

MSPO CERTIFICATION SUMMARY REPORT

SRI KULI SDN BHD

SURVEILLANCE 1

Remote Audit Date: 18/11/2020 – 19/11/2020

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MSPO Certification Summary Report

Company Name: Sri Kuli Sdn bhd

Certifying Unit: Sri Kuli Sdn Bhd

Client Number: 92-145

Audit Type: ASA 1

Mode of Audit: Remote



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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agricultural Practice
GPS	Global Positioning System
ISCC	International Sustainability & Carbon Certification
ISO	International Standard Organisation
MSPO	Malaysia Sustainable Palm Oil
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable Sustainable Palm Oil
RTE	Rare, Threatened and Endangered Species
SA8000	Social Accountability 8000
SDS	Safety Data Sheet
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
SKSB	Sri Kuli Sdn Bhd
WHO	World Health Organization
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
SDS	Safety Data Sheet

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1. INTRODUCTION

Sri Kuli Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for its oil palm estate 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 estate 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 Sri Kuli 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 2 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: Chan Shi Lie

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

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	6 years working experience in oil palm plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS 2530:2013 series of standard for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as lead auditor based on audit log.
Field working experience in the palm oil sector or demonstrable equivalent	6 years working experience in oil palm plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	6 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	6 years working experience in oil palm plantations.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Qualified and appointed as auditor and lead auditor for MSPO scheme
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia, Mandarin 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	Sheron Pui Wui Ling	Bachelor in Medical Science.	Yes
	Jasmandy Bin Syahrul	Graduate in B.Sc. (Hons) Plantation and Technology and Management	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Sheron Pui Wui Ling	Lead auditor for MSPO scheme with 3 years working experience in QA, QMS and internal audit, 8 month in medical field and 2 years MSPO audit experience.	Yes
	Jasmandy Bin Syahrul	9 years working experiences in oil palm plantations.	
Successfully completed MPOCC endorsed lead auditor trainings	Sheron Pui Wui Ling	Successfully completed MS 2530 series of standards for Lead Auditor.	Yes
	Jasmandy Bin Syahrul	Successfully completed	

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Requirement	Name of Assessor	Qualification	Compliance
		MS 2530 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.	Sheron Pui Wui Ling	Qualified as lead auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Qualified as auditor for MSPO scheme based on audit log	
Field working experience in the palm oil sector or demonstrable equivalent	Sheron Pui Wui Ling	Qualified Lead auditor for MSPO.	Yes
	Jasmandy Bin Syahrul	9 years working experiences in oil palm plantations.	
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Sheron Pui Wui Ling	Qualified Lead auditor for MSPO.	Yes
	Jasmandy Bin Syahrul	9 years working experiences in oil palm plantations.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Sheron Pui Wui Ling	Successfully completed ISO 9001 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	Successfully completed ISO 9001 Lead Auditor course.	
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Sheron Pui Wui Ling	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	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	Sheron Pui Wui Ling	Successfully completed Basic SA 8000 training.	Yes
	Jasmandy Bin Syahrul	Successfully completed Basic SA 8000 training.	

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Requirement	Name of Assessor	Qualification	Compliance
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Sheron Pui Wui Ling	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	
Completed High Conversation Value assessment	Sheron Pui Wui Ling	Successfully completed High Conversation Value Assessment training	Yes
	Jasmandy Bin Syahrul	Qualified and appointed as auditor for MSPO scheme.	
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Sheron Pui Wui Ling	Able to communicate in English, Mandarin and Bahasa Malaysia.	Yes
	Jasmandy Bin Syahrul	Able to communicate in English and Bahasa Malaysia.	

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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.

The surveillance audit is conducted in accordance to the certification procedure.

Surveillance Audit:

Surveillance audit is conducted remotely on 18/11/2020 until 19/11/2020 covers the following activities but not limited to below:

Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual review of documentation established but not limited to below
 - Policies
 - Estate(s) map(s)
 - Land title(s)
 - Standard Operating Procedures
 - Work Flow Charts
 - Management Plans
 - Operating licenses and approvals
 - Operating records
 - Training records
 - Applicable Legislation Documents
- Virtual inspection of estate(s) facilities and field activities;

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- Virtual interview operation personnel and field workers for understanding of work assigned;
- 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

Remote Assessment

The audit of the estate is conducted 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 virtual site 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.

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

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

The communication tool applied for remote audit is Zoom, WhatsApp and Telephone.

For the Surveillance audit, Sri Kuli Sdn Bhd has 1 estate. Therefore, no selection required.

