOB license:</p> <ul style="list-style-type: none"> <li>LRPOM expires on 31/05/2023;</li> <li>LPPOM expires on 31/03/2024.</li> </ul>	Yes
4.3.1.2	<p>STPSB established register of laws and list of relevant acts on 19/05/2022 and updated on 17/03/2023.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Malaysian Palm Oil Board Act 1998;</li> <li>Minimum wages order 2022;</li> <li>Employment Act (Amendment) 2022.</li> </ul>	Yes
4.3.1.3	<p>STPSB established register of laws and list of relevant acts on 19/05/2022 updated 17/03/2023.</p> <p>Latest update:</p> <ul style="list-style-type: none"> <li>Employment Act (Amendment) 2022.</li> </ul>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.4	STPSB appoints person as legal compliance officer to responsible to monitor compliance and update for related documents as below: <ul style="list-style-type: none"> <li>LRPOM appoints Chief Clerk as PIC on 01/02/2023;</li> <li>LPPOM appoints Mill Engineer as PIC on 01/01/2023.</li> </ul>	Yes
4.3.2.1	LRPOM & LPPOM land titles that are lease hold land titles issued by Land and Surveys Department. The activity stated in the land title is the purpose of the cultivation for oil palm.  There is no diminish of land use rights of other users.	Yes
4.3.2.2	LRPOM & LPPOM land titles are lease hold land titles and issued by Land and Surveys Department.  Example:  LP land title lot no 3222 issued by Land & Survey Department. The activity stated in the land title is the purpose of the cultivation for oil palm.	Yes
4.3.2.3	LRPOM and LPPOM land titles includes map stating the total area with boundary stone numbering.	Yes
4.3.2.4	LRPOM and LPPOM estates land titles are lease hold land titles issued by Land and Surveys Department.  Therefore, no land disputes.	Yes
4.3.3.1	LRPOM and LPPOM land titles were issued by Land and Surveys Department with the land use for cultivation of oil palm.  There are no native or customary sub-leased land in STPSB.	Yes
4.3.3.2	LRPOM and LPPOM land titles were issued by Land and Surveys Department.  No customary land titles in STPSB.	Yes
4.3.3.3	LRPOM and LPPOM land titles were issued by Land and Surveys Department.  There are no native or customary sub-leased land in STPSB.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	STPSB carried out Social Impact Assessment (SIA) for year 2023.  LRPOM established Social Impact Assessment (SIA) includes information from survey and meeting feedback include both internal stakeholders dated 17/01/2023 and external stakeholders, dated 14/02/2023.  The SIA includes matters:  1. Daily operation;	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>2. Bad workers culture;            3. Local opportunities;            4. Transportation;            5. Cooperate contribution.</p> <p>The SIA includes summary of positive and negative impacts with time bound plan to monitor for completion.</p> <p>The positive impacts are continuously promoted include monitoring on time frame.</p> <p>The SIA will be reviewed once a year with feedback from the stakeholders</p>	
4.4.2.1	<p>STPSB established Complaint and Grievance Procedure document no.ref: MSPO-P4-C2, latest reviewed on 08/05/2019.</p> <p>The timeline describe in the procedure that complaint will be solved based on category which defined as critical, high impact, medium and low impacts.</p> <p>The procedure describes that the complaint and grievance officer should solve the complaint received within 14 days after the complaint received. Complaints which required higher authorization will be solved by Manager according to additional period.</p> <p>Site inspections observed complaints and grievance procedure and complaint forms is displayed at mills office notice board.</p>	Yes
4.4.2.2	<p>The complaints and grievance procedure states complaint based on category which defined as critical, high impact, medium and low impacts.</p> <p>Reviewed on complaint feedback log book for internal and external grievances verify no complaint lodged.</p> <p>Site interviews with sampled mill operators at both mill informed no complaint lodged.</p>	Yes
4.4.2.3	<p>STPSB established complaints form for internal and external stakeholders.</p> <p>Site interviews with sampled mill operators informed complaint forms were available at mills office.</p>	Yes
4.4.2.4	<p>STPSB carried out complaints and grievances training to its internal and external stakeholders.</p> <p><b>LRPOM</b></p> <p>Complaint Procedure briefing to staffs and workers carried out carried out on 05/04/2023.</p> <p>Complaint procedure briefing to external stakeholder carried out on 14/02/2023.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Site interviews with sampled mill operators informed they were briefed and understand the procedure to lodge complaints to the mill management.	
4.4.2.5	STPSB established complaint log book for internal and external stakeholders.  Example:  Documents reviews on complaints feedback log book, LRPOM maintained record books from 2019, 2020, 2021 and 2022. No complaint lodged from 2019 until the audit date.	Yes
4.4.3.1	STPSB provided job opportunity to local communities by hiring workers, security guards, office staffs and operators.  Example:  <b>LPPOM</b>  Mill canteen is operated by local communities.	Yes
4.4.4.1	STPSB established Safety and Health Policy signed by the Executive Chairman dated 13/05/2019. The policy states commitment to comply with the Occupational Safety and Health Act 1994 and Factory and Machinery Act 1967 towards achieving zero incidences.  The policy is publicly displayed at mill office notice boards.  This policy is in dual languages, English and Bahasa Malaysia for effective implementation to workers and stakeholders.  This Policy includes target and objective such as ameliorate risk by identification of the potential hazards and initiate risk assessment and recommendation of suitable remedial measures.	Yes
4.4.4.2	a The occupational safety and health plan was available and included programs to comply with legal compliance, vehicle safety, OSH reporting/evaluation, OSH training, ERP and others and included as per below:-  Safety and health policy communicated through training on 08/03/2023 to the staff and workers at LRPOM.  Safety and Health policy communicated through training on 03/04/2023 to the staffs and workers at LPPOM.	Yes
	b The risk for all operation been assessed in HIRARC and reviewed as per below:-  Reviewed the latest revised HIRARC on risk level and additional type of hazard dated 19/01/2022.  Example:  <b>LRPOM</b>  Activity: Cleaning of sludge pits;	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Hazard: Slippery ground/ broken perimeter rail;            Effect: Fall into pits;            Existing Control: Training, PPE, perimeter railing, permit to work, work place inspection and SOP;            Risk evaluation: <math>L(3) \times S(3) = 9</math> Medium;            Recommendation Control: Safe work practice, inspection &amp; SOP.            Review on LPPOM HIRARC, sighted all the risk has been identified and updated dated 01/04/2023.</p>	
c. i	<p>The OSH programmed included the training for all workers includes on legal requirements, building inspection, ERP, vehicles safety, OSH reporting/evaluation and OSH course.            Example:            LRPOM carried out chemical handling training on 16/03/2023 to the workers and staff. Training material, attendance and photos are documented.            LPPOM carried out chemical handling training on 04/04/2023 to the respective workers. Training material, attendance and photos is documented and maintained.</p>	Yes
c. ii	<p>The OSH programmed included training for all workers on legal requirements, building inspection, ERP, vehicles safety, OSH reporting/evaluation and OSH course.            Site inspections at chemical stores observed SDS were available and well maintained.</p>	Yes
