

MSPO CERTIFICATION SUMMARY REPORT

SEONG THYE PLANTATIONS SDN BHD
LADANG ROMPIN POM
LADANG PADANG POM

SURVEILLANCE 03

Onsite Audit Date: 30/05/2022 & 03/06/2022

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 03

Mode of Audit: Onsite



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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GMP	Good Milling Practices
GPS	Global Positioning System
ISO	International Standard Organisation
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysian Palm Oil Certification Council
MSPO	Malaysian Sustainable Palm Oil
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable Sustainable Palm Oil
RTE	Rare, Threatened and Endangered Species
SA8000	Social Accountability 8000
SDS	Safety Data Sheet
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
WHO	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 three (03) 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 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 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: Muhammad Khairul Anuar bin Azizul Hasan

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

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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)	7 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers' course.

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

Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Joseph Sim Siaw Seng	Graduate in Diploma in Occupational Safety and Health.	Yes
	Mohamad Norhisham bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed MPOCC endorsed lead auditor training	Joseph Sim Siaw Seng	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an	Joseph Sim Siaw Seng	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.	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor based on audit log.	
Field working experience in the palm oil sector or demonstrable equivalent Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Joseph Sim Siaw Seng	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 9001:2015 LA course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Joseph Sim Siaw Seng	Successfully completed SA 8000 Basic training.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed SA 8000 Basic training.	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 LA course.	

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Requirement	Assessor	Qualification	Compliance
Completed High Conversation Value assessment	Joseph Sim Siaw Seng	Attended and completed the HCV-HCS for producers' course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Attended and completed the HCV-HCS for producers' course.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Joseph Sim Siaw Seng	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes
	Mohamad Norhisham bin Mohd Salleh	Able to communicate in both Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- 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 Audit

The surveillance three (03) audit carried out onsite on 30/05/2022 – 03/06/2022 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 conducted 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 POM	Rompin	Ladang Rompin, Mukim Rompin, Pahang	2.94013 N, 103.245259 E
Ladang POM	Padang	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 2021 to Dec 2021			Actual volume Jan 2022 to April 2022			Projected volume May 2022 to Dec 2022		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
111,519.26	23,172.22	5,410.68	32,366.54	6,563.01	1,642.71	80,501.55	15,866.86	4,025.08

Ladang Padang POM

Volume for the past year Jan 2021 to Dec 2021			Actual volume Jan 2022 to April 2022			Projected volume May 2022 to Dec 2022		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
82,065.64	15,413.00	4,520.85	28,521.38	5,494.88	1,540.60	82,500	15,675	4,125