Table 2-1: Estate Selected

Name of Estate	Coordinates
Sri Kuli Sdn Bhd	N 5°71'46.18" E 117°24'86.79"

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

Sri Kuli Sdn Bhd is an oil palm plantation company located at 1st Floor, Lot 6, Utama Zone 3 Commercial IJM, North Road, 90000 Sandakan, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Sri Kuli Sdn Bhd	Mukim Bidu Bidu, Labuk / Sugut 90000 Beluran, Sandakan, Sabah	N 5°71'46.18" E 117°24'86.79"

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (January 2020 to December 2020)
	Total*	Production**	
Sri Kuli Sdn Bhd	199.04	183.40	1,600
Total	199.04	183.40	1,600

*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 Estate

Year / Estate	Sri Kuli Sdn Bhd
1997	119.61
Total Mature	119.61
2020	63.79
Total Immature	63.79
Total	183.40

3.3. Replanting program for estate

Year of replanting	Planted area (ha)	Total area to be replanted (ha)
	Sri Kuli Sdn Bhd	
2021	54.56	54.56
2023	38.42	38.42
2024	26.63	26.63
TOTAL	119.61	119.61

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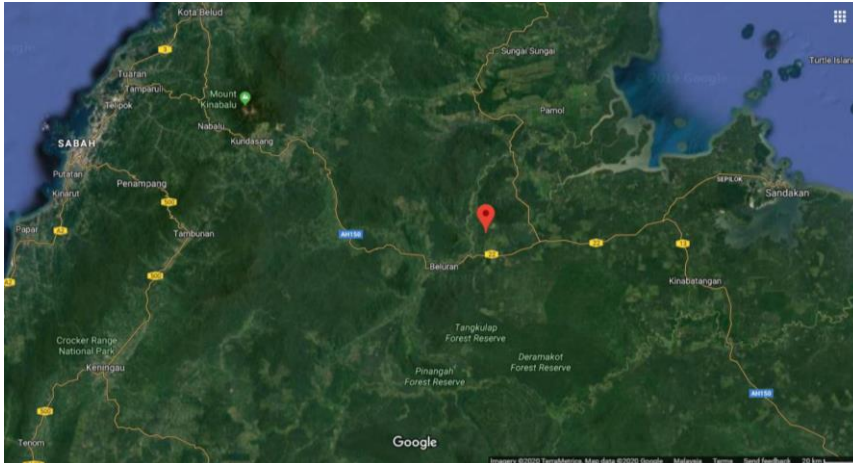
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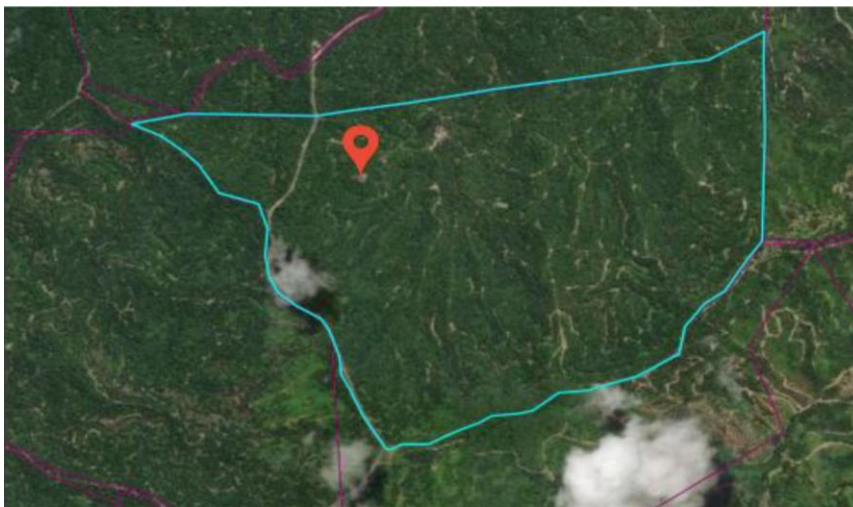
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3.4. Maps of Estate Location



Map 01



Map 02



Map 03

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4. CERTIFICATION ASSESSMENT

4.1. ASA 01

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

4.1.1. Surveillance Audit 01:

The Remote Surveillance audit is conducted on 18/11/2020 to 19/11/2020 covering one estate, Sri Kuli Sdn Bhd.

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

During this audit, the major non-compliance raised in the last audit, the audit team has review by means of virtual inspection of estate, 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.

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

The audit finding 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.

