

# MSPO CERTIFICATION SUMMARY REPORT

SEONG THYE PLANTATIONS SDN. BHD.

SURVEILLANCE 03

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

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## MSPO Certification Summary Report

Company Name: Seong Thye Plantations Sdn. Bhd.

Certifying Unit: Ladang Rompin, Ladang Padang & Ladang Viva

Client Number: 92-179

Audit Type: ASA 03

Mode of Audit: Onsite



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### Abbreviations

<b>CHRA</b>	Chemical Health Risk Assessment
<b>CPO</b>	Crude Palm Oil
<b>CSR</b>	Corporate Social Responsibility
<b>DOE</b>	Department of Environment
<b>EFB</b>	Empty Fruit Bunch
<b>EIA</b>	Environment Impact Assessment
<b>FFB</b>	Fresh Fruit Bunch
<b>GAP</b>	Good Agricultural Practice
<b>GPS</b>	Global Positioning System
<b>ISCC</b>	International Sustainability & Carbon Certification
<b>ISO</b>	International Standard Organisation
<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>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>WHO</b>	World Health Organization
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysian Palm Oil Certification Council
<b>SDS</b>	Safety Data Sheet

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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 oil palm estates according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

#### 1.1. Objective

The objective of this, surveillance audit is to assess the estates by an independent certification body with the aim for compliance of the standard.

#### 1.2. Scope

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

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

The documents and information are reviewed against the requirements and criteria based on MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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 out of the guidelines applied was checked;

1. Malaysian Sustainable Palm Oil Part 3: General Principles for Oil Palm Plantations and Organised Smallholders audit guidance;
2. Palm Oil Supply Chain Traceability Requirements.

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

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

##### Qualification of the Lead Auditor: Mohamad Norhisham Bin Mohd Salleh

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

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	5 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of 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 and appointed as lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	5 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO 9001:2015 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	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	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Attended and completed the HCV-HCS for producer online course.
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	Name of 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 Occupational Safety and Health Certificate.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Graduate in Agricultural Science.	Yes
	Mohd Nor Amin Bin Abd Halim	Graduate in Office Management & Technology.	Yes
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 experience in Health and Safety and 3 years of working experience in plantations.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Mohd Nor Amin Bin Abd Halim	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Joseph Sim Siaw Seng	Successfully completed MS2530 series of standards for Lead Auditors.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
	Mohd Nor Amin Bin Abd Halim	Successfully completed MS2530 series of standards for Lead Auditors.	
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Joseph Sim Siaw Seng	Qualified as auditor based on audit log.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Qualified as auditor based on audit log.	Yes
	Mohd Nor Amin Bin Abd Halim	Qualified as auditor based on audit log.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Joseph Sim Siaw Seng	4 years of working experience in Health and Safety and 3 years of working experience in plantations.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Mohd Nor Amin Bin Abd Halim	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Joseph Sim Siaw Seng	4 years of working experience in Health and Safety and 3 years of working experience in plantations.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
	Mohd Nor Amin Bin Abd Halim	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Mohd Nor Amin Bin Abd Halim	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Mohd Nor Amin Bin Abd Halim	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Joseph Sim Siaw Seng	Successfully completed Basic SA 8000 training	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed Basic SA 8000 training	Yes
	Mohd Nor Amin Bin Abd Halim	Successfully completed Basic SA 8000 training	Yes
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, 14001 and 45001 LA course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
	Mohd Nor Amin Bin Abd Halim	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Completed High Conversation Value assessment	Joseph Sim Siaw Seng	Attended and completed the HCV-HCS for producer online course.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Attended and completed the HCV-HCS for producer online course.	Yes



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Requirement	Name of Assessor	Qualification	Compliance
	Mohd Nor Amin Bin Abd Halim	Attended and completed the HCV-HCS for producer online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Joseph Sim Siaw Seng	Able to communicate in Bahasa Malaysia and English.	Yes
	Muhammad Khairul Anuar Bin Azizul Hasan	Able to communicate in Bahasa Malaysia and English.	Yes
	Mohd Nor Amin Bin Abd Halim	Able to communicate in 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 operational personnel, workers, contractors; review of documentation;
- Reporting;
- Resolution of non-conformance (NC) (if any);
- Draft audit reporting;
- Technical review;
- Final audit reporting;
- Final approval, certification decision and issuance of certificate.

### Surveillance:

The Surveillance three (03) audit carried out onsite from 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;
  - Estates maps;
  - Land titles;
  - Standard Operating Procedures;
  - Work Flow Charts;
  - Management Plans;
  - Operating licenses and approvals;
  - Operating records;
  - Training records;
  - Applicable Legislation Documents;
- Onsite visit, observations and inspection of estate(s) facilities and field activities;
- Interview operation personnel and field workers for understanding of work assigned;

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- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit;
- Assessment reporting.

### On-site

The audit of the estates are carried out according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

The remote audit shall be guided by ICT Tools as per IAF MD4:2018 and ISO 9001 Auditing Practices Group on Remote Audits 2020.

For the onsite, the selected estate(s) based on the formula  $S = 1\sqrt{n}$  where S = sample size and n = number of estates with a risk factor of 1 for regular risk which is in accordance to MSPO certification procedure.

Based on the formula, the sample size for the estates  $S = 1\sqrt{3} = 2$ , therefore round up to the next integral of 3 estates. Thus, a total of 3 estates selected for the onsite assessment and inspection as listed in Table 2-1 below:

**Table 2-1: Estates Selected**

Name of Estates	Coordinates
Ladang Rompin	N 2.94013° , E 103.245259°
Ladang Viva	N 2.32368° , E103.82978°
Ladang Padang	N 2.31025° , E 103.529222°

### 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 raised and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be review and verify in the next audit.

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### 3. ORGANISATION INFORMATION

The certified estates are owned by Seong Thye Plantations Sdn. Bhd. located at Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470, Kuala Lumpur, Malaysia.

The details of the estates as below:

Name of Estate	Location	Coordinates
Ladang Rompin	Lot 5082, Mukim Rompin, Pahang, Malaysia.	N 2.94013° , E 103.245259°
Ladang Viva	Viva - Splendid Sdn Bhd Lot 2274-2288, Mukim Mersing, 86800 Mersing, Johor, Malaysia Maxi - Universal Sdn Bhd Lot 2289-2293, Mukim Mersing, Derah Mersing, Johor, Malaysia	N 2.32368° , E 103.82978°
Ladang Padang	Lot 3222, Mukim Kahang, Kluang, Johor, Malaysia	N 2.31025° , E 103.529222°

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2022 to Dec 2022)
	Total*	Production**	
Ladang Rompin	3,040.62	2,998.00	42,199.00
Ladang Padang	2,226.00	2,194.00	34,900.00
Ladang Viva	80.46	80.06	1,489.00
<b>Total</b>	<b>5,347.08</b>	<b>5,272.06</b>	<b>78,588.00</b>

\*includes productive and non-productive area (infrastructures, conservation, HCV, housing & office compound use, set aside area etc.)

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Estate

Year Estate /	Ladang Rompin	Ladang Padang	Ladang Viva
1993	357	0	0
1994	181	0	0
1995	605	0	0
1999	0	366.00	0
2000	0	467.75	0
2001	0	445.75	0

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2002	0	486.25	0
2003	0	428.25	0
2006	2	0	0
2013	92	0	0
2015	254	0	0
2016	246	0	80.06
2017	200	0	0
2018	271	0	0
<b>Total Mature</b>	<b>2,208</b>	<b>2,194</b>	<b>80.06</b>
2019	119	0	0
2020	188	0	0
2021	217	0	0
2022	266	0	0
<b>Total Immature</b>	<b>790</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>2,998</b>	<b>2,194</b>	<b>80.06</b>

### 3.3. Replanting program for each estate

Year of replanting/ Name of estate	Planted area (ha) in each estate					Total area to be replanted (ha)
	2022	2023	2024	2025	2026	
Rompin Estate	267.00	271.00	307.00	298.00	0	1,143.00
Padang Estate	0	0	287.50	233.00	313.25	833.75
Viva Estate	0	0	0	0	0	0
<b>TOTAL</b>	<b>267.00</b>	<b>271.00</b>	<b>594.50</b>	<b>531.00</b>	<b>313.25</b>	<b>1,976.75</b>

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### 3.4. Maps of Estates Location

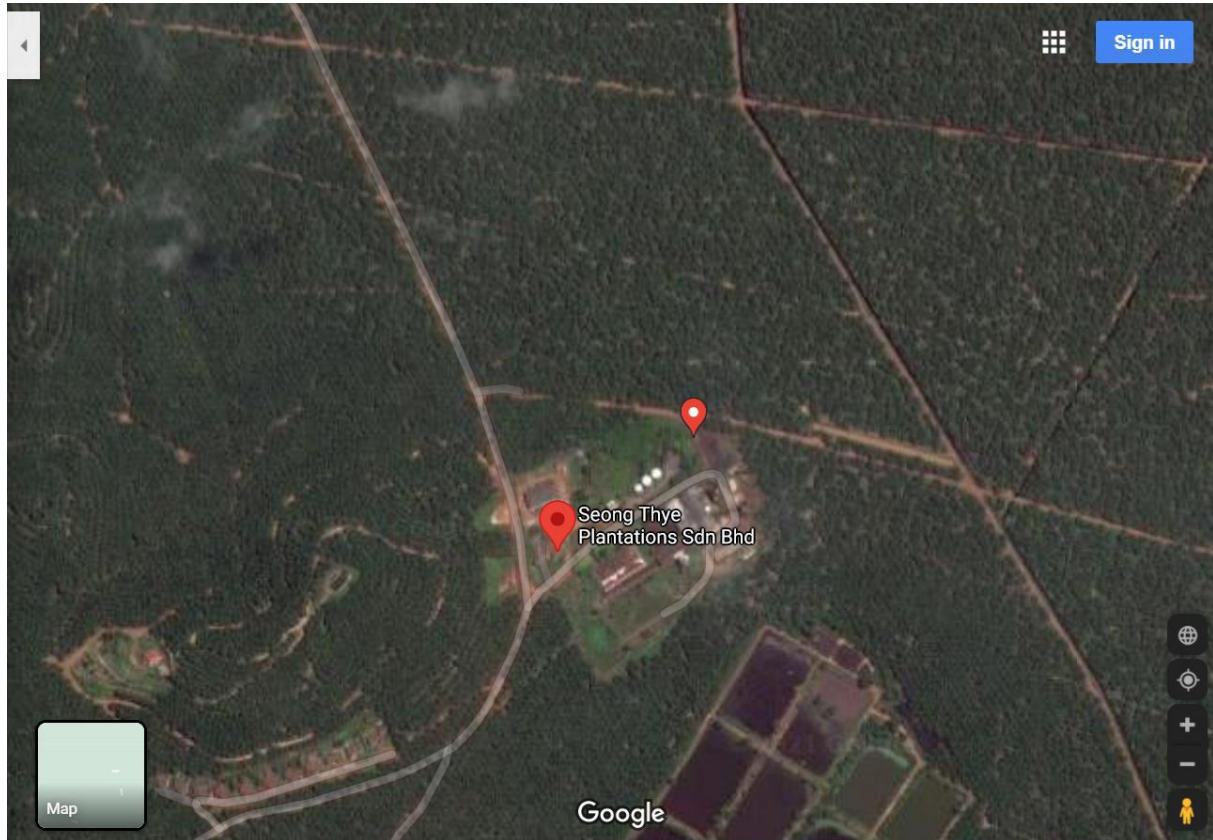


Figure 1: Ladang Rompin (Main Division)