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3.2. Maps of Mill Location

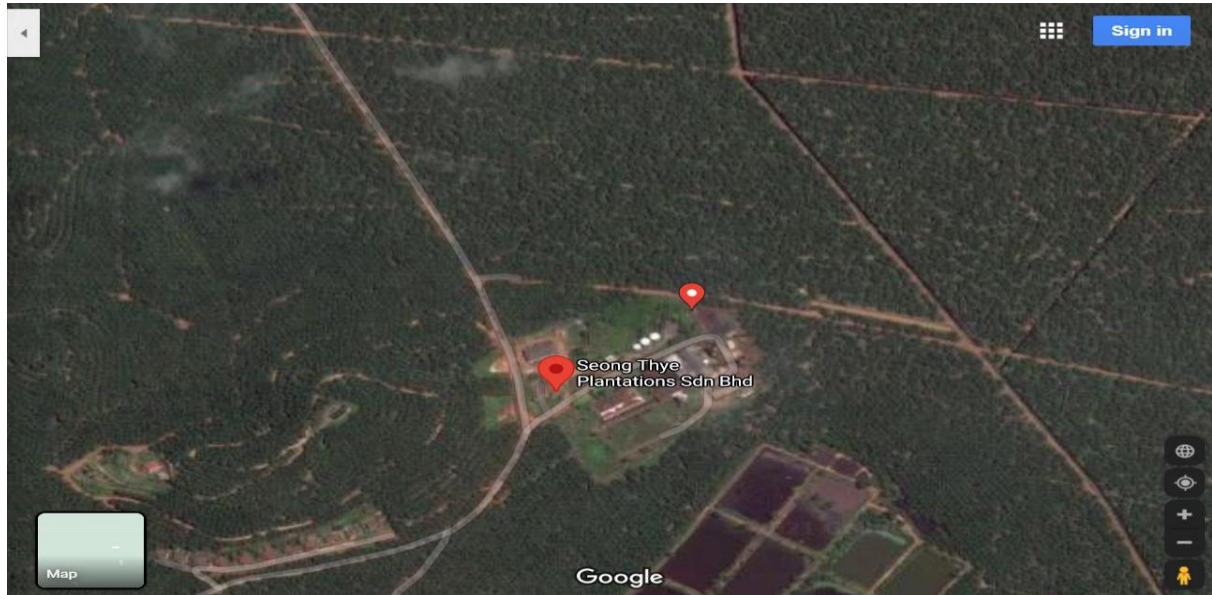


Figure 1: Ladang Rompin POM



Figure 2: Ladang Padang POM

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4. CERTIFICATION ASSESSMENT

4.1. ASA 03

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 Audit:

The surveillance three (03) audit is carried out on 30/05/2022 to 03/06/2022.

During the last surveillance audit, there are 0 Major, 1 Minor and 0 Opportunities for Improvement (OFI) raised.

During this surveillance audit, the major and minor non-compliance raised in the last audit, the audit team has review by means of physical inspection of mills, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

The major non-conformances raise during the last surveillance audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

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

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

4.2. Stakeholders' Consultation

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

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

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4.3. Summary of Findings

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 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