d	<p>LRPOM PPE issuance record is available and latest record dated 03/04/2023 for kernel plant workers. PPE included in the recommendation from HIRARC reviewed dated 01/04/2023.            LRPOM established records of PPE issuances to monitor and ensure workers are provide with proper PPEs. The records were documented and maintained.            Site interviews with sampled mill operators informed they are provided with PPE according to individual task.</p>	Yes
e	<p>LRPOM and LPPOM adopted 'Manual Keselamatan &amp; Kesihatan Pekerjaan Bahagian Ladang' (Vision 4):2021. The manual covers handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.            Example:</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	LRPOM carried out chemical handling training dated 16/03/2023 to the workers and staff. Training material, attendance and photos are documented.	
f	<p>STPSB appoints a person in-charge for safety and health as follows:</p> <p>LRPOM: General Clerk is appointed as person in-charge on 01/02/2023.</p> <p>LPPOM: Safety supervisor appointed as person in-charge dated 01/02/2019.</p>	Yes
g	<p>STPSB carried out OSH meeting on quarterly basis in compliance to DOSH requirements.</p> <p><b>LRPOM</b></p> <p>Sequence of OSH meeting carried out on 09/06/2022, 08/09/2023, 08/12/2022 and latest on 16/03/2023.</p> <p><b>LPPOM</b></p> <p>Sequence of OSH meeting carried out on 24/05/2022, 07/09/2022, 23/11/2022 and latest on 20/02/2023.</p> <p>Training material, attendance and photos is documented and well maintained.</p> <p>OSH meeting includes reporting on previous meeting issues, worksite inspection, accidents and injury reporting, training, PPE and other matters.</p>	Yes
h	<p>STPSB established Standard Operating Procedure for accident and emergency and documented in Emergency Response Plan (Pelan Tindakan Kecemasan); Appendix F5, Major Spillage (Appendix F6), Incident (Appendix F2), Physical Injury (Appendix F1).</p> <p>Site inspections observed emergency layout plan and contact details is displayed at mill notice board.</p>	Yes
i	<p>LRPOM appoint Medical Assistant (MA) as person in charge of first aid kit.</p> <p>Site inspection at LRPOM, operation site are equipped with first aid approved content. Last training carried out was on 18/01/2023</p> <p>Site inspections at LPPOM, operation site are equipped with first aid approved content. Last training carried out was on 24/02/2023.</p>	Yes
j	<p>LRPOM and LPPOM submitted JKPP 8 form to DOSH for the year 2022.</p> <p><b>LRPOM</b></p> <p>The record of JKPP 8 is available in LPPOM dated 02/01/2023.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
	<p>There is '0' accident cases reported in the JKPP 8 for LRPOM.</p> <p><b>LPPOM</b></p> <p>The record of JKPP 8 is available in LPPOM dated 30/01/2023.</p> <p>There is '1' accident cases reported in the JKPP 8 with 22 days medical leave.</p> <p>The accident reported dated 28/04/2022 and has been reported to JKPP and done for JKPP 6 form submission. The accident cases has been closed by JKPP upon verification.</p> <p>Document review, all medical leave and SOCSO claim has been paid accordingly.</p>		
4.4.5.1	<p>STPSB established 'Social and Human Rights Policy' dated 02/01/2019, signed by Executive Chairman.</p> <p>The policy states 'company will not engage in or support discriminatory practices and shall provide opportunity and treatment regardless race, sex, color, religion, nationality.'</p> <p>Stakeholders meeting carried out on 14/02/2023 on group level.</p> <p>The stakeholders meeting agenda include the company policies, social issues raised, complaint and grievance.</p> <p>Document review on stakeholder meeting minutes verify no issue is raised related to human rights.</p> <p>Site interviews with sampled mill operators informed they are briefed on company policies which brief during morning muster.</p> <p>Document review on training record confirmed company policies were briefed to workers.</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>LRPOM has carried out company policies training including Social &amp; Human Rights policy dated 08/03/2023.</p>		Yes
4.4.5.2	<p>STPSB established 'Social and Human Rights Policy' dated 02/01/2019, signed by Executive Chairman.</p> <p>The policy states 'company will not engage in or support discriminatory practices and shall provide opportunity and treatment regardless race, sex, color, religion, nationality.'</p> <p>Site interviews with sampled mill operators informed they are briefed on company policies which carried out during morning muster.</p>		Yes
4.4.5.3	<p>STPSB established employment agreement for workers in line with legal requirement.</p> <p>Document review on employment agreement verify RM57.69 per day. Pay slip review which includes allowance, daily pay rate and overtime</p>		Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>are verify and comply with Minimum Wages Order 2022. Overtime is paid at rate of one and a half times the hourly rate of pay on normal working days and two times the hourly rate on rest day.</p> <p>The employment agreement is in Bahasa Malaysia language which is able to be understood by the Indonesian workers.</p> <p>Site interviews with sampled mill operators informed they were briefed on the employment agreement signed.</p> <p>Site interviews with sampled mill operators informed they mutually agreed with daily rate as describe in the employment agreement.</p>	
4.4.5.4	<p>STPSB engaged contractor for transportation. Contractor workers' payslips were monitored.</p> <p>Example:</p> <p><b>LPPOM</b></p> <p>Pay slip for the month of February 2023 for sampled contractor workers.</p> <p>Document reviews on workers' payslip, confirmed the payment made is based on daily rate agreeable by contractor and workers.</p>	Yes
4.4.5.5	STPSB established workers list contains of worker name, gender, date of birth, date joined, type of work, wages and period of employment.	Yes
4.4.5.6	<p>STPSB established employment agreement for workers.</p> <p>The employment agreement is in Bahasa Malaysia language which can be understood by workers.</p> <p>Document reviews verify the copy of employment agreement and signed by the workers and mill management.</p> <p>Site interviews with sampled mill operators informed they were briefed on employment agreement and signed copy provided.</p>	Yes
4.4.5.7	<p>STPSB established punch card system to record attendance of workers.</p> <p>Site inspections observed working hours is displayed at mill notice boards.</p> <p>Site interviews with sampled mill operators informed they understand the working hours and overtime.</p>	Yes
4.4.5.8	<p>STPSB established the working hour and break time as below.</p> <p>Office working hours:</p> <p>Working hours: 7:00 am – 4.00 pm;</p> <p>Rest hours: 12:00 pm -1:30 pm.</p> <p>Shift:</p> <p>Morning shift: 7.00 am – 4.00 pm;</p> <p>Afternoon shift: 4.00 pm – 1.00 am;</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Rest hours: 08:00 pm -9:30 pm.</p> <p>Rest hour: 1 ½ hour for each shift.</p> <p>Review on payslips, payment of overtime is at rate of 1.5 times the hourly rate of pay on normal working days and two times the hourly rate on rest day.</p> <p>Site interviews with sampled mill operators informed they understand the working hours and overtime time.</p>	
4.4.5.9	<p>STPSB established payslips as record to document the wages and overtime of the workers.</p> <p>Review on payslip for February 2023, daily rate paid at RM57.69 to workers as describe in employment agreement.</p> <p>Site interviews with sampled mill operators informed the salary paid in line with legal requirement.</p>	Yes
4.4.5.10	<p>STPSB provide benefits to workers and staff such as medical, EIS and SOCSO.</p> <p>Site interviews with sampled mill operators informed they are provided with benefits by their employer.</p>	Yes
4.4.5.11	<p>Site inspections at mill workers quarters area and interviews with general workers confirmed the company has provides workers quarters with basic amenities such as water, electricity, sports and recreational area, surau, medical facility and crèche.</p>	Yes