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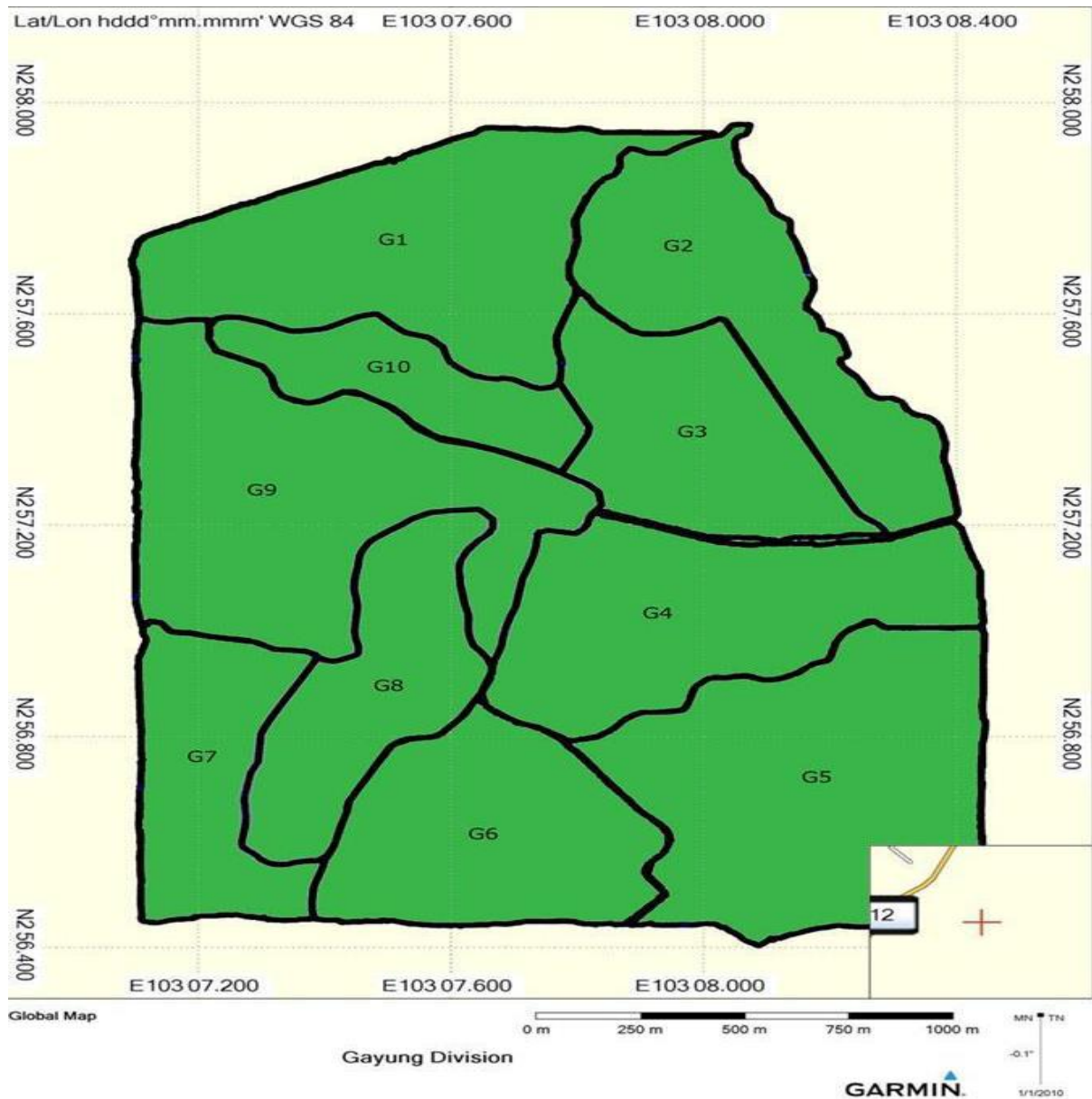


Figure 2: Ladang Rompin Estate Map (Gayung Division)



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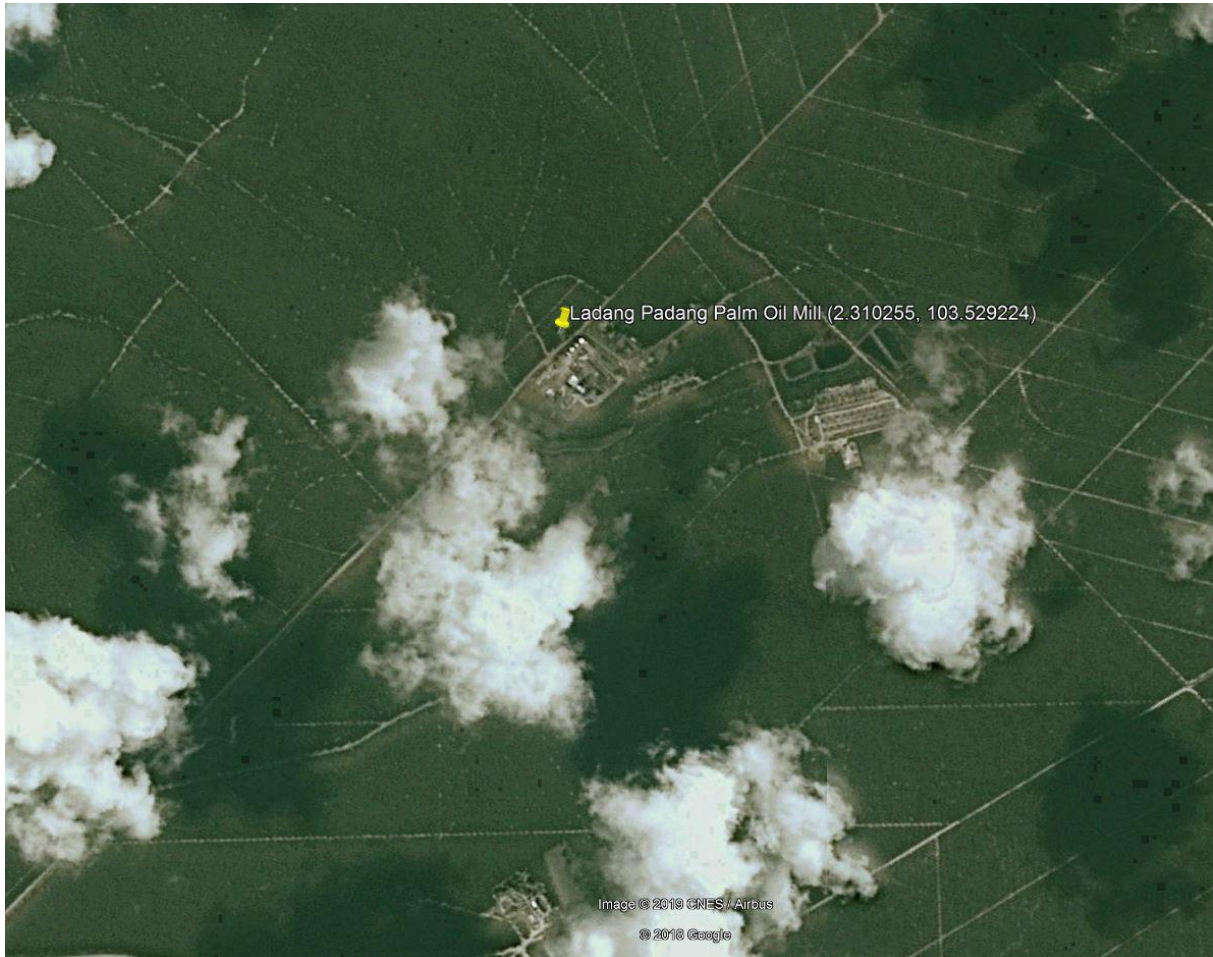


Figure 3: Ladang Padang.



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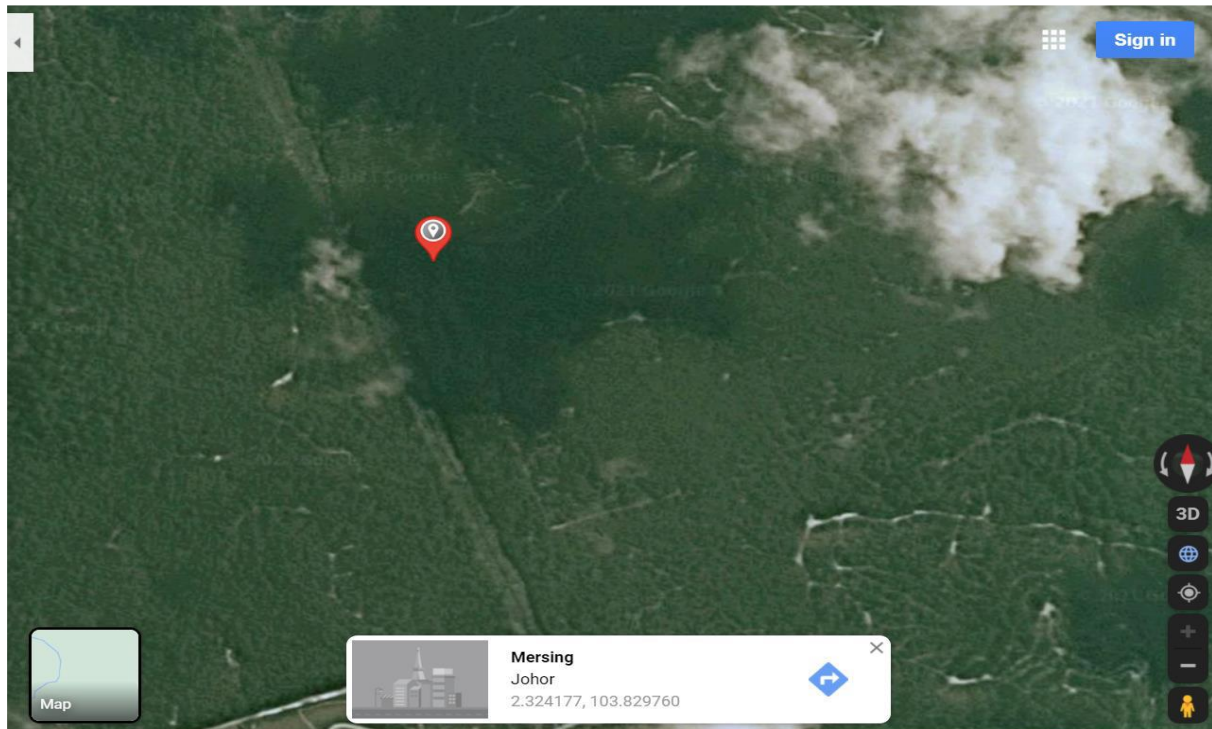


Figure 4: Ladang Viva.