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 policy dated 02/01/2019 signed by Executive Chairman.</p> <p>The policy is publicly displayed at mills notice boards.</p> <p>Training on MSPO policy at LRPOM was carried out on 08/03/2022 to the staff and workers.</p> <p>Training on MSPO policy at LPPOM was carried out on 16/03/2022 to the staff and workers.</p> <p>Site interviews with ramp operators and cleaners informed they understand and were briefed on the MSPO policy.</p>	Yes
4.1.1.2	<p>The policy clearly stated the company's commitment which included continual improvement in the overall aspects of plantation management and community development.</p>	Yes
4.1.2.1	<p>STPSB established 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 24/03/2022 with no findings raised.</p> <p>LPPOM latest internal audit is carried out on 18/04/2022 with no findings raised.</p>	Yes
4.1.2.2	<p>LRPOM carried out latest internal audit on 24/03/2022 with no findings raised.</p> <p>LPPOM carried out latest internal audit on 08/04/2022 with no findings 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 reports has been presented in the management review dated 19/05/2022.</p>	Yes
4.1.3.1	<p>LRPOM and LPPOM carried out management reviews on 26/05/2022 and 19/05/2022. The frequency of management review is once a year after the internal audit.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The management review agenda includes;</p> <ol style="list-style-type: none">1. Internal audit results;2. External audit results;3. Review of Policies;4. Customers feedback;5. Resources issues;6. Recruitment;7. Pay rates.	
4.1.4.1	<p>LRPOM established CIP year 2022.</p> <p>The CIP includes legal requirements, environmental and safety & health</p> <p>The CIP established consist of aspect, plan, PIC, dateline and status</p> <p>Example:</p> <p>Subject: Environmental;</p> <p>Plan: To carry out bund at the boiler ash pit to prevent overflow to drain;</p> <p>PIC: Mill Engineer;</p> <p>Deadline: September 2022;</p> <p>Status: To begin in September 2022;</p> <p>Site inspection with Mill Engineer at boiler ash area verified the issue.</p> <p>LPPOM established CIP year 2022 includes social, legal and environmental aspects.</p>	Yes
4.1.4.2	<p>STPSB established Latest Technology and Systems, Standards and Practices; MSPO-P1-C4 dated 01/01/2019.</p> <p>Interviews with Mill Engineers informed there is new technology Electrostatic Precipitator (ESP) in progress to be installed.</p> <p>Training on ESP will be carried out by end of this year as sighted in the CIP.</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 09/02/2022 chaired by Mill Engineer to communicate with stakeholders.</p> <p>The agenda includes:</p> <ol style="list-style-type: none">1. Introduction of MSPO;2. Introduction Policy and Company Procedure;3. Others. <p>Reviewed stakeholders minute meetings included environmental, social and safety. The meetings were attended by mill management and mill employees.</p> <p>LRPOM and LPPOM carried out external stakeholder meeting on 10/03/2022 via phone call and questionnaire.</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">1. Safety and Health Plan;2. Company Policies;3. Sustainability Report. <p>Example of confidential documents are:</p> <ol style="list-style-type: none">1. Workers payslip. <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>LPPOM</p> <p>Stakeholders Consultation Procedure have been communicated to external and internal stakeholders during the external stakeholders meeting on 09/02/2022.</p>	Yes
4.2.2.2	<p>STPSB appointed mill representatives in charge of communication and information.</p> <p>Example:</p> <p>LRPOM appointed Assistant Manager, as person in-charge for communication and consultation, appointment letter dated 02/01/2022.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.2.3	<p>STPSB established List of Stakeholders dated 02/01/2022 includes government agencies, internal stakeholders, local villages, neighboring estates, suppliers and contractors.</p> <p>Documents review on the 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">1. Traceability information;2. Person in charge of traceability processes;3. Traceability documents, example; FFB bunch received chit, weighbridge ticket, delivery notes. <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 24/03/2022 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 mill engineers informed they will 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 02/01/2022.