4.4.5.12	<p>STPSB established 'Social and Human Rights Policy' dated 02/01/2019, signed by Executive chairman.</p> <p>The policy states provide workplace free of violence and sexual harassment whether directly and indirectly against all employees and stakeholders.</p> <p>Site inspections observed the policy is displayed at mills notice boards.</p> <p>Review on gender meeting minutes and onsite interviews with female workers informed no related cases on sexual harassment lodged.</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>Gender meeting carried out on 22/02/2023 participated by staff and workers representative.</p>	Yes
4.4.5.13	<p>STPSB established 'Social and Human Rights Policy' dated 02/01/2019, signed by Executive chairman.</p> <p>The policy states company will comply with established laws and regulations including labour laws, workers housing and respect and protect workers right (including temporary workers, contract and foreign workers).</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Internal stakeholders meeting is carried out on 16/01/2023 and involved management and workers representative.</p> <p>Document review, internal stakeholders minutes of meeting agenda includes company policies, complaint procedures, safety and environmental issues has been discussed.</p>	
4.4.5.14	<p>STPSB established 'Social and Human Rights Policy' dated 02/01/2019, signed by Executive Chairman.</p> <p>The policy states company prohibit employment by coercion. Children and young persons shall not be employed or exploited, the minimum age shall company with local, state and national legislation.</p> <p>Review on the workers list for each mills confirmed workers are above the minimum age of employment.</p> <p>Site interviews with sampled mill operators informed they are briefed on company policies during morning muster.</p> <p>Document review on briefing records, verified briefing on Child Labour Policy to workers has been carried out.</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>Briefing on company policies to workers carried out on 08/03/2023.</p>	Yes
4.4.6.1	<p>STPSB established training programme year 2023 dated 31/12/2022.</p> <p>The training program categorized into:</p> <ol style="list-style-type: none"> <li>1. Management action plans and continuous improvement plan;</li> <li>2. SOP;</li> <li>3. Policy program;</li> <li>4. General;</li> <li>5. Safety.</li> </ol>	Yes
4.4.6.2	<p>STPSB established training programme based on job description and work station.</p> <p>Example of the training carried out for LRPOM:</p> <ol style="list-style-type: none"> <li>1. SOP for start and stop mill process dated 25/03/2023;</li> <li>2. SOP for complaint and grievance handling dated 05/04/2023;</li> <li>3. Emergency response and fire drill dated 01/03/2023;</li> <li>4. Chemical handling &amp; Spillage dated 16/03/2023.</li> </ol> <p>Example of training carried out for LPPOM:</p> <ol style="list-style-type: none"> <li>1. Loading ramp training on 14/03/2023;</li> <li>2. Empty bunches press training carried out on 21/02/2023;</li> </ol>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	3. Chemical handling on 04/04/2023.	
4.4.6.3	<p>STPSB established continuous training programme dated 31/12/2022 based on job description and work station.</p> <p>Example of training programme:</p> <ol style="list-style-type: none"> <li>1. Policies carried out in March 2023;</li> <li>2. Chemical Handling planned in March 2023;</li> <li>3. Workshop planned in February 2023.</li> </ol>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services																								
Indicator	Summary of Assessment			Compliance																				
4.5.1.1	<p>STPSB mills has developed Environmental Policy on 02/01/2019, which was endorsed by their Executive Chairman. The company is committed to implement the good practices in line with their objective. Company has established MSPO procedure for EMP Ref: MSPO-06, rev 1/01, dated 30/08/2018.</p> <p>LRPOM briefing on the environmental policy was made on 08/03/2023, delivered by Mill Engineer. Briefing record was sighted.</p> <p>LPPOM briefing on the environmental policy was made on 04/03/2023, delivered by Asst. Mill Engineer. Briefing record was sighted.</p> <p>Environmental management aspect impact analysis was made available to the audit team.</p> <p>Assessment dated on 02/01/2023 for LRPOM as below:</p> <table><tr><th>Operation</th><th>Aspect</th><th>Impact</th><th>Mitigation</th></tr><tr><td>Mil operation</td><td>Disposal of scraps irons.</td><td>Pollution of soil and water course.</td><td>Recycle.</td></tr><tr><td>Mill operation</td><td>Disposal of non-biodegradable waste.</td><td>Land contamination.</td><td>Provide the dustbin.</td></tr><tr><td>Mill store</td><td>Generation of empty chemical containers.</td><td>Land pollution.</td><td>Provide area for stacking.</td></tr><tr><td>Mill operation</td><td>Use of lubricant and hvdraulic oil.</td><td>Land pollution.</td><td>Schedule of maintenance.</td></tr></table>			Operation	Aspect	Impact	Mitigation	Mil operation	Disposal of scraps irons.	Pollution of soil and water course.	Recycle.	Mill operation	Disposal of non-biodegradable waste.	Land contamination.	Provide the dustbin.	Mill store	Generation of empty chemical containers.	Land pollution.	Provide area for stacking.	Mill operation	Use of lubricant and hvdraulic oil.	Land pollution.	Schedule of maintenance.	Yes
Operation	Aspect	Impact	Mitigation																					
Mil operation	Disposal of scraps irons.	Pollution of soil and water course.	Recycle.																					
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Principle 5: Environment, natural resources, biodiversity and ecosystem services																		
Indicator	Summary of Assessment					Compliance												
	EFB press station																	
4.5.1.2	a	STPSB mills has included group policy and objectives on their EIA. Example: LPPOM established Environmental Aspect Impact Analysis dated on 02/01/2023. Objective of environmental Management Plan:  1. To ensure all activities and facilities within the full life cycle of palm oil plantation and palm oil mill operations are in accordance with the legal and legislation requirements of Malaysia covering state and national level;  2. To ensure all activities and facilities of plantation meet all the criteria in line with the company Environmental Policy;  3. To identify and determine the environmental aspects and potential environmental impacts of palm oil plantation and palm oil operations;  4. To ensure the implementation of this environmental management plan, including monitoring, reviewing and continuous improvement.				Yes												
	b	The plan also covers the environmental policy and objectives. Some of the aspects and impacts analysis of the operations are as follows: <table><tr><th>Operation</th><th>Aspect</th><th>Impact</th></tr><tr><td>Vehicles for loading/unloading goods.</td><td>Use of petrochemical for transportation services.</td><td>Air pollution.</td></tr><tr><td>Mulching.</td><td>Mulching of empty fruit bunch within estate.</td><td>Reduce wastage of materials.</td></tr><tr><td>Boiler ash, decanter solid.</td><td>Disposal of boiler ash and decanter solid within estate.</td><td>Reduce wastage of materials.</td></tr></table>				Operation	Aspect	Impact	Vehicles for loading/unloading goods.	Use of petrochemical for transportation services.	Air pollution.	Mulching.	Mulching of empty fruit bunch within estate.	Reduce wastage of materials.	Boiler ash, decanter solid.	Disposal of boiler ash and decanter solid within estate.	Reduce wastage of materials.	Yes
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Boiler ash, decanter solid.	Disposal of boiler ash and decanter solid within estate.	Reduce wastage of materials.																
4.5.1.3		STPSB mills have implemented its environmental action plans, which was developed to mitigate negative impacts and improve positive impacts. Example:				Yes												