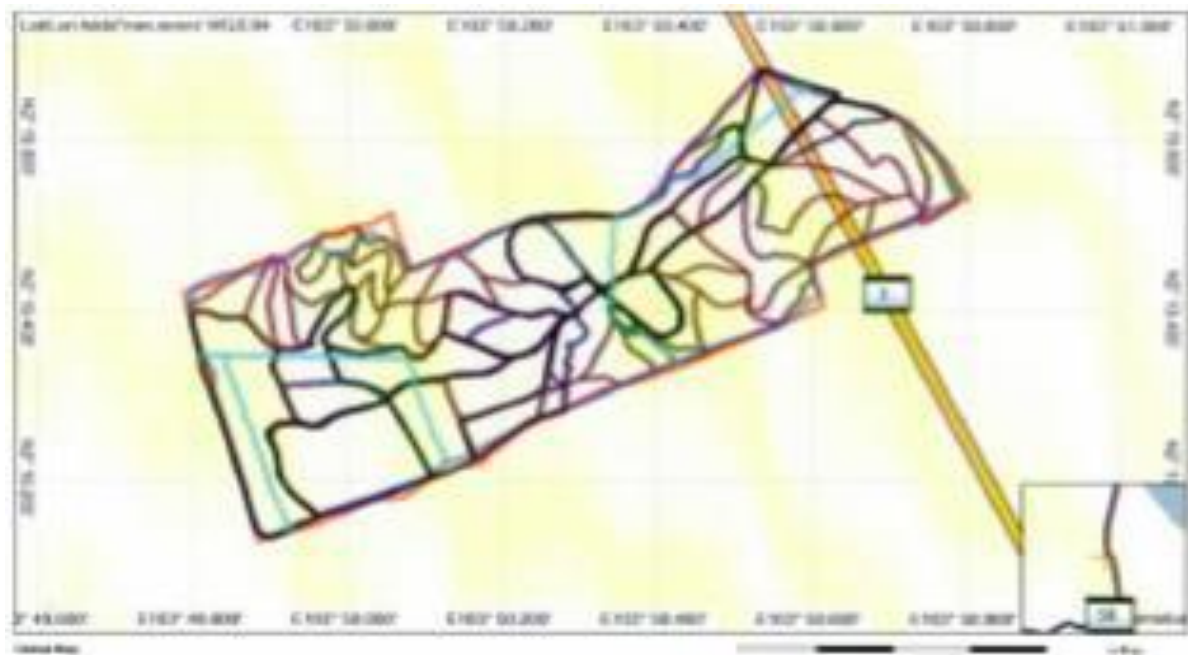


Figure 5: Ladang Viva estate map.

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 03

The objective of the audit is to assess the activities of the estates are in compliance with MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

##### 4.1.1. Surveillance:

The onsite surveillance three (03) audit is carried out from 30/05/2022 to 03/06/2022 covering 3 selected estates – Ladang Rompin, Ladang Viva and Ladang Padang.

During the last surveillance 02 audit, there are 3 Minor raised.

During this surveillance 03 audit, the minor non-compliance raised in the last audit, the audit team has review by means of physical inspection of estates, 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 minor non-conformances raise during the surveillance 02 audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

During this surveillance 03 audit, four (4) 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 audit findings if any, raised in this audit refer to Section 4.6 of this 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.

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 28/04/2022 to announce the audit of the certified unit. As at audit date on 30/05/2022 there are no comments received.

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### 4.3. Summary of Assessment

#### Principle and Criteria Assessment Summary

The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-3. The summary of the assessment as below, where the "Findings/Comments" column reflects the findings in accordance with each indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Seong Thye Plantations Sdn. Bhd. (STPSB) established Sustainability Policy dated 02/01/2019 signed by the Executive Chairman.</p> <p>The policy established is available in Bahasa Malaysia and English.</p> <p>Established MSPO policy adhere to the following key principles of Malaysian Sustainable Palm Oil (MSPO):</p> <ul style="list-style-type: none"><li>• Management Commitment and Responsibility;</li><li>• Transparency;</li><li>• Compliance to Legal Requirement;</li><li>• Social Responsibility, Health Safety and Employment Conditions;</li><li>• Environmental, Natural Resources, Biodiversity and Ecosystem Services;</li><li>• Best Practice;</li><li>• Development of New Planting.</li></ul> <p>The MSPO Policy is displayed at estates notice boards.</p> <p>Briefing on the policy carried out as below:</p> <p>Example:</p> <p>Ladang Rompin (LR), dated 07/03/2022.</p> <p>Field interviews with sampled sprayers, harvesters and manurers informed, they were briefed on MSPO Policy.</p>	Yes
4.1.1.2	<p>STPSB Sustainability Policy, dated 02/01/2019 states</p> <p>"To continuously review and improve our operations with respect to social, environmental and economical sustainability, guided by principles of MSPO and best practices referenced by our industry".</p>	Yes
4.1.2.1	<p>STPSB established SOP internal audit, MSPO-P1-P2 updated 01/03/2021.</p> <p>Internal audit is carried out once a year as stated in the internal audit SOP 'Procedure Explanation'.</p> <p>Example:</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Internal audit for LR carried out on 24/03/2022. There were no findings raised for the audit.	
4.1.2.2	STPSB established SOP internal audit, MSPO-P1-P2 updated 01/03/2021. The procedure states internal audit to be carried out once a year.  Onsite visit to estate office, copy of internal audit reports available.	Yes
4.1.2.3	Result of the estates internal audits are presented during the management review meeting.  Example:  LR has carried out management review meeting on 24/03/2022 includes the internal audit results.	Yes
4.1.3.1	STPSB established SOP Management Review, MSPO-P1-C3, dated 30/08/2018.  The procedure states management review to be carried out annually and shall be attended by top management team.  LR and Ladang Padang (LP) Management review was carried out on 26/05/2022 and 19/05/2022 respectively.  Agenda of the meeting includes: <ol style="list-style-type: none"><li>1. Review action items from previous meetings;</li><li>2. Review the sustainability of the policies;</li><li>3. Review of internal audit;</li><li>4. Performance and product conformity;</li><li>5. Customer feedback;</li><li>6. Summary and status of non-conformity;</li><li>7. Change to MSPO requirement;</li><li>8. Review resource issues.</li></ol>	Yes
4.1.4.1	STPSB established Continual Improvement Plan (CIP) which includes pesticides, safety and health, environmental, pollution and emission, waste reduction and social and welfare.  Example:  CIP for LR established and updated CIP on 06/02/2022. <ul style="list-style-type: none"><li>• Subject: Environment</li><li>• Improvement plan: To construct additional oil sump for the diesel filling area;</li><li>• Status: To begin on June 2022;</li><li>• Person In-Charge: Estate Manager.</li></ul>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>CIP for LP established and updated on 26/05/2022.</p> <ul style="list-style-type: none"> <li>• Subject: Social;</li> <li>• Improvement plan: Construct new executive bungalows and staff quarters;</li> <li>• Status: in progress, September 2022;</li> <li>• Person In-Charge: Estate Manager.</li> </ul>	
4.1.4.2	STPSB established Latest Technology and Systems procedure, dated 01/01/2019 as a system to improve practices in line with new information and techniques or new industry standards and technology.	Yes
4.1.4.3	<p>STPSB established Latest Technology and Systems procedure, dated 01/01/2019.</p> <p>There are no new technology applied at STPSB group for the moment.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>STPSB established Stakeholder Communication &amp; Consultation procedure doc no: MSPO-P2-C2, revision 0 dated 26/08/2018.</p> <p>The purpose of the procedure is to ensure MSPO information is communicated and consultations to and from employees and other interested parties or stakeholders.</p> <p>STPSB group estates established list of stakeholders for respective estates as follows:</p> <ol style="list-style-type: none"> <li>1. LR and LV updated the list on 31/12/2021;</li> <li>2. LP updated the list on 28/01/2022.</li> </ol> <p>The list of stakeholders of LR, LV and LP estates includes government agencies, neighboring estates, NGOs, suppliers, local villages, internal stakeholders, contractors and consultants.</p> <p>STPSB carried out stakeholders consultation meeting for respective estates as follows:</p> <ol style="list-style-type: none"> <li>1. LR &amp; LV estates dated 09/02/2022;</li> <li>2. LP estate dated 10/03/2022.</li> </ol> <p>Review of the meeting minutes, minutes include topics on prevention of COVID-19, social, safety and health environment, MSPO principle and legal matters.</p>	Yes
4.2.1.2	<p>STPSB established 'List of Public Documents Available for MSPO Stakeholder Inspection' dated 01/01/2019, revision no 0 have been established and reviewed by Estate Managers.</p> <p>Examples of publicly available documents:</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> <li>1. Policies;</li> <li>2. Permit and License;</li> <li>3. Accident Report.</li> </ol> <p>Examples of confidential documents:</p> <ol style="list-style-type: none"> <li>1. Estate budget;</li> <li>2. Staff personal file;</li> <li>3. Manpower report.</li> </ol>	
4.2.2.1	<p>STPSB established Stakeholder Communication &amp; Consultation procedure doc no: MSPO-P2-C2, revision 0 dated 26/08/2018.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> <li>1. Inform stakeholders;</li> <li>2. Consult stakeholders;</li> <li>3. Engage stakeholders;</li> <li>4. Resolution.</li> </ol> <p>Guideline for handling requests from stakeholders and timeline to resolve complaints are addressed in the procedure. The guideline specifies that time line to resolve issues is within 24 hours to 14 days based on criticality of the complaint.</p> <p>All estates carried out morning muster briefing as a method of communication to workers.</p> <p>Field interviews with sampled harvesters and sprayers informed they understand the communication &amp; consultation procedure.</p> <p>Site visit observed, STPSB displayed the procedure at estates office notice boards.</p>	Yes
4.2.2.2	<p>STPSB established Grievances &amp; Complaints Handling Procedure revision 1 dated 08/05/2019.</p> <p>The procedure describes person responsible for internal and external communication is the Estate Manager.</p> <p>Appointment letters for consultation and communication representatives have been reviewed and verified. Appointment dates are as below:</p> <ol style="list-style-type: none"> <li>1. LR estate appointed Assistant Manager dated on 11/01/2021.</li> <li>2. LV estate appointed Field conductor dated on 04/01/2021.</li> <li>3. LP estate appointed Assistant Manager dated on 17/08/2021.</li> </ol> <p>Site visits observed, organization charts displayed at estates office notice boards.</p> <p>Field interviews with sampled harvesters and sprayers informed they are aware of the consultation process and person in charge.</p>	Yes