</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>Incoming raw materials</p> <p>Date: 30/05/2022;</p> <p>Product: FFB;</p> <p>Source: Internal supplier/ Ladang Padang;</p> <p>Outgoing product ;</p> <p>Date: 21/05/2022;</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Product: Crude Palm Oil; Buyer: Refinery; Interviews with mill clerks informed all weighbridge tickets are kept in the mill office.	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	STPSB established register of laws and list of relevant acts, laws and regulations established on 19/05/2022. Example: <ul style="list-style-type: none">Malaysia Palm Oil Board Act 1998;Minimum wages order 2022. The STPSB licenses and permits are available and displayed in the mill offices. Example of MPOB license: <ul style="list-style-type: none">LRPOM expires on 31/05/2023;LPPOM expires on 31/03/2023.	Yes
4.3.1.2	STPSB established Register of laws and list of relevant acts, laws and regulations established on 19/05/2022. Example: <ul style="list-style-type: none">Malaysia Palm Oil Board Act 1998;Minimum wages order 2022.	Yes
4.3.1.3	STPSB established register of laws and list of relevant acts, laws and regulations established dated 19/05/2022. Latest update on 19/05/2022 included Minimum Wages Order 2022.	Yes
4.3.1.4	STPSB appointed person as legal compliance officer to responsible to monitor compliance and update for related documents as below: <ul style="list-style-type: none">LRPOM appointed clerk as PIC on 02/01/2022;LPPOM appointed manager as PIC on 01/01/2019.	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:	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	LP land title lot 37218 issued by Land & Survey Department. The activity stated in the land title is the purpose of the cultivation for oil palm.	
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	<p>STPSB carried out Social Impact Assessment for year 2022.</p> <p>LPPOM established Social Impact Assessment (SIA) includes information from survey and meeting feedback include both internal stakeholders dated 16/03/2022 and external stakeholders, dated 09/02/2022.</p> <p>The SIA includes matters:</p> <ol style="list-style-type: none"> 1. Daily operation; 2. Bad workers culture; 3. Local opportunities; 4. Transportation; 5. Cooperate contribution. <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>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
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 solve 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 mill 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 mill operators 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 mill office.</p>	Yes
4.4.2.4	<p>STPSB carried out complaints and grievances training to its internal and external stakeholders.</p> <p>LRPOM</p> <p>Briefing on Complaint Procedure to staffs and workers carried out conducted on 18/04/2022.</p> <p>Briefing on complaint procedure to external stakeholder carried out on 09/02/2022.</p> <p>Onsite interviews with sampled mill operators informed they were briefed and understand the procedure to lodge complaints to the mill management.</p>	Yes
4.4.2.5	<p>STPSB established complaint log book for internal and external stakeholders.</p> <p>Example:</p> <p>Documents reviews on complaints feedback log book, LRPOM maintained record books from 2019, 2020 and 2021. No complaint lodged from 2019 until the audit date.</p>	Yes
4.4.3.1	<p>STPSB provided job opportunity to local communities by hiring workers, security guards, office staffs and operators.</p> <p>Mill canteen is operate by local communities.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.4.1	<p>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.</p> <p>The policy is publicly displayed at office notice boards.</p> <p>This policy is in dual languages, English and Malay for effective implementation to workers and stakeholders.</p> <p>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.</p>	Yes
4.4.4.2	<p>a</p> <p>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:-</p> <p>Safety and health policy communicated on 08/03/2022 to the staff and workers at LRPOM.</p> <p>Safety and Health policy communicated on 16/03/2022 to the staffs and workers at LPPOM.</p>	Yes
	<p>b</p> <p>The risk for all operation been assessed in HIRARC and reviewed as per below:-</p> <p>Reviewed the latest revised HIRARC on risk level and additional type of hazard dated 19/01/2022.</p> <p>Example:</p> <p>LRPOM</p> <p>Activity: Lift up / down cages to thresher;</p> <p>Hazard: Falling cage;</p> <p>Effect: Bodily injury;</p> <p>Existing Control: Training and PPE;</p> <p>Risk evaluation: $L(4) \times S(4) = 16$ High;</p> <p>Recommendation Control: Safe work practice, inspection & SOP.</p> <p>Review on LPPOM HIRARC, sighted all the risk has been identified and updated dated 11/01/2022.</p>	Yes