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																				
Indicator	Summary of Assessment			Compliance																
	LRPOM has included desludging program in Capital Expenditure 2023.																			
4.5.1.4	<p>Programmes to promote positive impacts had been included in the continual improvement plan of both Mills.</p> <p>Padang POM established on program to construct new effluent pond to reduce pollution.</p>			Yes																
4.5.1.5	<p>Communications to the employees were through training sessions and briefings at muster grounds.</p> <p>LRPOM: The latest trainings in relation to environment were carried out on 03/04/2023 for 4 participants. Refer “Taklimat scheduled waste”.</p> <p>LPPOM: The latest trainings in relation to environment were carried out on 30/03/2022 for 3 participants. Refer Scheduled Waste Training.</p>			Yes																
4.5.1.6	<p>STPSB has developed Environmental Policy dated 02/01/2019 and signed by Executive Chairman.</p> <p>Environmental meeting conducted at LRPOM dated 16/03/2023 attended by 14 participants.</p>			Yes																
4.5.2.1	<p>Consumption of non-renewable energy was closely monitored by the management. Sighted the diesel usage record for 2020, 2021 and 2022. Consumption of non-renewable energy, Diesel, Petrol &amp; Electricity, was monitored by both Mills.</p> <p>Records of diesel, petrol and electricity utilized were maintained and monitored. Refer Monthly record of Non-Renewable Energy Source - Longitudinal Tracking vs Baseline 2021/2022.</p> <p>Example for LPPOM</p> <table><tr><th>Item/Month</th><th>2020</th><th>2021</th><th>2022</th></tr><tr><td>Diesel Used (Litre)</td><td>366,639.00</td><td>425,305.49</td><td>524,350.00</td></tr><tr><td>MT/FFB</td><td>112,877</td><td>82,066</td><td>117,858</td></tr><tr><td>Litre per MT</td><td>3.25</td><td>5.18</td><td>4.44</td></tr></table> <p>Diesel usage increased due to increased deployment of the estate’s generator as a result of upgrading works being conducted in the POM in FY2022.</p>			Item/Month	2020	2021	2022	Diesel Used (Litre)	366,639.00	425,305.49	524,350.00	MT/FFB	112,877	82,066	117,858	Litre per MT	3.25	5.18	4.44	Yes
Item/Month	2020	2021	2022																	
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## MSPO Certification Summary Report