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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.2.3	<p>STPSB group established Stakeholder Communication &amp; Consultation procedure doc no: MSPO-P2-C2, revision 0 dated 26/08/2018.</p> <p>Frequency of external stakeholders meeting is annually.</p> <p>Review on the minutes of external stakeholders' consultation meeting confirmed that meetings were carried out at every respective estates.</p> <p>Field interviews with sampled harvesters and sprayers informed issues highlighted during the internal stakeholder meetings has been addressed.</p>	Yes
4.2.3.1	<p>STPSB group established SOP for Traceability, revision 1.01 dated 30/08/2018.</p> <p>Flow chart of estates FFB traceability includes from the harvesting activities in the estate to the mill.</p> <p>The SOP describe process:</p> <ol style="list-style-type: none"> <li>1. Ability to track all stages of the product from source to finished goods;</li> <li>2. To understand FFB suppliers' practices in producing, procuring and handling of FFB.</li> </ol> <p>The process flow describes related traceability documents together with person in charge for the process.</p> <p>STPSB estates use FFB delivery chits as documents from estates for transporting FFBs to mills. STPSB estates received mill weighbridge ticket as a proof of FFB delivery.</p>	Yes
4.2.3.2	<p>STPSB established SOP for Traceability, revision 1.01 dated 30/08/2018.</p> <p>The FFB delivery is monitored on daily basis by estate office clerks.</p> <p>Internal audits were carried out as a mechanism to inspect the traceability system.</p> <p>Traceability elements were included as part of audit and no findings raised during internal audits.</p>	Yes
4.2.3.3	<p>STPSB appointed person in-charge for traceability for respective estates as follows:</p> <ol style="list-style-type: none"> <li>1. LR estate appointed Accounts Clerk dated on 01/01/2021;</li> <li>2. LV estate appointed Accounts Clerk dated on 01/01/2021;</li> <li>3. LP estate appointed Assistant Manager dated on 01/01/2019.</li> </ol>	Yes
4.2.3.4	<p>STPSB established records of FFB delivery and kept at every respective estates offices on daily basis.</p> <p>Review delivery FFB records, STPSB estates includes FFB log sheet, harvester production record, FFB transportation record, FFB grading record and weighbridge ticket. Unique number is weighbridge ticket.</p> <p>Example:</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Review delivery record, LR estate FFB grading record information as follow:</p> <ol style="list-style-type: none"><li>1. Grading record no.: 9480;</li><li>2. Field no.: Block M6;</li><li>3. Vehicle no.: KOH 2;</li><li>4. Date: 30/05/2022;</li><li>5. Weighbridge ticket no.: 382689.</li></ol> <p>LRPOM weighbridge ticket:</p> <ol style="list-style-type: none"><li>1. Weighbridge ticket no: 382689;</li><li>2. Estate: LR Estate;</li><li>3. Vehicle no.: KOH 2;</li><li>4. FFB weight: 4.49 mt;</li><li>5. Date: 30/05/2022;</li><li>6. MSPO certificate no: MSPO 712227.</li></ol> <p>All the stated information can be trace to LR estate FFB daily record.</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 and updated on 19/05/2022.</p> <p>Example:</p> <ul style="list-style-type: none"><li>• Malaysian Palm Oil Board Act 1998;</li><li>• Minimum wages order 2022.</li></ul> <p>The STPSB estates licenses and permits are available and displayed in the estates offices.</p> <p>Example of MPOB licenses :</p> <ul style="list-style-type: none"><li>• LR expires on 30/09/2022;</li><li>• LV expires on 31/10/2022;</li><li>• LP expires on 31/03/2023.</li></ul>	Yes
4.3.1.2	<p>STPSB established register of laws and list of relevant acts, laws and regulations established and updated on 19/05/2022.</p> <p>Example:</p> <ul style="list-style-type: none"><li>• Malaysian Palm Oil Board Act 1998;</li><li>• Minimum wages order 2022.</li></ul>	Yes



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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.3	STPSB established register of laws and list of relevant acts, laws and regulations established and updated on 19/05/2022. Latest update on 19/05/2022 included Minimum Wages Order 2022.	Yes
4.3.1.4	Sampled estates of STPSB have appointed person as legal compliance officer responsible to monitor compliance and updates for related documents as below: <ul style="list-style-type: none"><li>LR &amp; LV appointed clerk as PIC dated 03/01/2022;</li><li>LP appointed manager as PIC dated 01/01/2019.</li></ul>	Yes
4.3.2.1	STPSB land titles are lease hold land titles issued by Land and Survey Department. The land use stated in the land title is the purpose of the cultivation for oil palm. There is no evidence of diminished land use rights of other users.	Yes
4.3.2.2	STPSB land titles are issued by Land and Survey Department. Example: LP land title lot 37218 issued by Land and Survey Department. The land use stated in the land title is the purpose of the cultivation for oil palm.	Yes
4.3.2.3	STPSB land titles were reviewed for sampled estates includes map stating the total area with boundary stone numbering. During field visits for sampled estates, boundary stones were identified. Boundary stone are pegged with red colour or white colour maintain.	Yes
4.3.2.4	The STPSB land titles are issued by Land and Survey Department. Therefore, no land disputes.	Yes
4.3.3.1	STPSB land titles are lease hold land titles issued by Lands and Surveys Department with the land used of the cultivation of oil palm. There are no native or customary sub-leased land in STPSB group.	Yes
4.3.3.2	STPSB land titles are lease hold land titles issued by Land and Survey Department. No customary land titles in sampled estates.	Yes
4.3.3.3	STPSB land titles are lease hold land titles issued by Land and Survey Department. There are no native or customary sub-leased land in sampled estates.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>STPSB conducted SIA include stakeholders feedbacks.</p> <p>A table in the SIA includes describing of activities, positives impacts, negative impacts, mitigation measure, action taken, PIC and status.</p> <p>Example</p> <ul style="list-style-type: none"> <li>• LV dated 25/03/2022.</li> </ul> <p>The assessment is guided by SOP Social Impact Assessment dated 12/03/2019.</p> <p>Example for LP:</p> <p>Positive impact: Provide a transport schedule for the schooling children.</p> <p>Example for LR:</p> <p>Negative impact: Electrical appliances, fan and lighting faulty at labour line.</p> <p>Example of negative impact verification for LR, the housing inspection is carried out by estate to ensure the electrical appliances, fan and lighting faulty are repair when broken, record review the housing inspection done in monthly basis and this is further verified through onsite visit at housing area.</p>	Yes
4.4.2.1	<p>STPSB established complaints and grievances handling procedure dated 08/05/2019.</p> <p>The procedure described the process of complaints and grievances starting from rising, receiving of form to resolution of complaint.</p>	Yes
4.4.2.2	<p>STPSB established complaints and grievances handling procedure dated 08/05/2019.</p> <p>The SOPs describes to resolve the complaints within 14 days.</p> <p>The complaint and grievance record books were reviewed, complaints are resolve in timely manner.</p> <p>Example:</p> <p>Reviewed LR complaint lodged on 18/04/2022 for roof leaking issue and resolved on 22/04/2022.</p>	Yes
4.4.2.3	<p>STPSB established complaints and grievances handling procedure dated 08/05/2019.</p> <p>During onsite verification, observed complaint forms and boxes availability at all estates offices.</p>	Yes
4.4.2.4	<p>The employees and the surrounding communities were made aware of the complaints procedure through stakeholders meeting and regular briefings.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on complaints and grievances procedure and understand its processes.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Estates carried out MSPO briefings which includes complaints and grievance SOP.</p> <p>Example: LR carried out briefing on 11/04/2022.</p>	
4.4.2.5	<p>The complaints records is reviewed and records are maintained since year 2019.</p> <p>Example of latest record lodged for LP, complaint lodged on 14/04/2022 for lighting faulty issue and resolved on 16/04/2022.</p>	Yes
4.4.3.1	<p>LR, LV &amp; LP contributes to local communities by hiring local communities as worker or office administrative staffs and allowed local communities to operate the grocery shop in the estates.</p>	Yes
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 LR, LV and LP office notice boards.</p> <p>This policy is in dual languages, English and Malay for effective implementation to staff, workers and stakeholders.</p> <p>The policy includes objectives 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 safety and health policy is publicly displayed at estates notice boards and has been communicated to all staff and workers through training conducted.</p> <p>Ladang Rompin:</p> <p>Safety and health policy been communicated dated 15/03/2022 to all staff and workers on 07/03/2022.</p> <p>Ladang Padang:</p> <p>Safety and health policy has been communicated on 16/03/2022 to all staff and workers.</p>	Yes
	<p>b</p> <p>The risk for all operation been assessed in HIRARC and each estate reviewed as per below:-</p> <p>Reviewed the latest revised HIRARC on risk level and additional type of hazard on harvesting activity on 12/01/2022.</p> <p>Example:</p> <p>Ladang Rompin;</p> <p>Activity: Applying fertilizers in field;</p> <p>Hazard: Fertilizer dust;</p> <p>Effect: Inhale of dust;</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Existing Control: Dust Mask;</p> <p>Risk evaluation: 1 (L) x 2 (1) = (1) Low;</p> <p>Recommendation Control: Training and provision of PPE and SOP.</p> <p>Field visits at sampled estates sighted manuring workers equipped with dust mask.</p>	
c i	<p>STPSB OSH programmed included the training for all workers such as sprayer workers, manuring team, workshop operation, general work and others.</p> <p>Example:</p> <p>LR carried out chemical handling training on 07/04/2022 to the sprayer team. Training material, attendance and photos is documented.</p> <p>LV carried out chemical handling training dated 18/03/2022 to the sprayer team. Training material, attendance and photos is documented.</p>	Yes
c ii	<p>Field visits at LR, LV and LP chemical stores and fertilizer stores, observed there are SDS available with latest updated from supplier.</p>	Yes
d	<p>STPSB established records of PPE issuances to monitor and ensure workers are provide with proper PPEs.</p> <p>Ladang Rompin:</p> <p>Review on latest PPE issuance record dated 17/03/2022 for harvesting workers, PPE given is included in the recommendation from HIRARC reviewed dated 02/01/2022.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they are provided with PPE according to individual task.</p> <p>Ladang Padang:</p> <p>Review on the latest PPE issuance record dated 31/05/2022, dust particulate respirator has been issued to the chemical sprayer workers.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they are provided with PPE according to individual task.</p>	Yes
e	<p>STPSB established Manual Keselamatan &amp; Kesihatan Pakerjaan 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.</p> <p>Chemical handling training has been carried out at LR on 07/04/2022.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
f	<p>STPSB appointed person in-charge for safety and health as follows:</p> <p>LR: OSH Coordinator is appointed as person in-charge dated 02/01/2022.</p> <p>LV: OSH Coordinator is appointed as person in-charge dated 02/01/2022.</p> <p>LP: Safety Supervisor is 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>Ladang Rompin:</p> <p>Sequence of OSH meeting conducted on 22/06/2021, 14/09/2021, 14/12/2021 and latest on 15/03/2022.</p> <p>OSH meeting includes reporting on previous meeting issues, worksite inspection, accidents and injury reporting, training and programmed conducted and other matters.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they has attended the meeting.</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>Field visits at LR and LP observed the emergency layout plan and contact details were displayed at estates notice board.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they aware of emergency procedure and response if there are any incidents occurs.</p>	Yes
i	<p>STPSB appointed person in charge for first aid kit.</p> <p>LR and LV appointed Hospital Assistant (HA) as person in charge of first aid kit.</p> <p>Field visits at manuring operations observed mandore was equipped with first aid approved content. Last training conducted was on 16/02/2022 – 17/02/2022. All first aider was attending the course.</p>	Yes
j	<p>STPSB has submitted JKPP 8 form to DOSH for all estates.</p> <p>The record of JKPP 8 is available in LR dated 04/01/2022 with 1 accident.</p>	Yes
4.4.5.1	<p>STPSB established the Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy is publicly displayed at estate offices and housing areas.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy states STPSB is committed to good social practices regarding human rights for industrial harmony.</p> <p>The policy is communicate to workers through briefings.</p> <p>Example: LR carried out company policies briefing on 07/03/2022.</p>	
4.4.5.2	<p>STPSB established the Social and Human Rights Policy is available in the office notice boards signed by Executive Chairman dated 02/01/2019.</p> <p>The policy stated that the company will not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed there is no discriminatory occur in LR, LV &amp; LP.</p>	Yes
4.4.5.3	<p>STPSB established employment contract for local worker and foreign workers.</p> <p>Workers contract agreements states the employees' pay, and conditions meet legal or industry minimum standards.</p> <p>Both local and foreign workers are provided with a copy of workers employment contract after signed.</p> <p>Reviewed sampled payslips, workers are paid following employment contract. The payslip describes the rate per day, public holiday and overtime.</p>	Yes
4.4.5.4	<p>STPSB monitored contractors' workers' pay rate via payslip.</p> <p>Reviewed the payslip for contractor's workers for April 2022. Pays slips are in accordance to Minimum Wages Order 2018.</p>	Yes
4.4.5.5	<p>STPSB established list of workers that includes name, date of birth, date of join, nationality, wages and gender.</p>	Yes
4.4.5.6	<p>STPSB established employment contract for local workers and foreign workers.</p> <p>The document includes information workers particulars, salary rate, working time and leaves.</p> <p>The employment contracts is signed by workers and estate manager.</p> <p>Field interviews with local and foreign workers informed they received a copy of workers employment contract after signed.</p>	Yes
4.4.5.7	<p>STPSB used punch cards or check roll system for recording working hours and overtime for staff and workers.</p> <p>Working hours are available and displayed at estate notice board.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on the working hours and overtime rates when signed the contract.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.8	<p>STPSB established working hours and displayed in office notice board.</p> <p>Morning shift: 6:30am to 2:30pm;</p> <p>Break time: 30 minutes in between.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on estate working hours.</p>	Yes
4.4.5.9	<p>STPSB provided pay slips to all workers documenting wage for the month and any overtime performed based on input from the check roll book.</p> <p>Overtime rates are paid according to Employment Act 1955 of 1.5 times for normal day.</p> <p>Reviewed worker's payslip, punch card and check roll records has includes worker's wage and payment rate. A copy of payslip provided to workers and overtime is paid as per contract agreement.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they have been briefed on wages and overtime rates.</p>	Yes
4.4.5.10	<p>STPSB provides benefits for workers such as medical cost, annual leave, sick leave, SOCSO, EPF and public holidays as listed in the employment contract.</p>	Yes
4.4.5.11	<p>STPSB provided housing for workers. The housing compound are in accordance to Workers Minimum Standards of Housing and Amenities (Amended) 2019 (Act 466).</p> <p>The housing supplies with water and electricity.</p> <p>Facilities such as worship place and grocery shop or canteen located nearby the housing area.</p>	Yes
4.4.5.12	<p>STPSB established the Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy states to provide a workplace free of violence and sexual harassment either directly or indirectly against all employees and stakeholders.</p> <p>Reviewed complaints records, no related complaint lodged as of audit date.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed no case of violent or sexual harassment in their working place.</p>	Yes
4.4.5.13	<p>STPSB established Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy states that the company is committed to comply with existing laws and regulations including labor laws, employee housing and respect and protect the rights of workers.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed there is no union form in STPSB. However, internal stakeholders meeting</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	is conducted annually as communication tools between workers and management team.	
4.4.5.14	<p>STPSB established Social and Human Rights Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy states to prohibit employment by coercion. Children and young persons shall not be employed or exploited, the minimum age shall comply with local state and national legislation.</p> <p>Reviewed the employment master list and field interviews with sampled harvesters, sprayers and manurers informed there is no employment of children or young persons in the estates.</p>	Yes
4.4.6.1	<p>STPSB established training plan for year 2022.</p> <p>Review on the training records include attendance list, photos and training material is available and maintained.</p> <p>Example of training carried as follows:</p> <ul style="list-style-type: none"> <li>• Minimum Wages 2022 briefing dated 16/05/2022 for LR;</li> <li>• SOP Chemical Handling training dated 18/03/2022 for LV;</li> <li>• MSPO briefing dated 16/03/2022 for LP.</li> </ul>	Yes
4.4.6.2	<p>STPSB established Training Need Analysis for staffs and workers based on the job descriptions.</p> <p>Example LP established TNA dated 20/05/2022.</p>	Yes
4.4.6.3	<p>STPSB established annual training program for year 2022.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• PPE usage training plan on July 2022 for LR;</li> <li>• Triple rinsing training plan on July 2022 for LP.</li> </ul>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>STPSB established Environmental Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy describes:</p> <ol style="list-style-type: none"> <li>1. Complying with relevant legislative requirements;</li> <li>2. Preventing pollution and encouraging recycling;</li> <li>3. Zero burning;</li> <li>4. Mitigating environmental impacts and greenhouse effect;</li> <li>5. Promote environmental conservation;</li> </ol>	Yes