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

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

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Sri Kuli Sdn Bhd (SKSB) established MSPO policy dated 01/09/2019 signed by Managing Director.</p> <p>The policy states as follow:</p> <ol style="list-style-type: none"> 1. Management commitment and responsibility. 2. Transparency 3. Compliance to legal requirement 4. Social responsibility, health safety and employment conditions 5. Environmental, natural resources, biodiversity and ecosystem services 6. Best practice 7. Development of new planting. <p>Training on MSPSO policy conducted dated 01/10/2020.</p> <p>Interview with workers via phone call feedback they are aware on MSPO policy.</p> <p>Review on the estate notice board photo observed the policy displayed accordingly.</p>	Yes
4.1.1.2	<p>SKSB established MSPO policy dated 01/09/2019 signed by Managing Director include committed for continual improvement practice by harnessing its resources of people, processes and technology to ensure the continuous production of FFB in a suitable manner.</p>	Yes
4.1.2.1	<p>SKSB established SOP for internal audit. Doc no SK – 4.1.2.1 dated 27/08/2019.</p> <p>The SOP describes the frequency of internal audit to conduct once a year.</p> <p>SKSB conduct Internal audit on 02/10/2020 for site inspection and documentation.</p>	Yes
4.1.2.2	<p>SKSB conduct Internal audit on 02/10/2020 for site inspection and documentation with 1 finding in documentation.</p> <p>The internal audit address the root cause and action plan of the non-conformity.</p>	Yes
4.1.2.3	<p>Internal audit results presented and discuss in Management review meeting dated 03/10/2020.</p>	Yes
4.1.3.1	<p>Management review meeting conducted on 03/10/2020.</p> <p>Agenda of the meeting as follow:</p> <ol style="list-style-type: none"> i. Internal audit result discussion ii. Other matter 	Yes
4.1.4.1	<p>SKSB established Continuous improvement plan updated on 27/10/2020</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The CIP describes the topics;</p> <ol style="list-style-type: none"> 1. Pesticides 2. Environment 3. Waste and reduction 4. Pollution and emission 5. Social impact 6. Health and safety 7. Legal compliance and transparency 8. General (forward planning and other issue) <p>The CIP table includes improvement action, expected outcome, timeframe, review and monitor, location, responsibility and status at review date.</p> <p>Example:</p> <p>Health & safety</p> <p>Improvement action: Providing free PPE and replacement of old PPE to all employees</p> <p>Expected outcome: Reduce risk of hazard at workplace</p> <p>Time frame: Continuous program</p> <p>Review and monitor: PPE issue and disposal records</p> <p>Location: Estate</p> <p>Responsibility: Estate manager and Sustainability officer</p> <p>Status: In progress</p> <p>Phone interview with workers feedback the management provide them free PPE. Any damage PPE or old will be replace with the new PPE.</p> <p>PPE issue and disposal records are review and maintained.</p>	
4.1.4.2	<p>SKSB established SOP and Flowchart for new technology, information and techniques. With document no SK-4.4.1.4.3, dated 29/10/2019.</p> <p>The procedure describe the identification and implementation of new information and techniques or new industry standards and technology.</p>	Yes
4.1.4.3	<p>SKSB established SOP and Flowchart for new technology, information and techniques. With document no SK-4.4.1.4.3, dated 29/10/2019.</p> <p>The flow chart describes as follows:</p> <ul style="list-style-type: none"> • Call supplier to introduce product • Proposal of product • Planning – location of pilot study 	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> • Demo schedule • Evaluation of pilot study • Decision to proceed yes or no • Established work procedure • Implementation • Monitoring for further improvement. <p>The flow chart states to train the operators or employees involved in implementations, techniques and equipment.</p>	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SKSB established list of stakeholders updated on 30/09/2020.</p> <p>The stakeholders list includes;</p> <ul style="list-style-type: none"> i. Neighbors ii. FFB buyers iii. Association iv. Suppliers v. Authorities <p>Due to the pandemic Covid 19, SKSB communicate with external stakeholders via email by sending letter of notification include with company background and MSPO implementation.</p> <p>Review on the letter send to external stakeholders dated 22/10/2020 include information as follow:</p> <ol style="list-style-type: none"> 1. SOP related to Covid 19 2. Company Background 3. MSPO information 4. Information of Sri Kuli Sdn Bhd complaint and grievance procedure 5. Information on Sri Kuli Sdn Bhd Communication procedure and PIC 6. List of publicly available documents <p>Internal stakeholders meeting conducted on 01/10/2020 include topic of discussion as follows:</p> <ul style="list-style-type: none"> i. MSPO information 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> ii. Company policies iii. PPE matters iv. Complaint procedure v. Training: ERP, Chemical mixing, Spraying. vi. Environment: SW management, triple rinsing 	
4.2.1.2	<p>SKSB established list of transparency and information documents doc no SK – 4.2.1-1 dated 10/07/20120</p> <p>The list includes transparency and confidential documents.</p> <p>Example of transparency documents;</p> <ul style="list-style-type: none"> i. Stakeholders list ii. MSPO Certificate <p>Example of Confidential documents:</p> <ul style="list-style-type: none"> i. Payslip ii. Company budget 	
4.2.2.1	<p>SKSB established consultation and communication flowchart, doc no SK – 4.2.2 dated 27/08/2019.</p> <p>The flowchart describe the flow of complaints / grievances from employee and other stakeholders to SKSB with closure time within 14 days as stated in the flowchart.</p> <p>Due to the pandemic Covid 19, SKSB communicate with external stakeholders via email by sending letter of notification include with company background and their MSPO implementation.</p> <p>Review on the letter send to external stakeholders dated 22/10/2020 include communication procedure and PIC.</p>	
4.2.2.2	<p>SKSB appoints sustainability officer as person in-charge for handling communication and consultation with stakeholders.</p>	
4.2.2.3	<p>SKSB establish list of stakeholders dated 30/09/2020 include neighbors (Other plantations), suppliers, mills, collection centers, villagers, NGOs and government agencies.</p> <p>Review on the letter send to external stakeholders dated 22/10/2020 include information for communication procedure and person in-charge for communication and consultation.</p>	
4.2.3.1	<p>SKSB established flowchart for traceability, doc SK – 4.2.3 dated 27/08/2019.</p> <p>SKSB established FFB logbook. The logbook records includes;</p> <ul style="list-style-type: none"> i. Harvesting task number ii. Date 	