Company Name: Seong Thye Plantations Sdn. Bhd.  
 Certifying Unit: Ladang Rompin POM & Ladang Padang POM  
 Client Number: 92-180  
 Audit Type: ASA 04  
 Mode of Audit: Onsite

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.2.2	<p>The estimation of the direct usage of non-renewable is tabulated in their annual budget.</p> <p>Diesel usage comparison actual vs budget 2023 for LR POM and LPPOM reviewed and verified.</p>	Yes
4.5.2.3	Site inspection on LRPOM and LPPOM confirms there are no application of renewable energy in the mills.	Yes
4.5.3.1	<p>STPSB established Waste Management Procedure, document number: MSPO-P5-C3, dated 30/08/2018 include waste management flow describes all wastes produced from the mill operation shall be identified.</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>Waste: Lubricant Oil; Source: Workshop.</p> <p><b>LPPOM</b></p> <p>Waste: Oil filter; Source: Workshop.</p>	Yes
4.5.3.2	<p>a STPSB established Waste Management Procedure, document number: MSPO-P5-C3, dated 30/08/2018 include waste management flow describes all wastes produced from the mill operation shall be identified and documented.</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>Type of waste: Decanter cake; Source of waste: FFB; Minitigation plan: Mulching ; PIC: Engineer; Timeframe: Ongoing.</p> <p><b>LPPOM</b></p> <p>Type of waste: Shell and fiber; Source: FFB; Pollutions: Sell and utilized for boiler fuel;</p>	Yes