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Indicator	Summary of Assessment	Compliance
	<p>6. Awareness of the policy and communication to employees and stakeholders.</p> <p>Environmental Policy is displayed at office notice boards and workers quarters.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they had been briefed on the Environmental Policy training.</p> <p>STPSB established Environmental Aspect Impact Assessment updated on 02/01/2022.</p> <p>The plan has includes environmental aspects, environmental impacts, environmental impact analysis, mitigation measures and monitoring programme.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Activities: Worker housing complex;</li> <li>2. Environment Aspect: Domestic waste from housing and office;</li> <li>3. Environment Impact: Pollution of soil and water;</li> <li>4. Environment Impact Analysis: Medium risk;</li> <li>5. Mitigation measure: Scheduled for waste collection;</li> <li>6. Monitoring programme: Established landfill.</li> </ol> <p>Interviews with estate managements informed the domestic waste collection is twice a week.</p> <p>Field visit at landfills, observed the site established as follow:</p> <ol style="list-style-type: none"> <li>1. LR estate established new site on 23/05/2022;</li> <li>2. LV estate sent the domestic waste to dedicated Mersing municipal bin.</li> <li>3. LP estate established new site on 25/05/2022.</li> </ol>	
4.5.1.2	<p>a STPSB established Environmental Policy signed by Executive Chairman updated on 02/01/2019.</p> <p>The policy states the company is firmly committed to sustainable development through protecting the environment.</p> <p>Objectives of environmental policy are:</p> <ol style="list-style-type: none"> <li>1. Appropriate to the nature, scale and environmental impacts of the company's palm oil plantation and palm oil milling activities;</li> <li>2. Commitment to comply with relevant country and state environmental legislation and regulations;</li> <li>3. Commitment to prevention of pollution;</li> <li>4. Commitment to continual improvement.</li> </ol>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Site visit, STPSB displayed Environmental Policy at estates office notice boards.</p> <p>Environmental protection policy training carried out for staff and workers as follow:</p> <ol style="list-style-type: none"> <li>1. LR &amp; LV estates on 09/02/2022;</li> <li>2. LP estate on 10/03/2022.</li> </ol>	
b	<p>STPSB established Environmental Aspect Impact Assessment dated 02/01/2022.</p> <p>Environmental aspect impact assessment covers work process as follows:</p> <ol style="list-style-type: none"> <li>1. Estate Replanting;</li> <li>2. All Operations;</li> <li>3. Linesite workers;</li> <li>4. Workshop;</li> <li>5. Clinic;</li> <li>6. Upkeep and Maintenance;</li> <li>6. Harvesting.</li> </ol> <p>Example of aspect and impacts of all operations:</p> <ol style="list-style-type: none"> <li>1. Estate workshop – soil and water pollution;</li> <li>2. Estate replanting – deterioration of air and soil quality;</li> <li>3. FFB evacuation – Air pollution and noise pollution.</li> </ol> <p>Documents review verified and confirmed STPSB includes all relevant aspects and impacts.</p>	Yes
4.5.1.3	<p>STPSB established Environmental Aspect Impact Assessment updated on 02/01/2022 include mitigation plan to mitigate negative impacts and promote to positive.</p> <p>Negative impacts and action plan;</p> <p>Example:</p> <p>Estate: LP estate;</p> <p>Activity: Estate workshop;</p> <p>Aspect: Oil leakage from tractors / lorries;</p> <p>Impacts: Pollution of soil and water course;</p> <p>Impact risk assessment: Medium risk;</p> <p>Mitigation Plan: Maintenance service as per scheduled;</p> <p>PIC: Assistant Manager;</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Time frame: Continuously monitored.</p> <p>Documents reviewed, LP estate established monitoring of vehicle maintenance service report daily basis to monitor vehicles conditions at site with latest updated on 30/05/2022.</p> <p>Positive impact and action plan;</p> <p>Example:</p> <p>Estate: LR estate;</p> <p>Activity: Mulching work;</p> <p>Environment Aspect: Use of EFB mulching the immature palm;</p> <p>Environment Impact: Reduce the use of chemical fertilizer;</p> <p>Environment Impact Analysis: Low risk;</p> <p>Mitigation Plan: Mulching work record;</p> <p>PIC: Estate Manager;</p> <p>Time frame: Continuously monitored.</p> <p>Documents review, LR estate monitor infield EFB application with record of 'Maklumat Pelupusan Tandan Kosong Kelapa Sawit (EFB)' latest on 09/05/2022.</p>	
4.5.1.4	<p>STPSB established Environmental Aspect Impact Assessment dated 02/01/2022 include mitigation plan to promote positive.</p> <p>Example:</p> <p>Estate: LR estate;</p> <p>Activity: Mulching work;</p> <p>Environment Aspect: Use of EFB mulching the immature palm;</p> <p>Environment Impact: Reduce the use of chemical fertilizer;</p> <p>Environment Impact Analysis: Low risk;</p> <p>Mitigation Plan: Mulching work record;</p> <p>PIC: Estate Manager;</p> <p>Time frame: Continuously monitored.</p> <p>Documents review, LR estate monitor infield EFB application with record of 'Maklumat Pelupusan Tandan Kosong Kelapa Sawit (EFB)' latest on 09/05/2022.</p> <p>Field visits at blocks and interviews with LR estate assistant Manager informed they are applied infield EFB application every month.</p>	Yes
4.5.1.5	<p>STPSB training programme year 2022 included training for environment.</p> <p>Example of training conducted as follow:</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> <li>1. LR estate carried out briefing on high conservation value and zero burning to workers on 15/03/2022;</li> <li>2. LP estate carried out briefing on prohibited chemical application at buffer zone to sprayers on 19/04/2022.</li> </ol>	
4.5.1.6	<p>STPSB carried out environmental meetings for all estates involving management and workers representative.</p> <p>The meeting agenda includes updates on environmental monitoring such as riparian areas, open burning and wildlife management.</p> <p>Example of meeting as follow:</p> <ol style="list-style-type: none"> <li>1. LR estate conduct environmental meeting dated 18/01/2022;</li> <li>2. LP estate conduct environmental meeting dated 10/03/2022.</li> </ol>	Yes
4.5.2.1	<p>STPSB established 2 years baseline from 2019 to 2020 for fossil fuel usage (diesel consumption vs FFB Tonnage) for farm tractors and transport of FFBs to oil mill.</p> <p>The diesel consumption from year 2019 to 2020 are used as baseline for monitoring diesel usage in year 2021.</p> <p>Example</p> <ol style="list-style-type: none"> <li>1. LR estate actual diesel consumption records for 2021 increased compared to the baseline due to high consumption for replanting activities;</li> <li>2. LP estate actual diesel consumption records for 2021 increased compared to the baseline due to high pick crop season and all vehicles used for FFB transporting to mills.</li> </ol>	Yes
4.5.2.2	<p>STPSB established budget for fuel consumption year 2022.</p> <p>Example:</p> <p>LR estate established budget for fuel consumption for year 2022.</p> <p>Actual diesel usage todate is recorded and maintained.</p> <p>The actual diesel consumption records for 2021 increased compared to the baseline due to high consumption for replanting activities.</p>	Yes
4.5.2.3	<p>STPSB does not use renewable energy.</p> <p>Field visits observed and interview with estate managements informed no renewable energy use for LP, LV and LR estates.</p>	Yes
4.5.3.1	<p>STPSB established Waste Management Procedure, version: 1.00, revision: 1.01; updated 30/08/2018.</p> <p>The Waste Management Procedure includes identification of all waste products, source of pollutions and monitoring.</p> <p>Example of sources and waste products:</p> <p>Ladang Padang</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Solid</p> <ol style="list-style-type: none"> <li>1. Source of pollution: Chemical activities;</li> <li>2. Waste products: Empty chemical containers.</li> </ol> <p>Liquid</p> <ol style="list-style-type: none"> <li>3. Source of pollution: Chemical premix area;</li> <li>4. Waste products: Spillage at premix area.</li> </ol> <p>Gaseous</p> <ol style="list-style-type: none"> <li>5. Source of pollution: Smoke emission from FFB tractors;</li> <li>6. Waste of products: Carbon Dioxide.</li> </ol>	
4.5.3.2	<p>a STPSB established Waste Management Procedure, version: 1.00, revision: 1.01; updated 30/08/2018, which includes identification of all waste products, source of pollutions and monitoring.</p> <p>Example:</p> <p>Ladang Padang</p> <ol style="list-style-type: none"> <li>1. Source of pollution: Chemical premix area;</li> <li>2. Waste products: Spillage at premix area;</li> <li>3. Monitoring: Chemical issuance records;</li> <li>4. PIC: Assistant Manager;</li> <li>5. Time frame: On going practices.</li> </ol> <p>Review chemical issuance record and interviews with assistant manager informed the chemical application at fields is applied based on spraying program updated 30/05/2022.</p>	Yes
	<p>b STPSB established Environmental Aspect Impact Assessment dated 02/01/2022, include monitoring plan and identified potential waste that could be reduced, reuse and recycle.</p> <p>Ladang Padang</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Frond stacking: Reused through decomposition to improve the soil nutrients;</li> <li>2. EFB: Recycling as organic fertilizer;</li> <li>3. Triple rinse water: Reused for chemical spraying;</li> <li>4. Empty fertilizer bags: Reused for domestic waste collection disposal and loose fruits collection;</li> <li>5. Empty chemical containers: Reused as flower pots and spraying activities.</li> </ol>	Yes
4.5.3.3	STPSB established SOP for Safe Handling of Chemicals version 4, 2021.	Yes