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>iii. Block</p> <p>iv. Total bunches</p> <p>SKSB established delivery order (DO) for FFB Delivery to the respective mill. The DO includes the information;</p> <p>i. Date</p> <p>ii. Buyer</p> <p>iii. Lorry number</p> <p>iv. MSPO certification number</p> <p>v. MPOB license number</p> <p>vi. DO ticket number</p>	
4.2.3.2	<p>SKSB conduct internal audit on annual basis and monthly traceability inspection for traceability system.</p> <p>Last inspection for SKSB is for September record dated on 27/09/2020.</p>	
4.2.3.3	<p>SKSB established flowchart for traceability, doc SK – 4.2.3 dated 27/08/2019. The flowchart stated main office admin clerk is appoint as PIC for traceability system.</p>	
4.2.3.4	<p>SKSB established flowchart for traceability, doc SK – 4.2.3 dated 27/08/2019. The flowchart stated record keeping period for 7 years.</p> <p>SKSB established Daily FFB Delivery records of traceability monitoring.</p> <p>Records of FFB delivery for the whole month of September 2020 is review and maintained.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SKSB established list of related laws, regulations and guidelines dated 27/09/2019 updated on 27/10/2020.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Malaysia Palm Oil Board Act 1988. 2. Sabah Labour Ordinance Cap 67. <p>SKSB established list of permits and licenses updated on 07/09/2020.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. MPOB license remain valid till 30/09/2021. 2. Trade license remain valid till 31/12/2020. 	Yes
4.3.1.2	<p>SKSB established list of related laws, regulations and guidelines dated 27/09/2019 updated 27/10/2020.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <ol style="list-style-type: none"> 1. Malaysia Palm Oil Board Act 1988. 2. Pesticides Act 1974. 	
4.3.1.3	<p>The list of related laws, regulations and guidelines dated 27/09/2019 updated 27/10/2020.</p> <p>The updated include Prevention And Control Of Infectious Disease Act 1988 (amended 2020).</p>	Yes
4.3.1.4	<p>Appointed person for updating the legal document and legal matters is the Finance and Admin Officer.</p>	Yes
4.3.2.1	<p>SKSB land titles are country lease issue by Sabah Land Authority with usage of agriculture crop of economic value with tenure of 99 years.</p> <p>Therefore, will not diminish the land use rights of other users.</p>	Yes
4.3.2.2	<p>SKSB land titles are country lease issue by Sabah Land Authority with usage of agriculture crop of economic value with tenure of 99 years.</p>	Yes
4.3.2.3	<p>SKSB land titles includes map stating the total area with boundary stone numbering.</p> <p>During field photo review the boundary marker is marked with a boundary stone and tyre with red and white colour.</p>	Yes
4.3.2.4	<p>No dispute from previous owners since the land titles are country lease issued by Sabah Land Authority.</p>	Yes
4.3.3.1	<p>SKSB land titles are country lease issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.</p>	Yes
4.3.3.2	<p>There is no customary right land lease or owned by SKSB. Therefore, no maps established.</p>	Yes
4.3.3.3	<p>There is no customary land lease or owned by SKSB. Therefore, no FPIC or negotiated documents established.</p>	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>SKSB established SIA updated on 01/11/2020.</p> <p>The SIA includes information from survey from internal stakeholders on 01/10/2020 and external stakeholders on 22/10/2020.</p> <p>The SIA includes a summary table with social implication, monitoring or action plan, PIC, date of resolved and status.</p> <p>Review the SIA consist of 8 positive and 0 negative impacts.</p> <p>The positive impacts are continuously promoted.</p> <p>Example:</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Positive impact: Salary paid in timely manner.</p> <p>Monitoring or action plan: Continue good practices of paying salary on time.</p> <p>PIC: Managing Director.</p> <p>Status: On-going.</p> <p>During phone interview with workers feedback the salary paid in timely manner.</p> <p>The SIA will be reviewed once a year with feedback from stakeholders.</p>	
4.4.2.1	<p>SKSB established flow chart Complaint and Grievance dated 27/08/2019.</p> <p>The procedure describe timelines to solve the complaint within 3 days after complaint received by estate manager. If the complaint not able to be resolve by estate manager it will be refer to Director.</p> <p>The procedure is display at the estate notice board.</p> <p>During phone interview with field workers they understand the process to make complaint or grievance when required.</p>	Yes
4.4.2.2	<p>SKSB established complaint and grievance form.</p> <p>The complaint record review no complaint lodged from year 2019 till the audit date.</p>	Yes
4.4.2.3	<p>The complaint and grievance form and box is available at the estate notice board during site photo review and can be access by all workers</p>	Yes
4.4.2.4	<p>SKSB conducted complaint and grievance briefing to workers on 01/10/2020.</p> <p>During phone interview with workers they are able to demonstrate their understanding on the procedure and complaint could be lodged at any time.</p>	Yes
4.4.2.5	<p>Review of complaint records the complaint record book maintain from year 2019 till the audit date are well maintain.</p> <p>No complaint lodged from year 2019 till the audit date.</p>	Yes
4.4.3.1	<p>SKSB provides job opportunity to local communities for estate operation and opportunities to local communities to operate grocery shop in the estate.</p>	Yes
4.4.4.1	<p>SKSB established safety and health policy dated 01/09/2019 signed by Director.</p> <p>The policy states company comply with laws and regulations related to safety and health.</p> <p>From site photo review the policy is available at estate notice board.</p> <p>Policy briefing conducted to workers on 01/10/2020.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