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 Audit Type: ASA 04  
 Mode of Audit: Onsite

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Monitoring plan: Reused to produce steam for processing activity and generating electricity.</p> <p>Onsite visit observed mill disposed the domestic waste at designated landfill area.</p> <p>LPPOM disposed scheduled wastes to third party waste collector dated 18/02/2023.</p>	
b	<p>STPSB established Waste Management Procedure, document number: MSPO-P5-C3, dated 30/08/2018 include identification on potential waste that could be reduced, reuse and recycle.</p> <p>Example:</p> <p><b>LPPOM</b></p> <p>Waste product: Effluent;</p> <p>Source: Mill Operations;</p> <p>Impact: Land and water pollution;</p> <p>Mitigation: Release by water irrigation.</p> <p>Latest final discharge test dated 20/03/2023 carried out by Independent Laboratory. The BOD level are below than permissible level of 100 mg/L</p>	Yes
4.5.3.3	<p>STPSB mills established Waste Management Procedure, document number: MSPO-P5-C3 dated 30/08/2018 include handling of scheduled waste (collection, storage and disposal).</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>Latest update on disposal of scheduled waste in E-SWIS dated 31/03/2023 reviewed.</p> <p>Scheduled waste send to Pentas Flora Sdn. Bhd. for SW 305 and SW 306 dated 11/10/2022.</p> <p>Site visit to the scheduled waste store observed the SW was stored accordingly.</p> <p><b>LPPOM</b></p> <p>Latest update on disposal of scheduled waste in E-SWIS dated 18/02/2023 reviewed.</p> <p>Field visit to the scheduled waste stores observed the scheduled wastes was stored accordingly.</p>	Yes
4.5.3.4	<p>STPSB mills disposed domestic waste as follows:</p> <p>LRPOM: Domestic wastes disposed at Ladang Rompin landfill.</p> <p>LPPOM: Domestic wastes disposed at Ladang Padang landfill.</p>	Yes