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	<p>The SOP describes:</p> <ol style="list-style-type: none"> <li>1. Empty containers are stored at scheduled waste store and disposed by authorised scheduled waste collector;</li> <li>2. Triple rinsing for all used empty containers before stored at scheduled waste store.</li> </ol> <p>Site visits at all estates scheduled waste stores, observed all stores are manage appropriately and labelled accordingly.</p>	
4.5.3.4	<p>STPSB established SOP for Safe Handling of Chemicals version 4, 2021.</p> <p>The SOP describes:</p> <ol style="list-style-type: none"> <li>1. Rinsed water reused for spraying activities;</li> <li>2. Empty chemical container being labelled, stored and disposed by authorized collector;</li> <li>3. Disposal in accordance with Scheduled Waste Regulations (Scheduled Waste) 2005.</li> </ol> <p>Site visits at all estates scheduled waste stores, observed all stores are manage appropriately and labelled accordingly.</p> <p>Field interviews with sampled sprayers informed they understand on disposal of empty chemical containers.</p> <p>Reviewed records of empty chemical disposal are maintained and updated as follow:</p> <ol style="list-style-type: none"> <li>1. LR estate disposed empty chemical containers dated 28/03/2022 to authorized collector;</li> <li>2. LP estate disposed chemical containers dated 01/05/2022 to authorized collector.</li> </ol>	Yes
4.5.3.5	<p>STPSB disposed their domestic wastes generate from workers' housing and office compound to landfill for LP and LR estates. While for LV estate disposed domestic waste through municipal council.</p> <p>Field visits at landfills observed the area is fenced and marked together with opening and closing date.</p> <p>Waste is collected twice per week for all estates.</p>	Yes
4.5.4.1	<p>STPSB established GHG management plan updated on 25/01/2022.</p> <p>Example:</p> <p>Source of waste: Emissions of greenhouse gasses from nitrogen fertilizer usage;</p> <p>Impacts: Contribute to global warming ( N<sub>2</sub>O);</p> <p>Source of waste: Emissions from generators for electrical supply;</p> <p>Impacts: Contributes to global warming (CO<sub>2</sub>).</p>	Yes

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Indicator	Summary of Assessment	Compliance
4.5.4.2	<p>STPSB established GHG management plan updated on 25/01/2022. The assessment includes monitoring plan to reduce identified pollution and emissions.</p> <p>Example:</p> <p>Source of waste: Emissions of greenhouse gasses from nitrogen fertilizer usage;</p> <p>Impacts: Contribute to global warming ( N<sub>2</sub>O);</p> <p>Monitoring Program: Application of fertilizer shall follow agronomist recommendation.</p> <p>Reviewed and verified fertilizer application records against manuring records for all sampled estates, manuring is carried out based on dosage recommended by agronomist.</p> <p>Field interviews with sampled manurers informed no manuring activities carried out during rainy days.</p>	Yes
4.5.5.1	<p>a STPSB established Water Management Plan Doc No MSPO-P5-C5, version no.: 01, rev. no.: 1.01 dated 30/08/2018.</p> <p>The purpose of the water management plan is to maintain and monitor quality and availability of surface and ground water by addressing the effects of their use of water and effects of their activities on local water resources.</p> <p>Example:</p> <p>LP estate</p> <p>Water source: Water catchment pond;</p> <p>Reviewed water usage report, LP estate monitor the water usage with latest updated from January, February, March and April 2022.</p>	Yes
	<p>b STPSB carried out water analysis to monitor incoming and outgoing water from river on yearly basis by external 3rd party accredited laboratory.</p> <p>Example:</p> <p>LR estate</p> <p>Reviewed water analysis report, LR estate sent for test includes parameter of E.Coli and Chlorine dated 10/04/2022.</p> <p>Water analysis results are within the limits of Class IIB and Class III under National Water Quality Standard for Malaysia (NWQSM).</p>	Yes
	<p>c STPSB managed their water by monitoring and procedure established.</p> <p>Example:</p> <p>1. Water consumption record to monitor water usage for domestic and operation;</p>	Yes

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	<p>2. Empty chemical containers rinsing using water recycle for premix.</p> <p>Reviewed water usage report, LP and LR monitor the water usage with latest updates from January, February, March and April 2022.</p>	
	<p>d STPSB established buffer zone along the river passing through the all sampled estates. These are confirmed by estate maps and interview with estates management team.</p> <p>Reviewed estate map and interview with estate managements informed there is river with name of Sungai Petuh passing through LR estate.</p> <p>Field visits observed buffer zone area, natural vegetation are maintained and oil palm trunks are marked to avoid activities such as chemical spraying and fertilizer application on riparian area.</p> <p>Field interviews with sampled sprayers, manurers and harvesters informed they are briefed and understood that chemical spraying and fertilizing activities are prohibited at buffer zones area.</p>	Yes
	<p>e Field visits at LP and LRs, buffer zones along the rivers were well maintained.</p> <p>There are no signs of spraying at marked palms.</p> <p>Reviewed training records and field interviews with sampled chemical sprayers informed they been briefed on buffer zone protection awareness during morning muster.</p>	Yes
	<p>f Field visits at all estates and interviews with estate managers informed there is no bore wells constructed to extract water from underground.</p>	Yes
4.5.5.2	Field visits at all STPSB sample estates observed there are no bunds or dams observed on rivers.	Yes
4.5.5.3	<p>STPSB supply water from river and water catchment pond for domestic used to the facilities and housings.</p> <p>Field visits at workers housing and field interviews with sampled harvesters, sprayers and manurers informed they been supplied with treated water from water treatment plant to their housing for domestic usage.</p>	Yes
4.5.6.1	<p>a STPSB established Identification Form for Rare Threatened and Endangered Species dated 30/08/2018 include monitoring of wildlife assessment.</p> <p>Reporting of wildlife is carried out by employees of the estate and any sightings are reported to the environment officer.</p> <p>Trainings and briefings on wildlife protection were carried out for all estates.</p> <p>Example:</p>	Yes