4.4.4.2	a	<p>SKSB established safety and health policy dated 01/09/2019 signed by Director.</p> <p>From site photo review the policy is available at estate notice board.</p> <p>The policy briefing conducted to workers dated 01/10/2020 and external stakeholders dated 22/10/2020.</p>	Yes
	b	<p>SKSB established HIRARC updated on 21/02/2020 includes all relevant estate operations.</p> <p>The HIRARC table include activity, hazards, risk and effect, risk rating, control, PIC, risk after control and date review.</p> <p>Example:</p> <p>Activity: Cutting and stacking of fronds.</p> <p>Hazard: Cut or prick by frond thorn.</p> <p>Risk and effect: Scratch, bruise or injuries to hand, fingers and foot.</p> <p>Risk rating: 8.</p> <p>Control: Regular training and briefing to workers.</p> <p>PIC: Estate manager.</p> <p>Risk after control: Moderate.</p> <p>Date review: Yearly.</p> <p>During phone interview with workers informed they received training for safe working practices such as cutting and fronds stacking.</p>	Yes
	c i	<p>Records of training on safety and PPE conducted to the workers on 01/10/2020 is reviewed.</p>	Yes
	c ii	<p>From site photo review SDS is available at chemical and fertilizer stores.</p> <p>Example:</p> <p>Glyphosate IPA 41% dated 01/01/2017.</p> <p>During document review the SDS available in English and Bahasa Malaysia.</p> <p>Store is in good condition and good ventilation. SKSB store powder chemical separately from the liquid chemicals, all chemicals are well arrange in the chemical store which surrounded by bund.</p>	Yes
	d	<p>Records of PPEs issuance are maintained and review.</p> <p>Example:</p> <ul style="list-style-type: none"> • Helmet. • Mask. 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>During phone call all workers informed they are provided with proper PPEs.</p> <p>CHRA is conducted by certified assessor report reference No: HQ/11/ASS/00/298-2019/230 dated 06/11/2019.</p>	
e	<p>SKSB established procedure chemical spraying and chemical storage dated 27/09/2019.</p> <p>The SOP describes the chemical spraying handling and storage handling.</p> <p>SKSB store powder chemical separately from the liquid chemical, all chemicals well arrange in the chemical store surrounded by bund.</p>	Yes
f	<p>SKSB appointed estate in-charge as person in-charge for safety and health.</p>	Yes
g	<p>SKSB safety and health meeting conducted on 01/10/2020 attended by workers and management.</p> <p>The meeting includes PPEs, safe working practices, chemical handling, COVID-19, hygiene and feedback.</p> <p>No accident recorded in the meeting minutes.</p> <p>SKSB have total of 22 workers. Thus, SKSB not required to conduct quarterly meeting according to DOSH requirements..</p>	Yes
h	<p>SKSB established accident and emergency flow chart ERP 27/08/2019</p> <p>Map of emergency assembly point established dated 27/08/2019</p> <p>From photo review the emergency contact number dated 08/08/2019 is display at the estate notice board.</p> <p>Fire extinguisher training conducted to the workers on 01/10/2020.</p> <p>During phone interview with workers informed they briefed on fire extinguisher training by estate manager.</p>	Yes
i	<p>Basic Life Support and first aid training conducted by DAB Oh Sdn. Bhd. dated 08/10/2019 attended by estate manager and admin.</p> <p>From photo review emergency contact number dated 08/08/2019 is display at the estate notice board.</p> <p>During site photo review, first aid kit at operations site.</p>	Yes
j	<p>SKSB established record book for accidents and injuries, review on the records no accidents or injuries recorded.</p> <p>Review JKKP registration document no: JKKP 8/26881/2018.</p> <p>During phone interview with management and workers informed no accident happened in the estate.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.1	<p>SKSB established Social Policy dated 01/09/2019 signed by Director.</p> <p>The policy states company is committed to provide work environment that conducive, safe and free from harassment.</p> <p>During photo review the policy is displayed at notice board.</p> <p>Training on policy conducted to workers on 01/10/2020.</p> <p>During phone interview with workers, they are aware of the policy.</p>	Yes
4.4.5.2	<p>SKSB established Social policy dated 01/09/2019 signed by Director.</p> <p>The policy states:</p> <p>Provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>Complaint record review no complaint lodged for the related issue.</p> <p>During phone interview with workers informed no discriminate case happen in the estate.</p>	Yes
4.4.5.3	<p>SKSB established working contract for workers in accordance to Sabah Labour Ordinance and Minimum Wage Order (Amendment) 2018.</p> <p>The working contract states the pay rate of RM5.30 per hour in accordance to the Minimum Wages Order 2018 for hourly rate. The working contracts are signed by workers and management.</p> <p>From site photo review the list of piece rate established dated 01/06/2019 is displayed at the notice board.</p> <p>The pay slip indicates the workers pay in line with hourly states in working contract and list of piece rate.</p> <p>During phone interview with workers informed they are briefed on the list of piece rate and agreed with the rate pay.</p>	Yes
4.4.5.4	<p>SKSB do not engage contractors for any field operations. Therefore, no contractor worker wage available for review.</p>	Yes
4.4.5.5	<p>SKSB established list of workers that contain full names, gender, date of birth, date of entry, age and job description.</p>	Yes
4.4.5.6	<p>SKSB established worker contract for every worker recruited.</p> <p>The management provide fair contract that has been signed by both parties.</p> <p>The worker is briefed on the working contract terms and conditions, wage, type of work and copy is provided.</p> <p>During phone interview with workers feedback they are briefed on the contract terms and conditions and received a copy after signed.</p>	Yes