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Principle 5: Environment, natural resources, biodiversity and ecosystem services												
Indicator	Summary of Assessment		Compliance									
	Field visit observed landfill area are located far from water source and housing areas.											
4.5.4.1	<p>STPSB mills established the GHG Management Plan 2023 dated 24/01/2023 includes the assessment of type of wastes such as liquid, solid, and gases. GHG management review for LPPOM carried out on 27/01/2023.</p> <p>Example for LRPOM:</p> <table><tr><th>Source of GHG</th><th>Impact</th><th>Action taken</th></tr><tr><td>Open burning of domestic waste and replanting</td><td>Contribute to Global warming CO<sub>2</sub> and air pollution.</td><td>Enforce no open burning policy.</td></tr><tr><td>Emission from generators for electricity supply</td><td>Contribute to global warming</td><td>Ensure regular maintenance.</td></tr></table> <p>Document review on Budget FY2023 and interviews with mill management informed the budget for biogas station is awaiting for the approval from top management.</p>		Source of GHG	Impact	Action taken	Open burning of domestic waste and replanting	Contribute to Global warming CO <sub>2</sub> and air pollution.	Enforce no open burning policy.	Emission from generators for electricity supply	Contribute to global warming	Ensure regular maintenance.	Yes
Source of GHG	Impact	Action taken										
Open burning of domestic waste and replanting	Contribute to Global warming CO <sub>2</sub> and air pollution.	Enforce no open burning policy.										
Emission from generators for electricity supply	Contribute to global warming	Ensure regular maintenance.										
4.5.4.2	<p>STPSB mills established Environmental Management Plan (EMP) Procedure to prevent pollutions includes action plan on the identification significant pollutions and emissions.</p> <p>Example:</p> <table><tr><th>Activity</th><th>Pollution</th><th>Mitigation Measure</th><th>Monitoring program</th></tr><tr><td>Effluent treatment</td><td>Water pollution</td><td>Aeration, effluent test analysis</td><td>Analysis record</td></tr></table> <p>Effluent discharge water analysis report dated 18/02/2023 were reviewed and verified.</p>		Activity	Pollution	Mitigation Measure	Monitoring program	Effluent treatment	Water pollution	Aeration, effluent test analysis	Analysis record	Yes	
Activity	Pollution	Mitigation Measure	Monitoring program									
Effluent treatment	Water pollution	Aeration, effluent test analysis	Analysis record									
4.5.4.3	<p>STPSB POME is treated using Open ponding system.</p> <p>Example for LPPOM:</p> <p>Testing for the final discharge POME analysis carried out on monthly basis, latest analysis dated 18/02/2023 reviewed and the BOD result is below 100mg/l. <i>Jadual Pematuhan</i> license validity form 01/07/2022 until 30/06/2023.</p>		Yes									
4.5.5.1	a	<p>STPSB mills established Water Management Plan includes the identification of water source and usage as follows:</p> <p><b>LRPOM</b></p> <p>Water source: Sg. Petoh;</p> <p>Water usage: Domestic use (Treated water) and Mill operations.</p>	Yes									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<b>LPPOM</b> Source of water: Water Catchment Pond; Water usage: Domestic use (Treated water) and Mill operations.	
	<b>b</b> STPSB established water management plan includes monitoring of incoming and outgoing river through the mill. Final discharge of POME analysis result dated 18/02/2023 reviewed and the results met the DOE discharge limits. LRPOM & LPPOM established performance monitoring Log Book for Effluent pond and waterways discharge to monitor the effluent pond and final discharge of POME.	Yes
	<b>c</b> STPSB mills established Water Management Plan includes ways to optimize water usage and reduce water wastage. Example: Water consumption record to monitor usage of water. Water consumption records as of April 2023 for STPSB available and reviewed.	Yes
4.5.5.2	STPSB established water management plan stated practiced discharge of POME through waterways (LRPOM) and land application (LPPOM). Final discharge water quality test carried out by third party consultant. LPPOM POME final discharge water quality test results dated 18/02/2023 is reviewed and the result met the DOE discharge limits.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	LRPOM and LPPOM adopted (Sin Thye Management Sdn Bhd) Standard Operations Procedure (SOP) for Palm Oil Mill, version 3 released 2019. The SOP includes; 1. Boiler; 2. Sterilization; 3. Digester. Training for SOP has been carried out for LRPOM as follow; 1. Training for Scheduled wastes SOP has been carried out dated 03/04/2023; 2. Training for Stopping Milling Process has been carried out dated 25/03/2023;	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>3. Training for Boiler station has been carried out dated 28/03/2023.</p> <p>Training material, attendance and photos are available and maintained.</p> <p>Site interviews with sampled sterilizer operator and boiler operator informed they have been briefed on related SOPs.</p>	
4.6.1.2	<p>LRPOM and LPPOM implement milling best practices;</p> <p>Example:</p> <p><b>LRPOM</b></p> <p>Stack measurement for dust particulates and opacity emissions month of 13/02/2023 using CEMS via online monitoring system in accordance to DOE requirements with permits required.</p> <p>Stack emissions report dated 13/03/2023 according the Environmental Quality (Clean Air) Regulation 2014.</p> <p>Review on final discharge test dated 23/03/2023 the BOD level is in accordance to the DOE discharge limits with BOD below 100 mg/l.</p>	Yes
4.6.2.1	<p>STPSB established 10 years business plan as guidance for the mill to conduct the daily operation and expenditure. The business plan was documented in 10 years production, expenditure and profit/loss projection in Budget. Items stated in the business plan as follows:</p> <ul style="list-style-type: none"> <li>i. FFB Process and FFB purchase (FFB, CPO, PK, OER, KER);</li> <li>ii. Production cost ;</li> <li>iii. Cost/tons;</li> <li>iv. Dispatch (CPO and PK).</li> </ul> <p>The capital expenditure was documented in Financial Year Proposed Capital Expenditure (CAPEX).</p>	Yes
4.6.3.1	<p>STPSB managed and control purchase of products by receiving quotation from seller.</p> <p>Example:</p> <p>Document reviews on quotation LRPOM for purchasing of spare parts dated 16/01/2023 stated the proposed price with purchasing order issued based on the agreed price.</p>	Yes
4.6.3.2	<p>STPSB purchases of spare parts using a quotation and purchase order system.</p> <p>The payment is made based on terms and conditions stated in the quotation provided by the supplier and issuance of purchase order to acknowledge and confirmation of the price.</p> <p>Example:</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	LRPOM purchase order, delivery order and invoice of chemicals dated 16/01/2023 is documented and maintained.	
4.6.4.1	STPSB established contract agreement on transport of CPO and PK from mill to respective refinery dated 01/01/2023 to 31/12/2023.  The contract agreement states contractor shall observe and comply with MSPO principles requirements with regards to the transportation of CPO and PK.  All transporter has been trained in MSPO requirements.	Yes
4.6.4.2	STPSB established contract agreement with CPO and PK transporter mutually agreed and signed by both parties on payments, term and conditions.  Example:  LRPOM and LPPOM agreements with CPO and PK transporter commencement on 01/01/2023 to 31/12/2023.	Yes
4.6.4.3	STPSB established contract agreement with contractors include a clause reserving the right of the certification body to audit the outsourced contractor.	Yes