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Indicator	Summary of Assessment	Compliance
	<p>LR estate carried out briefings on high conservation value and zero burning to workers dated 15/03/2022</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed they are briefed of protected wildlife.</p>	
	<p>b STPSB established Identification Form for Rare Threatened and Endangered Species dated 30/08/2018 include monitoring of wildlife assessment.</p> <p>Reviewed monitoring records of wildlife, all estate manage wildlife assessment using checklist on regular basis.</p> <p>Example</p> <p>LP estate</p> <p>Worker reported wildlife sighted at TL9 boundary dated 15/03/2022.</p> <p>LR estate</p> <p>Worker reported wildlife sighted at field M7, M6, M3, M8, K10, G6 and K1 dated 02/01/2022.</p> <p>Field interviews with sampled harvesters, sprayers and manurers informed there had been briefed on wildlife presents in the estate and prohibition on hunting of wildlife's.</p>	Yes
4.5.6.2	<p>a STPSB established management plans in protecting wildlife. The plans are as mentioned below:</p> <ol style="list-style-type: none"> <li>1. The estate communicated on the prohibition illegal or inappropriate hunting, fishing or collecting activities to the employee and stakeholders through training, muster briefing and erecting signage at the estate entrance;</li> <li>2. Sighted the wildlife monitoring records for the month of November 2021;</li> <li>3. Sighted the HBV monitoring sheet for Appendix 3 (2nd quarter 2022).</li> <li>4. Sign boards to prohibit hunting activities at estates.</li> </ol> <p>Review briefing record, STPSB group estate conduct briefing on policy and wildlife awareness as follow:</p> <ol style="list-style-type: none"> <li>1. LR and LV estates dated 13/01/2022;</li> <li>2. LP estate dated 16/12/2021.</li> </ol>	Yes
	<p>b STPSB established Environmental Policy dated 02/01/2019 signed by Executive Chairman.</p> <p>The policy describes promotes environmental conservation.</p> <p>Workers are briefed regularly on biodiversity protections during muster calls.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Field interviews with sample sprayers and harvesters informed that are aware of biodiversity protection and no hunting activities.	
4.5.6.3	<p>STPSB established Identification Form for Rare Threatened and Endangered Species dated 30/08/2018 include monitoring of wildlife assessment.</p> <p>Reviewed monitoring records of wildlife, all estate manage wildlife assessment using checklist on regular basis.</p> <p>Example</p> <p>LP estate</p> <p>Biodiversity Areas Identified: Type 3 global or national cultural, archaeological or historical significance;</p> <p>Management Action: Conducting social survey/ discussion with local community;</p> <p>Monitoring Indicators: Protect adequate infrastructure to protect the cultural value;</p> <p>PIC: Staff;</p> <p>Deadline: 30/12/2022;</p> <p>Status: None in estate. Observation ongoing along boundary with HBV area.</p>	Yes
4.5.7.1	<p>STPSB established Environmental Policy signed by Executive Chairman dated 02/01/2019.</p> <p>The policy describes preventing open burning in any part of our premises or any harmful activities to the environment.</p> <p>Field visits at labour quarters of all estates, observed no signs of open burning.</p>	Yes
4.5.7.2	<p>STPSB established Environmental Policy dated 02/01/2019 signed by Executive Chairman.</p> <p>Field visits and interviews with estates representatives, observed there are no serious palm diseases that require burning.</p> <p>Therefore no special approval for open burning from relevant authorities.</p>	Yes
4.5.7.3	<p>STPSB established Environmental Policy signed by Executive Chairman dated 02/01/2019.</p> <p>Field visits and interviews with estates representatives, observed there are no infected oil palms observed at field operations that required treatment by burning method.</p> <p>Therefore, no application for approval of controlled burning.</p>	Yes
4.5.7.4	<p>LP and LR estates planting statements for year 2021 and year 2022 were reviewed.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	LR estate had commence replanting in year 2013.  Field visits and interviews with estate manager informed they practice with felling, chipping and stacking at the replanting area. Cover crop used was legume cover crop to prevent soil erosion. No sign of burning at replanting area was observed.	

### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	STPSB established the SOP for operation and documented in Introduction to Guidelines for Good Agriculture Practice dated 01/01/2019.  Example: <ol style="list-style-type: none"><li>1. SOP Manuring version 1.0, revision 0 dated 01/01/2019;</li><li>2. SOP Harvesting version 1.0, revision 0 dated 01/01/2019;</li><li>3. SOP Pest and disease version 1.0, revision 0 dated 01/01/2019.</li></ol> There are trainings carried out for harvester, manurers and sprayer.  Ladang Rompin: <ol style="list-style-type: none"><li>1. Chemical handling training carried out on 07/04/2022;</li><li>2. Manuring training carried out on 18/02/2022.</li></ol> Ladang Viva: <ol style="list-style-type: none"><li>1. Harvesting training carried out on 18/03/2022;</li><li>2. Manuring training carried out on 18/03/2022.</li></ol> Field interviews with harvesting and chemical spraying workers at LR and LV informed, they have been briefed on SOP for harvesting, manuring and chemical spraying activities.	Yes
4.6.1.2	STPSB established Introduction to guidelines for good agriculture practice under Oil Palm Terrace and Platform Construction dated 01/01/2019.  Field visits and verification of topography maps, there are planting carried on slopes below than 25°.	Yes
4.6.1.3	STPSB estates established visual identification system for each blocks. The information includes block number, planting material and hectare.	Yes
4.6.2.1	STPSB established 10 years Business Plan (FY 2022 to FY 2031) for the respective Estates audited were documented and reviewed.  The Annual Budget for each year include the following: <ol style="list-style-type: none"><li>1) Hectare statement;</li><li>2) FFB Production;</li><li>3) Production cost;</li></ol>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>4) Yield and area statement;</p> <p>5) Budget for Environmental, Social, Safety &amp; Health, Training and Promotions.</p> <p>The Estate Managers have monitored the operational performance against Key Performance Indications and targets (costs, FFB yields, quality, productivity, pesticides usage, fertilizers usage, etc.).</p> <p>Records of monitoring of costs against budget to achieve specified targets were verified.</p> <p>Performances are discussed in the monthly meetings held and issues and actions needed are recorded for follow up in the next monthly meeting. The records of these meetings were available and verified during the audit.</p>	
4.6.2.2	<p>STPSB established 10 years replanting program base on the palm age with consideration of yield and terrain. Sighted the sampled replanting program as follows:</p> <p>Example:</p> <p>Ladang Rompin</p> <ul style="list-style-type: none"> <li>• 2022 – 267 ha;</li> <li>• 2023 – 271 ha;</li> <li>• 2024 – 307 ha;</li> <li>• 2025 – 298 ha.</li> </ul> <p>Ladang Padang</p> <ul style="list-style-type: none"> <li>• 2024 – 287.50 ha;</li> <li>• 2025 – 233.00 ha;</li> <li>• 2026 – 313.25 ha;</li> <li>• 2027 – 267.75 ha;</li> <li>• 2028 – 288.00 ha.</li> </ul>	Yes
4.6.2.3	<p>STPSB established 10 years business plan as guidance for the estate to conduct the daily operation and expenditure. The business plan was documented for 10 years production, expenditure and profit/loss projection 2022 – 2031. Items stated in the business plan as follows:</p> <ol style="list-style-type: none"> <li>Hectare statement;</li> <li>FFB yield/ha and total production by age;</li> <li>FFB Production and FFB purchase (FFB, CPO, PK, OER, KER);</li> <li>Production cost;</li> <li>Cost/ha and cost/tons;</li> <li>Dispatch (CPO and PK).</li> </ol>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The capital expenditure was documented in Financial Year Projected Capital Expenditure (CAPEX).	
4.6.2.4	<p>STPSB business management plan is reviewed in the Monthly Progress Report.</p> <p>The latest monthly progress report month of April 2022 is reviewed on 17/05/2022 for LR.</p> <p>The latest monthly progress report month of April 2022 is reviewed on 16/05/2022 for LP.</p> <p>The achievements and goals has been discussed in the report as follows;</p> <ul style="list-style-type: none"><li>i) FFB production;</li><li>ii) Productivity;</li><li>iii) Contractors work progress;</li><li>iv) Field operation status – (harvesting, weeding and manuring).</li></ul>	Yes
4.6.3.1	<p>STPSB managed and control purchase of products by receiving quotation from seller.</p> <p>Example:</p> <p>Documents review on quotation for purchase of fertilizers dated 29/12/2021 for 1<sup>st</sup> half 2022 for LR stated the proposed price with purchasing order issued based on the agreed price.</p>	Yes
4.6.3.2	<p>STPSB purchases of chemicals and fertilizers 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>LR purchase order of fertilizer dated 04/02/2022 is documented and maintained.</p>	Yes
4.6.4.1	<p>STPSB established contract agreement to all contractors.</p> <p>LR established contract agreements on harvesting work and transport of FFB from estates to mill dated 01/01/2022 to 31/12/2022.</p> <p>LV established contract agreement on manuring, harvesting and spraying work dated 01/01/2022 – 31/12/2022.</p> <p>The contract agreement states contractor shall observe and comply with MSPO principles requirements with regards to the transportation of FFB.</p> <p>Example:</p> <p>Training to the FFB transporters carried out on 16/02/2022 at LR includes MSPO requirements.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.2	STPSB established contract agreement with FFB transporter mutually agreed and signed by both parties on payments, term and conditions.  Example:  LR and LP agreements with FFB transporter commencement on 01/01/2022 – 31/12/2022.	Yes
4.6.4.3	STPSB established contract agreements between FFB contractors and all estates include a clause reserving the right of the certification body to audit the outsourced contractor.	Yes
4.6.4.4	STPSB established Monthly Progress Report (MPR) for monitoring the contractor's performance. Sighted the latest MPR dated 17/05/2022 includes the performance of each contractors.  Example:  LR and LP monitor work progress of contractor using daily and monthly work record. Sighted record month of April 2022 is well maintained for monitoring purpose.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>STPSB planting statements were reviewed. There are no new planting.</p> <p>The planting statements are as below:</p> <ol style="list-style-type: none"> <li>1. The 1<sup>st</sup> replanting in LR in year 2013 while the oldest stand was in year 1993;</li> <li>2. The 1<sup>st</sup> planting in LP in year 1999;</li> <li>3. The 1<sup>st</sup> replanting in LV in year 2016.</li> </ol> <p>Replanting statements of each estates are reviewed. There is no new planting at STPSB estates.</p> <p>Therefore, no biodiversity assessment required.</p>	Yes
4.7.1.2	<p>STPSB planting statements were reviewed. There are no new planting.</p> <p>Example:</p> <p>The 1<sup>st</sup> replanting in LR in year 2013 while the oldest stand was in year 1993.</p> <p>Therefore, no EIA or PMM established.</p>	Yes
4.7.2.1	<p>STPSB planting statements and soil maps for STPSB group were reviewed, confirmed LR is planting at peat land area at existing block. There are no new plantings.</p> <p>Documents review, LR followed GAP-1 Replanting in Peat Soil Area.</p>	Yes
4.7.3.1	STPSB planting statements were reviewed and there are no new plantings at STPSB. Therefore, no SEIA established.	Yes
4.7.3.2	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no SEIA established.	Yes
4.7.3.3	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholder's scheme in STPSB certification. Therefore, not applicable.	Yes
4.7.4.1	STPSB group planting statements were reviewed and there are no new planting at STPSB. Therefore, no soil maps established.	Yes
4.7.4.2	STPSB group planting statements were reviewed and there are no new planting at STPSB. Therefore, no topography maps established.	Yes
4.7.5.1	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no topography maps and permits established.	Yes
4.7.5.2	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no monitoring management plans for fragile and marginal soil established.	Yes
4.7.5.3	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no soil map established.	Yes