	<p>c. i</p> <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.</p> <p>Example:</p> <p>LRPOM carried out chemical handling training on 07/04/2022 to the workers and staff. Training material, attendance and photos are documented.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	LPPOM carried out chemical handling training on 13/04/2022 to the respective workers. Training material, attendance and photos is documented and maintained.	
c. ii	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.	Yes
d	LRPOM PPE issuance record is available and latest record dated 23/05/2022 for boiler station workers. PPE included in the recommendation from HIRARC reviewed dated 18/01/2022. 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.	Yes
e	The SOP is available in site, referred 'Manual Keselamatan & Kesihatan Pekerjaan Bahagian Ladang' (Vision 4):2021. Its cover for 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. SOP for COVID-19 been establish by management dated 18/3/2020.	Yes
f	STPSB appoints a person in-charge for safety and health as follows: LRPOM: General Clerk is appointed as person in-charge on 02/01/2022. LPPOM: Safety supervisor appointed as person in-charge dated 01/02/2019.	Yes
g	STPSB carried out OSH meeting on quarterly basis in compliance to DOSH requirements. LRPOM: Sequence of OSH meeting conducted on 17/06/2021, 23/09/2021, 16/12/2021 and latest on 10/03/2022. LPPOM: Sequence of OSH meeting conducted on 18/08/2021, 14/12/2021, 18/01/2022 and latest on 24/05/2022. Training material, attendance and photos is documented and well maintained.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	OSH meeting includes reporting on previous meeting issues, worksite inspection, accidents and injury reporting, training, PPE and other matters.	
h	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). Site inspections observed emergency layout plan and contact details is displayed at mill notice board.	Yes
i	LRPOM appoint Medical Assistant (MA) as person in charge of first aid kit. Site inspection at LRPOM operation site are equipped with first aid approved content. Last training conducted was on 16/02/2022 – 17/02/2022. Site inspections at LPPOM operation site are equipped with first aid approved content. Last training conducted was on 01/06/2022.	Yes
j	LRPOM and LPPOM submitted JKPP 8 form to DOSH for the year 2021. LRPOM: The record of JKPP 8 is available in LRPOM dated 04/01/2022. There is 1 accident cases reported in the JKPP 8 with a 14 days medical leave. Review on sampled workers payslips, payment has been made accordingly. LPPOM: The record of JKPP 8 is available in LPPOM dated 18/01/2022. There is '1' accident case reported in the JKPP 8 with 2 days medical leave. There is 1 accident reported dated 26/04/2022 and has been reported to JKPP and done JKPP 6 form submission. The accident cases has been closed by JKPP upon verification.	Yes
4.4.5.1	STPSB established 'Social and Human Rights Policy' dated 02/01/2019, signed by Executive Chairman. The policy states 'company will not engage in or support discriminatory practices and shall provide opportunity and treatment regardless race, sex, color, religion, nationality.' Stakeholders meeting carried out on 24/03/2022 on group level. The stakeholders meeting agenda include the company policies, social issues raised, complaint and grievance.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<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: LPPOM</p> <p>Briefing on company policies to worker on 16/02/2022.</p>	
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 conducted 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 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 contract signed.</p> <p>Site interviews with sampled mill operators informed they mutually agreed with daily rate as describe in the employment agreement.</p>	Yes
4.4.5.4	<p>STPSB engaged contractor for transportation. Contractor worker payslips were monitored.</p> <p>Example: LPPOM</p> <p>Pay slip for the month of April 2022 for sampled contractor workers.</p> <p>Document reviews on payslip, verify driver is paid based on daily rate agreeable by contractor and driver.</p>	Yes
4.4.5.5	STPSB established workers list contain worker name, gender, date of birth, date joined, type of work, wages and period of employment.	Yes
4.4.5.6	STPSB established employment agreement for workers.	Yes