4.4.5.7	<p>SKSB established 'Masa Operasi Ladang' and displayed at notice board.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The working hours for estate starts from 7:00am to 5:00pm with rest time from 11:00am to 1:00pm.</p> <p>Workers time recording via morning muster check roll.</p> <p>Working hours and overtime stated in working contract.</p> <p>Overtime rate according to Sabah labour ordinance requirements of 1.5 time hourly rate for normal overtime and 2.0 time hourly rate for rest day and public holidays.</p> <p>From phone interview with workers, they understand on the working hours and overtime rate however they informed no OT practice in the estate.</p>	
4.4.5.8	<p>From photo review working hours publicly display at notice board.</p> <p>The working hours is from 7:00 am to 5:00 pm</p> <p>The break time is between 11:00 am to 1:00 pm</p> <p>The overtime is based on mutual basis.</p> <p>No overtime practices in estate.</p> <p>During phone Interview with workers, they informed no OT practices in estate and aware of overtime rate.</p>	Yes
4.4.5.9	<p>SKSB established 'Masa Operasi Ladang' and displayed at the notice board.</p> <p>Reviewed on the pay slip of workers for working hours complied with legal regulations.</p> <p>During phone interview with workers feedback they understand the working hours and overtime time. Workers informed the wage paid is in line with legal requirements or follow list of piece rate agreed by both parties.</p>	Yes
4.4.5.10	<p>SKSB provides benefits to workers such as medical care and transportation to clinic or hospital.</p>	Yes
4.4.5.11	<p>SKSB workers housing according the industry best practices.</p> <p>From photo review on the worker living quarters has basic amenities such as water, electricity and toilet.</p>	Yes
4.4.5.12	<p>SKSB established Social policy dated 01/09/2019 signed by Director.</p> <p>The policy include to prohibit any form of domestic violence and ensure procedures are in place to prevent sexual harassment and any other form of violence against women, workers and community.</p> <p>From photo review the policy is displayed at notice board.</p> <p>The policy briefing conducted to workers on 01/10/2020.</p> <p>During phone interview with workers informed no related issue happened in the estate.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.13	<p>SKSB established Code of Conduct & Human Rights policy dated 01/09/2019 signed by Director.</p> <p>The policy states respect the rights of freedom of association.</p> <p>The workers meeting conducted on 01/10/2020 attended by management and workers as communication tools between both parties.</p> <p>During phone interview with workers feedback they have no interest to form or join any union.</p>	Yes
4.4.5.14	<p>SKSB established Social policy dated 01/09/2019 signed by Director.</p> <p>The policy statement:</p> <p>No child or young person shall be, or be required or permitted to be engaged in any employment other than those allowed by the laws.</p> <p>Review on the employees list confirmed all the workers are above 18 years old.</p>	Yes
4.4.6.1	<p>SKSB established training plan dated 02/10/2020.</p> <p>Training conducted involved workers and staff.</p> <p>Example of training conducted:</p> <p>MSPO, company policies, complaint and grievance policy, safe working practices SOP, PPE, environment dated 01/10/2020.</p>	Yes
4.4.6.2	<p>SKSB established training need analysis for each worker. The training need analysis is based on job description.</p> <p>Example:</p> <p>Harvester workers training need analysis established dated 01/10/2019 updated on 01/10/2020 allocated for trainings such as company polices, safe working practices for harvesting and complaint and grievance etc.</p>	Yes
4.4.6.3	<p>SKSB established the annual training programme dated 01/09/2019 for year 2020.</p> <p>Example of training:</p> <p>Company policies, complaint and grievance SOP and chemical spraying SOP conducted on 01/10/2020.</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SKSB established Environmental Policy dated 01/09/2019 signed by Director states as follows:</p> <ul style="list-style-type: none"> SKSB committed to minimize the environmental impact of its operation and understand the importance of conserving natural resources. 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> The management strive to promote improvement whenever practical that will ensure a sustainable future. <p>Review on the submitted photo observed Environmental policy available in Bahasa Malaysia and English and displayed at estate notice board.</p> <p>SKSB conduct Environmental Policy briefing to the workers in October 2020.</p> <p>Phone interview with workers informed they are aware of the environment policy.</p> <p>SKSB established Environmental Management Plan (EMP) dated 27/01/2020 which includes activity, environment aspect and impact, mitigation/ improvement plan, monitoring plan and person in-charge.</p>	
4.5.1.2	<p>a SKSB established Environmental Policy dated 01/09/2019.</p> <p>SKSB established Environmental Management Plan (EMP) dated 27/01/2020.</p> <p>The EMP describes the following objectives:</p> <ul style="list-style-type: none"> To ensure a continuous awareness of the need to check and monitor key environmental components for SKSB and take appropriate remedial measures to avoid environmental degradation. To protect the environmental of SKSB from neglecting, mismanagement and irresponsible activities in palm oil estate operations. To ensure conformation to all activities are within the laws/ acts and legislation of state and nation. 	Yes