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4.7.6.1	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	STPSB planting statements were reviewed and there are no new planting at STPSB. There are no sacred sites, therefore, no management plan establish.	Yes
4.7.6.3	STPSB planting statements were reviewed and there are no new at STPSB. Therefore, no soil SOP established.	Yes
4.7.6.4	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no compensation and agreement established.	Yes
4.7.6.5	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no assessment of legal and recognized customary right established.	Yes
4.7.6.6	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no compensation plan established.	Yes
4.7.6.8	STPSB planting statements were reviewed and there are no new planting at STPSB. Therefore, no communities affected.	Yes

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

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions 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.
<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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### 4.5. Detail of Audit Findings in last audit

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

Non Conformity Number < 01 >						
<b>Indicator # and Description:</b>	4.4.5.4 Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.					
<b>Location:</b>	Ladang Padang					
<b>Description of Finding / Objective Evidence:</b>						
1) Work agreement (Employment Contract) for a sample contractor's employee shown employment period ended.						
2) Salary not paid according to work delivered for a sample contractor's employee.						
Ladang Padang:						
1) Employment contract was expired for Morad Hossen (Contractor: Nallian Enterprise) - Contract expired date: 15/4/2021						
2) Salary payment for a sample worker name: Morad Hossen (Contractor: Nallian Enterprise) for his work on rest day dated 4/10/2020, 11/10/2020 & 18/10/2020 not paid/reflective in pay documents.						
<b>Classification</b>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor				
<b>Raise by:</b>	BSI Auditor	<b>Date Raise:</b>	11/06/2021			
<b>Deadline for implementation</b>		Next assessment				
<b>Root Cause Analysis (by company):</b>						
1) Schedule of expiry of employment contracts were not maintained and monitored by the contractor and has caused the lapsed in employment contract with the worker. However, the work permit renewal was carried out on schedule.						
2) The pay record for rest day work was not available for review during the audit. The contractor did not submit the complete pay documentation to the office and the staff in charge did not perform a complete check on the documents submitted by the contractor.						
<b>Correction (by company):</b>						
1) The lapsed employment contact agreement had been renewed and signed by both parties.						
2) The incomplete pay record for the rest day work has been provided by the contractor to our office for filing						
<b>Corrective / Preventive Action (by company)</b>						

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### Non Conformity Number < 01 >

1) To better encourage contractor's compliance with legal requirements, contractor's annual appraisal will include such assessment of compliance. Secondly, Operating Unit have also requested all our contractors with effect from 1 July 2021, to provide us with a monthly checklist of worker permits and employment contract for our staff in charge to review. This would at least provide a forward view of expiring contracts and the staff assigned to review the contractor's compliance would be able to follow up with the respective contractors on the state of their renewals.

2.1 To avoid any potential confusion about worker's pay, Operating Unit will require all contractors issue only one payslip to include normal day and rest day pay; rest day work pay will be integrated into all contractor's payslips starting from 1 July 2021.

2.2 To train the clerk on legal and documentation as per Employment Act 1955.

### Review of Correction & Corrective / Preventive Action

The sampled contract agreements of contractors' workers were reviewed, the contract agreement have been renewed and rest day work paid according to Employment Act 1955 for Padang Estate.

Based on the document verification and field interviews with sampled Padang Estate workers, the implementation is considered appropriate.

**Closed:** ☒ Yes ☐ No

**Site verification :** ☐ Yes ☒ No

**Name of Lead Auditor / Auditor:**

Joseph Sim Siaw Seng

**Date of Closure:**

03/06/2022

### Review of Implementation

The sampled contract agreement of contractor's worker is reviewed, the contract agreement have been renewed and the rest day work have been paid according to payslip for Padang Estate.

Based on the document verification and onsite interview with Padang Estate workers, the implementation is considered appropriate

**Name of Auditor:**

Joseph Sim Siaw Seng

**Date of Review:**

03/06/2022

### Non Conformity Number < 02 >

**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

### Description of Finding / Objective Evidence:

Work agreement (Employment Contract) for some sample employees shown employment period ended.

Ladang Rompin: Employment contract was expired for following employees:

1) Imnayahayati Binti Mohd Ali - Contract expired date: 31/12/2020

2) Roslan A/L Jimoi - Contract expired date: 31/12/2020

3) Rosnah A/P Bera - Contract expired date: 31/12/2020

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Non Conformity Number < 02 >	
<b>Classification</b>	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
<b>Raise by:</b> BSI Auditor	<b>Date Raise:</b> 11/06/2021
<b>Deadline for implementation</b>	Next assessment
<b>Root Cause Analysis (by company):</b>	
Schedule of expiry of employment contracts were maintained by the general clerk. However, no PIC was assigned to review and monitor the schedule regularly.	
<b>Correction (by company):</b>	
The Chief Clerk has now been assigned to review the schedule to ensure all renewal of employment contracts are followed up.	
<b>Corrective / Preventive Action (by company)</b>	
The Chief Clerk will provide a copy of the expiry dates of employees to the Estate Manager annually and will present an update on employment contract renewal semi-annually to the MSPO Committee.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Reviewed contract agreements of the contractors' workers, the employment period have been renewed and is valid until 30/12/2022 for Rompin Estate.	
Based on document verifications and field interviews with Rompin estate managements, the implementation is considered appropriate.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor / Auditor:</b> Joseph Sim Siaw Seng	<b>Date of Closure:</b> 03/06/2022
<b>Review of Implementation</b>	
Reviewed contract agreements of the contractors' workers, the employment period have been renewed and is valid until 30/12/2022 for Rompin Estate.	
Based on document verifications and field interviews with Rompin estate managements, the implementation is considered appropriate.	
<b>Name of Auditor:</b> Joseph Sim Siaw Seng	<b>Date of Review:</b> 03/06/2022

Non Conformity Number < 03 >	
<b>Indicator # and Description:</b>	4.4.5.11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.
<b>Location:</b>	Ladang Rompin & Ladang Padang
<b>Description of Finding / Objective Evidence:</b>	

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### Non Conformity Number < 03 >

Supply of water not fully in compliance with applicable requirements.

Ladang Rompin and Ladang Padang

No evidence that the supply of water for workers housing are according to Clause No. 6.(1)(a) and 6.(3) of Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) requirements.

<b>Classification</b>	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor
<b>Raise by:</b>	BSI Auditor	<b>Date Raise:</b> 11/06/2021
<b>Deadline for implementation</b>	Next assessment	

### Root Cause Analysis (by company):

Ladang Rompin

Operating Unit have been unable to locate any specific regulations or licensing requirements with respect to the provision of portable water save for the legal requirements as per Employees' Minimum Standards of Housing, Accommodations and Amenities Act 1990 (Act 446). Nevertheless, Operating Unit have been providing portable water as required under the Act and have been sending our treated water to third party laboratories for testing annually. In 2016, the Estate applied to JTK to obtain a permit to supply portable drinking water and this was subsequently referred by JTK to KKM for follow up. No further follow up occurred until our drinking water was tested by KKM in year 2018 for our new quarters. No specific permit was issued by JTK.

Ladang Padang

Operating Unit have been unable to locate any specific regulations or licensing requirements with respect to the provision of portable water save for the legal requirements mentioned in the Employees' Minimum Standards of Housing, Accommodations and Amenities Act 1990 (Act 446). Nevertheless, Operating Unit have been providing portable water as required under the Act and have been sending our treated water to third party laboratories for testing annually.

Operating Unit had also attempted to obtain written approval from JTK. As of 11 April 2021, Operating Unit had been informed by JTK that jurisdiction had passed on to SPAN/municipality.

### Correction (by company):

Ladang Rompin

Operating Unit will approach JTK/KKM/SPAN and the municipality to determine the appropriate license or permit to apply for the supply of portable water.

Ladang Padang

To follow up with relevant authority until the permit is obtained.

The legal officer will report to the MSPO Committee semi-annually on any follow up action.

### Corrective / Preventive Action (by company)

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### Non Conformity Number < 03 >

Ladang Rompin

To follow up with relevant authority until the permit is obtained.

The legal officer will report to the MSPO Committee semi-annually on any follow up action.

Ladang Padang

To follow up with relevant authority until the permit is obtained.

The legal officer will report to the MSPO Committee semi-annually on any follow up action.

### Review of Correction & Corrective / Preventive Action

#### Rompin Estate

Raw water analysis carried out on 19/04/2022 and drinking water analysis carried out on 19/04/2022. The test result is in accordance with Maximum Permissible Chemical Level for Drinking water recommended by WHO 2017. The application for SPAN license is under progress.

#### Padang Estate

Domestic water analysis carried out on 10/04/2022 and the test result is in accordance with Maximum Permissible Chemical Level for Drinking water recommended by WHO 2017. Estate have SPAN license for Jadual kelima system bekalan air persendirian dated 21/02/2022 – 20/02/2025.

Based on the document verification and field interviews with estate managements, the implementation is considered appropriate.

**Closed:** ☒ Yes ☐ No

**Site verification :** ☐ Yes ☒ No

**Name of Lead Auditor / Auditor:**

Joseph Sim Siaw Seng

**Date of Closure:**

03/06/2022

### Review of Implementation

#### Rompin Estate

Raw water analysis carried out on 19/04/2022 and drinking water analysis carried out on 19/04/2022. The test result is in accordance with Maximum Permissible Chemical Level for Drinking water recommended by WHO 2017. The application for SPAN license is under progress.

#### Padang Estate

Domestic water analysis carried out on 10/04/2022 and the test result is in accordance with Maximum Permissible Chemical Level for Drinking water recommended by WHO 2017. Estate have SPAN license for Jadual kelima system bekalan air persendirian dated 21/02/2022 – 20/02/2025.

Based on the document verification and field interviews with estate managements, the implementation is considered appropriate.

**Name of Auditor:**

Joseph Sim Siaw Seng

**Date of Review:**

03/06/2022

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### 4.6. Detail of Onsite Audit Findings Identified 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.	4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained	All Estate Documents	STPSB could improve list of stakeholders information.
2.	4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	All Estate Documents	STPSB could improve Social Impact Assessment on replanting activities.
3.	4.4.4.2 (b)	The occupational safety and health plan shall cover the following:  b. The risks of all operations shall be assessed and documented	All Estate Documents	STPSB could improve HIRARC on; a) Harvesting path-wooden bridge; b) Landfill.
4.	4.5.3.2 (b)	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:  b. Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products	All Estate Documents	STPSB could improve waste management plan for recycling waste assessment.



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### 5. CONCLUSION

Seong Thye Plantations Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit consisting of three estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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-Part 3:2013 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

Total certified number of estates:	3
Total certified production area:	5,272.06 Ha
Certified FFBs January to April 2022:	17,427.04 Mt
Project FFBs May to December 2022:	78,588.00 Mt

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### 6. RECOMMENDATION

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

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

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

Therefore the audit team recommends that, based on the results of this audit and the system'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

Mohamad Norhisham Bin Mohd Salleh  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 07/07/2022

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

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### 7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

- ☒ P&C Audit Report / Checklists
- ☒ Audit Plan