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Indicator	Summary of Assessment	Compliance
	<p>The contract agreement is in Bahasa Malaysia language which can be understood by workers.</p> <p>Document reviews verify the copy of agreement and signed by the workers and mill management.</p> <p>Site interviews with sampled mill operators informed they were briefed on contract agreement and signed copy provided.</p>	
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 -1:00 pm.</p> <p>Shift:</p> <p>Morning shift: 7.00 am – 4.00 pm;</p> <p>Afternoon shift: 4.00 pm – 12.00 am;</p> <p>Rest hour: 1 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>	Yes
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 April 2022, daily rate paid at RM42.31 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 housing area and interviews with workers confirmed company are provided living quarters with basic amenities such as water, electricity, sport and recreational area, surau, medical facility and crèche.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
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>LPPOM</p> <p>Gender meeting carried out on 18/01/2022 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> <p>Internal stakeholders meeting is carried out and involved management and workers representative.</p> <p>Document review, internal stakeholders minutes of meeting agenda includes company policies, complaint procedures, safety and good agricultural practices implemented in estate.</p>	Yes
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 estates 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.</p> <p>Example:</p> <p>LPPOM</p> <p>Briefing on company policies to workers on 16/02/2022.</p>	Yes
4.4.6.1	<p>STPSB established training programme year 2022.</p> <p>The training program categorized into:</p> <ol style="list-style-type: none"> 1. Management action plans and continuous improvement plan; 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	2. SOP; 3. Policy program; 4. General; 5. Safety.	
4.4.6.2	STPSB established training programme based on job description and work station. Example of the training conducted: 1. Engine driver conducted on 13/07/2021; 2. FFB grader conducted on 15/03/2021; 3. Security conducted on 19/03/2021; 4. Emergency response and Fire drill conducted on 30/06/2021 to all mill workers. Example of training conducted for LP POM: 1. Forklift safety training on 14/02/2022; 2. Fire drill conducted on 05/05/2022; 3. Chemical handling on 13/04/2022.	Yes
4.4.6.3	STPSB established continuous training programme dated 03/01/2022 based on job description and work station. Example of training programme: 1. Policies carried out in February 2022; 2. Chemical Handling planned in June 2022; 3. Workshop planned in August 2022.	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	STPSB established Environmental Policy dated 02/01/2019. Onsite visits observed the policy is publicly available at respective mills notice boards. LRPOM carried out briefings on Environmental Policy to employees on 08/03/2022. LPPOM carried out briefings on Environmental Policy to employees on 16/03/2022.	Yes
4.5.1.2	a STPSB established Environmental Aspect Impact Analysis dated 01/02/2022 for LRPOM and dated 15/03/2022 for LPPOM to ensure the implementation of this environmental management plan, including monitoring, reviewing and continuous improvement.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b STPSB established Environmental Aspect Impact Analysis dated 01/02/2022 for LRPOM and dated 15/03/2022 for LPPOM include the analysis of environmental aspects and impacts for all operations.</p> <p>Example:</p> <p>LRPOM</p> <p>Aspect: Scheduled waste generation and spillage;</p> <p>Impact: Land & Water pollution.</p> <p>LPPOM</p> <p>Aspect: Empty Fruit Bunch waste generated from Oil Mill;</p> <p>Impacts: Land pollution.</p>	Yes
4.5.1.3	<p>STPSB established Environmental Aspect Impact Analysis dated 01/02/2022 for LRPOM and dated 15/03/2022 for LPPOM include the mitigation measure on the analysis of environmental aspects and impacts for all operations.</p> <p>Example:</p> <p>LPPOM</p> <p>Aspect: Scheduled waste generation and spillage;</p> <p>Impact: Land & Water pollution;</p> <p>Mitigation measure: Scheduled waste Storage;</p> <p>Monitoring Programme: ESWIS Record.</p> <p>Review the ESWIS record dated 28/03/2022, SW305 is collected by authorised collector.</p>	Yes
4.5.1.4	<p>STPSB established Environmental Aspect Impact Analysis dated 01/02/2022 for LRPOM and dated 15/03/2022 for LPPOM include the commitment to continual improvement.</p> <p>Review on the Continuous Improvement Plan (CIP) include programs to promote the positive impacts.</p> <p>Example:</p> <p>LRPOM and LPPOM: Positive impacts of EFB application included in the CIP.</p> <p>LRPOM and LPPOM established transporting EFB record FY2022, latest updated records as of April 2022 are reviewed respectively.</p>	Yes
4.5.1.5	<p>STPSB established training program FY2022 include training for environmental aspects.</p> <p>Onsite interviews with sampled mill operators informed they are aware on the environmental policy and protection on environmental.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>LRPOM: Training on handling of chemical and scheduled waste management carried out on 23/05/2022.</p> <p>LPPOM: Training on handling of chemical and scheduled waste management carried out on 30/03/2022.</p>	
4.5.1.6	<p>STPSB carried out environmental meetings include discussion on previous meetings confirmations and matters related to environmental management.</p> <p>Example:</p> <p>LPPOM carried out environmental meeting latest on 24/05/2022 include discussion such as updating and review on EAIA.</p>	Yes
4.5.2.1	<p>STPSB established baseline for fossil fuel usage (diesel consumption/FFB production) for mill operations. Previous year actual diesel usage used as baseline to monitor the current diesel usage.</p> <p>Example:</p> <p>Document reviews on May 2022 diesel consumption records of LPPOM, diesel usage is higher than baseline due to biogas operations.</p>	Yes
4.5.2.2	<p>STPSB established budget and actual records for diesel consumption FY2022.</p> <p>LRPOM and LPPOM recorded the actual diesel consumption compared against the budget.</p>	Yes
4.5.2.3	<p>LRPOM & LPPOM are using renewable energy such as installation of solar panels at the street lighting as source of electricity.</p>	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>LRPOM</p> <p>Waste: Lubricant Oil;</p> <p>Source: Workshop.</p> <p>LPPOM</p> <p>Waste: Oil filter;</p> <p>Source: Workshop.</p>	Yes
4.5.3.2	<p>a</p> <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 and documented.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>LRPOM</p> <p>Type of waste: Maintenance oil (used oil);</p> <p>Source of waste: Workshop;</p> <p>Pollutions: Soil & Water Pollution;</p> <p>Monitoring plan: Proper scheduled waste disposal is carried out by authorized collector; PIC: Mill assistant;</p> <p>Review the scheduled waste production report for March 2022.</p> <p>LPPOM</p> <p>Type of waste: Domestic waste;</p> <p>Source: housing;</p> <p>Pollutions: Land Pollution;</p> <p>Monitoring plan: Disposal of domestic waste at landfill area on weekly basis.</p> <p>Onsite visit observed mill disposed the domestic waste at dedicated landfill area.</p>	
	<p>b</p> <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>Waste product: EFB;</p> <p>Source: Mill Operations;</p> <p>Impact: Land and water pollution;</p> <p>Mitigation: Recycle for land application.</p> <p>Weighbridge ticket of EFB disposed to estates were reviewed and verified.</p>	Yes
4.5.3.3	<p>STPSB 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>LRPOM</p> <p>Latest update on disposal of scheduled waste in E-SWIS dated 28/03/2022 was reviewed.</p> <p>Site visit to the scheduled waste store observed the SW was stored in proper manner.</p> <p>LPPOM</p> <p>Latest update on disposal of scheduled waste in E-SWIS dated</p>	Yes