	<p>b SKSB established EMP dated 27/01/2020 includes environmental aspect and impact for all operations.</p> <p>Example:</p> <ul style="list-style-type: none"> Activity: Washing tractor Aspect: Waste water containing oil flow into the water source Impact: Water pollution Plan: Construction of oil trap Monitoring: Keep monitoring the condition and functioning of the trap. Person In-Charge: Estate manager <p>Review on the oil trap video observed the oil trap is functioning and well maintained.</p>	Yes
4.5.1.3	SKSB established Environmental Management Plan (EMP) dated 27/01/2020.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The EMP describes negative impacts are mitigated and positive impacts are promoted.</p> <p>Example:</p> <ul style="list-style-type: none"> • Negative impact: Water pollution – fertilizer residue washed into water • Positive impact: Manuring using bowl to reduce plastic bag • Action plan and monitoring: <ul style="list-style-type: none"> ○ Marking oil palm near stream and put signage ‘No manuring’ ○ No manuring during raining season • Continuous improvement plan: Training on fertilizer application <p>Review on the workers meeting record conducted on 01/10/2020 including training on fertilizer application.</p> <p>Interview by phone call with workers informed, they understood the training conducted.</p>	
4.5.1.4	<p>SKSB established Environmental Management Plan (EMP) dated 27/01/2020 include continuous improvement program (CIP) to promote positive impact.</p> <p>Example:</p> <ul style="list-style-type: none"> • Activity: Frond stacking • Negative: Water and soil pollution – frond fall into drains. Incorrect frond placement lead to blockage of water flow • Positive: Frond stacked to prevent soil erosion • CIP: Training on frond stacking <p>Training on harvesting conducted on 01/10/2020 include procedure for frond stacking.</p> <p>During document review confirmed the training records are available. Phone interview with workers informed they have attended and understood the training conducted.</p>	Yes
4.5.1.5	<p>SKSB established training program for 2020 updated on 02/10/2020 include environmental training.</p> <p>Example: Scheduled Waste and Recycle training conducted on 01/10/2020.</p> <p>Interview with workers by phone call informed, they understood Scheduled Waste and Recycle training conducted.</p>	Yes
4.5.1.6	<p>SKSB conduct latest environmental meeting on 01/10/2020 include agenda as follows:</p> <ul style="list-style-type: none"> • Cleanliness of housing area 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Domestic waste and 3Rs (Recycle, Reuse & Reduce) Zero burning policy Wildlife observation, monitoring and protection Other matters <p>Example: Cleanliness of housing area</p> <p>The management inform to ensure housing areas shall always be clean from rubbish and to conduct monthly communal work.</p> <p>Interview by phone call with workers informed communal work conducted once a month.</p> <p>Photo verification indicate housing compound is clean from rubbish.</p>	
4.5.2.1	<p>SKSB established baseline value for diesel consumption from 2017 to 2019 as a guideline to monitor and compare actual diesel usage in year 2020.</p> <p>Review the diesel consumption records from January to September for year 2020 indicate diesel usage is below baseline value..</p> <p>SKSB established action plan to reduce diesel consumption dated 21/01/2020 describe as follows:</p> <ol style="list-style-type: none"> To create awareness among machine operator to switch off when not in use Regular maintenance for genset, machinery and vehicles to reduce wastage of diesel consumption <p>Review on the vehicle maintenance record indicate maintenance of the vehicle conducted once in three months.</p>	Yes
4.5.2.2	<p>SKSB established Non-renewable Energy Record updated on 02/11/2020 include diesel consumption estimate for the year 2020 to 2022.</p> <p>Review the diesel consumption record for year 2020 indicate diesel usage is below baseline value for the period of January to September due to low FFB production.</p>	Yes
4.5.2.3	<p>SKSB installed solar panel to supply electricity at the estate.</p> <p>Review on the estate photo observed solar panel installed at workers housing.</p>	Yes
4.5.3.1	<p>SKSB established Waste Management Plan (WMP) updated on 03/04/2020.</p> <p>Identified wastes grouped into gaseous, solid and liquid.</p> <p>All wastes and sources of the pollution are identified with disposal method.</p> <p>Example 1: Gaseous</p> <p>Source: Farm tractor</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Type of waste: Smoke</p> <p>Example 2: Solid</p> <p>Source: Agricultural activity</p> <p>Type of waste: Pesticide container</p> <p>Example 3: Liquid</p> <p>Source: Domestic household</p> <p>Type of waste: Sewage</p>	
4.5.3.2	<p>a SKSB established WMP updated on 03/04/2020.</p> <p>The plan identified sources and monitoring method of the waste and pollution.</p> <p>Example:</p> <ul style="list-style-type: none"> • Source: Fertilizer store • Waste: Fertilizer residue • Impact: Fertilizer residue washed into the water • Monitoring plan: No manuring during rainy season <p>Phone call interview with workers informed no manuring activity during rainy season.</p>	Yes
	<p>b SKSB established WMP updated on 03/04/2020 includes identification of potential wastes for recycle, reuse and reduce.</p> <p>Example:</p> <ul style="list-style-type: none"> • Waste identification: Fertilizer bags • Source: Fertilizer store • Disposal method: Reuse for loose fruit collection <p>Review on scheduled waste record indicate empty fertilizer bags reused for loose fruit collection.</p> <p>Review on estate photo observed empty fertilizer bag reused for loose fruit collection.</p>	Yes
4.5.3.3	<p>SKSB established SOP for handling scheduled waste, Doc. No: SK – 4.5.3 dated 27/08/2020.</p> <p>The SOP describes:</p> <ul style="list-style-type: none"> • Any scheduled waste generated from estate operations are identified and labeled accordingly. • Estate manager will record the scheduled waste generated. • Scheduled waste should be managed and disposed by DOE authorized collector. 	Yes