#### 4.4. Use of Marks and/or Any Other References to Certification

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Seong Thye Plantations Sdn. Bhd. operation or any on/off-products claim.

#### 4.5. Status of Non-Conformities Previously Identified

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
X	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><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></p>	

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### 4.6. Detail of Audit Findings Identified during last audit

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

### 4.7. Detail of Onsite Audit Findings Identified during This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	Document	STPSB mills could improve monitoring of regulations of changes and legal compliances system.
2.	4.4.4.2	The occupational safety and health plan shall cover the following:	Document	STPSB mills could improve HIRARC on existing controls at; - Electrical Panel
3.	4.5.1.2	The environmental management plan shall cover the following: b) The aspects and impacts analysis of all operations	Documents	STPSB mills could improved the impact and aspect assessment to include the oil trap maintainance.

**MSPO Certification Summary Report**

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**5. CONCLUSION**

Seong Thye Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn. Bhd. to conduct surveillance audit for its mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

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

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-4:2013. Part 4 General principles for palm oil mills.

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

Certified CPO January 2023 to March 2023:	8,206.07 mt
Certified PK January 2023 to March 2023:	2,328.28 mt
Projected CPO April 2023 to December 2023:	39,259.64 mt
Project PK April 2023 to December 2023:	10,035.24 mt

**MSPO Certification Summary Report**

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**6. RECOMMENDATION**

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

The structure of the audit was in accordance with the audit plan included in to this summary report.

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 products and/or services within the scope and the organisation's policy and objectives.

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

	Recommended for Certification
<b>X</b>	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 19/04/2023



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

Puchong, 16/05/2023



Muhammad Khairul Anuar  
TUV NORD (Malaysia) Sdn Bhd  
Certifier / Approver

**MSPO Certification Summary Report**

Company Name: Seong Thye Plantations Sdn. Bhd.  
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**7. LIST OF STAKEHOLDERS**

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



## MSPO Certification Summary Report

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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 regard to the management system.

### Annex / Enclosures

Annex /  
corresponding audit documentation

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