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

Indicator	Summary of Assessment		Compliance									
	15/04/2022 was reviewed. Site visits to the scheduled waste stores observed the scheduled waste was stored in proper manner.											
4.5.3.4	STPSB disposed domestic waste as follows: LRPOM: Domestic waste disposed in Ladang Rompin landfill. LPPOM: Domestic waste disposed in Ladang Padang landfill. Onsite visits observed landfill area are located far from water source and housing areas.		Yes									
4.5.4.1	<p>STPSB established the GHG Management Plan 2022 includes the assessment of type of wastes such as liquid, solid, and gases.</p> <p>Example for LRPOM:</p> <table><tr><th>Source of GHG</th><th>Impact</th><th>Action taken</th></tr><tr><td>Emission from effluent treatment pond</td><td>Contribute to Global warming (Methane Gas)</td><td>Will propose to install biogas with HQ for consideration</td></tr><tr><td>Emission from boiler for electrical & steam supply</td><td>Contribute to Global warming (SOx & NOx)</td><td>Daily monitoring of black smoke through CEMS</td></tr></table> <p>Document review on Budget FY2022 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	Emission from effluent treatment pond	Contribute to Global warming (Methane Gas)	Will propose to install biogas with HQ for consideration	Emission from boiler for electrical & steam supply	Contribute to Global warming (SOx & NOx)	Daily monitoring of black smoke through CEMS	Yes
Source of GHG	Impact	Action taken										
Emission from effluent treatment pond	Contribute to Global warming (Methane Gas)	Will propose to install biogas with HQ for consideration										
Emission from boiler for electrical & steam supply	Contribute to Global warming (SOx & NOx)	Daily monitoring of black smoke through CEMS										
4.5.4.2	<p>STPSB 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 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	STPSB POME is treated using Open ponding system. Testing for the final discharge POME analysis carried out on monthly basis, latest analysis dated 09/05/2022 reviewed and the BOD result is below 100mg/l.		Yes									
4.5.5.1	a	STPSB established water management plan includes the identification of water source and usage as follows: LRPOM Water source: Sg. Petoh:	Yes									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Water usage: Domestic use (Treated water) and Mill operations. LPPOM</p> <p>Source of water: Water Catchment Pond;</p> <p>Water usage: Domestic use (Treated water) and Mill operations.</p>	
	<p>b STPSB established water management plan includes monitoring of incoming and outgoing river through the mill.</p> <p>Final discharge of POME analysis result dated 09/05/2022 is review and the result met the DOE discharge limits.</p> <p>LRPOM & LPPOM established performance monitoring Log Book for Effluent pond and waterways discharge to monitor the effluent pond and final discharge of POME.</p>	Yes
	<p>c STPSB established water management plan includes ways to optimize water usage and reduce water wastage.</p> <p>Example:</p> <p>Water consumption record to monitor usage of water.</p> <p>Water consumption records as of April 2022 for STPSB available and reviewed.</p>	Yes
4.5.5.2	<p>STPSB established water management plan stated practiced discharge of POME through waterways (LRPOM) and land application (LPPOM).</p> <p>Final discharge water quality test will be carry out by competent consultant.</p> <p>LPPOM POME final discharge water quality test results dated 10/04/2022 is reviewed and the result met the DOE discharge limits.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>LRPOM and LPPOM adopted (Sin Thye Management Sdn Bhd) Standard Operations Procedure (SOP) for Palm Oil Mill, version 3 released 2019.</p> <p>The SOP includes;</p> <ol style="list-style-type: none"> 1. Boiler; 2. Sterilization; 3. Digester. <p>Training for SOP has been carried out for LRPOM as follow;</p> <ol style="list-style-type: none"> 1. Training for Boiler station has been conducted dated 20/03/2022; 2. Training for Sterilizer station has been conducted dated 03/02/2022. 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Training material, attendance and photos are available and maintained. Site interviews with sterilizer operator and boiler operator informed they have been briefed on SOP.	
4.6.1.2	LRPOM and LPPOM implement milling best practices; Example: LRPOM Stack measurement for dust particulates and opacity emissions month of April 2022 using CEMS via online monitoring system in accordance to DOE requirements with permits required. Stack emissions report dated 30/03/2022 according the Environmental Quality (Clean Air) Regulation 2014. Review on final discharge test dated 23/05/2022 the BOD level is in accordance to the DOE discharge limits with BOD below 100 mg/l. LPPOM Stack measurement for dust particulates and opacity emissions month of April 2022 using CEMS via online monitoring system in accordance to DOE requirements with permits required. Stack emissions report dated 02/03/2022 according the Environmental Quality (Clean Air) Regulation 2014. Review on final discharge test dated 20/04/2022 the BOD level reading are 45mg/l is an accordance to the DOE discharge limits with BOD below 100 mg/l.	Yes
4.6.2.1	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: i. FFB Process and FFB purchase (FFB, CPO, PK, OER, KER); ii. Production cost ; iii. Cost/tons; iv. Dispatch (CPO and PK). The capital expenditure was documented in Financial Year Proposed Capital Expenditure (CAPEX).	Yes
4.6.3.1	STPSB managed and control purchase of products by receiving quotation from seller. Example: Document reviews on quotation LRPOM for purchasing of chemicals dated 20/01/2022 stated the proposed price with purchasing order issued based on the agreed price.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.3.2	<p>STPSB purchases of chemicals 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> <p>LRPOM purchase order, delivery order and invoice of chemicals dated 12/05/2022 and 14/05/2022 of is documented and maintained.</p>	Yes
4.6.4.1	<p>STPSB established contract agreement on transport of CPO and PK from mill to respective refinery dated 01/01/2022 to 31/12/2022.</p> <p>The contract agreement states contractor shall observe and comply with MSPO principles requirements with regards to the transportation of CPO and PK.</p> <p>All transporter has been trained in MSPO requirements.</p> <p>Example:</p> <p>Training to the CPO and PK transporters at LRPOM conducted via disseminating email dated 07/01/2022 includes MSPO requirements.</p>	Yes
4.6.4.2	<p>STPSB established contract agreement with CPO and PK transporter mutually agreed and signed by both parties on payments, term and conditions.</p> <p>Example:</p> <p>LRPOM and LPPOM agreements with CPO and PK transporter commencement on 01/01/2022 – 31/12/2022.</p>	Yes
4.6.4.3	<p>STPSB established contract agreement with contractors include a clause reserving the right of the certification body to audit the outsourced contractor.</p>	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been implemented to address the identified audit findings.
X	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.
	No non-conformity raised in previous audit.

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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.

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 Identified during last audit

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

Non Conformity Number < 1 >						
Indicator # and Description:	4.4.5.6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.					
Location:	Ladang Rompin POM					
Description of Finding / Objective Evidence:						
Work agreement (Employment Contract) for sample employees not being fulfilled some of its conditions. Allowance entitlement as per Employment Contract clause 3 (e) not paid/reflective in payslip samples for following employees: 1. Durga Bahadur Magar (Oil Room Operator); 2. Bishwanath Chaudary (Kernel Operator).						
Classification	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor				
Raise by:	BSI Auditor	Date Raise:	11/06/2021			
Deadline for implementation						
Root Cause Analysis (by company):						
Payment was made for additional job and reflected in payslip for the 2 workers. However, offer of "additional jobs" was not reflected in the Employment Contract. The training on legal and documentation regarding contract agreement to the clerk was not effective.						
Correction (by company):						
To revise the contract agreement to sign with the workers which will state that additional job will be provided by the management.						
Corrective / Preventive Action (by company)						
To train the clerk on legal and documentation as per Employment Act 1955.						
Review of Correction & Corrective / Preventive Action						
Review sampled workers agreements for year 2022 and payslips for the month of April 2022 confirmed the payment made are in accordance with legal requirements. Based on document reviews and interviews with estate management, the implementation is considered appropriate.						

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Non Conformity Number < 1 >	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor / Auditor: Mohamad Norhisham bin Mohd Salleh	Date of Closure: 03/06/2022
Review of Implementation	
Review sampled workers agreements for year 2022 and payslips for the month of April 2022 confirmed the payment made are in accordance with legal requirements. Based on document reviews and interviews with estate management, the implementation is considered appropriate.	
Name of Auditor: Mohamad Norhisham bin Mohd Salleh	Date of Review: 03/06/2022

4.6. 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	4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.	All documents Mill	STPSB could improve SIA on; - Internal and external stakeholders involvement.
2.	4.4.4.2 (b)	The risks of all operations shall be assessed and documented.	All documents Mill	STPSB mills could improve HIRARC on existing controls at; - Biogas Plant; - Landfill
3.	4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.	All documents Mill	STPSB could improve on training programme schedule.

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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 conducted 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 to April 2022:	12,057.89 mt
Certified PK January to April 2022:	3,183.30 mt
Projected CPO May to December 2022:	31,541.86 mt
Project PK May to December 2022:	8,150.08 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 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
X	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 17/06/2022

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

Puchong, 07/07/2022

TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

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