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Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Storage of the scheduled waste must be not more than 20 mt and less than 180 days. <p>SKSB established inventory record for scheduled waste.</p> <p>Review on scheduled waste inventory record indicate empty chemical containers reused for chemical spray activity.</p>	
4.5.3.4	<p>SKSB adopted CropLife International SOP for Triple Rinse procedure.</p> <p>Review on the pre-mixing area photo, rinsed water trapped into sump and reused for chemical spraying.</p> <p>Review on scheduled waste inventory record indicate empty chemical containers reused for chemical spray activity.</p> <p>Review on the scheduled waste store photos and video observed no empty chemical containers.</p>	Yes
4.5.3.5	<p>SKSB established WMP updated on 03/04/2020 include management for domestic waste.</p> <p>WMP describe domestic waste disposed at the landfill.</p> <p>Review on the estate map indicate landfill located away from the housing area.</p>	Yes
4.5.4.1	<p>SKSB established WMP updated on 03/04/2020.</p> <p>Identified wastes grouped into gaseous, solid and liquid.</p> <p>Example: Solid waste</p> <ul style="list-style-type: none"> Waste: Fertilizer residue Reduction method: Application as per dosage Treatment: application on the frond stack to reduce run off. <p>Example: Gaseous waste</p> <ul style="list-style-type: none"> Waste: Carbon Monoxide Source: Fume from vehicle Treatment: Regular maintenance of vehicles <p>Review on the maintenance record indicate maintenance of the vehicle conducted once in three months.</p>	Yes
4.5.4.2	<p>SKSB established WMP updated 03/04/2020 includes action plan to reduce, reused and recycle identified significant pollution and emission.</p> <p>Example:</p> <ul style="list-style-type: none"> Waste: Oil spent Reused Plan: Reused for painting of workers quarters poles to prevent termites 	Yes

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Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Reduce plan: Routine inspection of the storage drum to check any leakage. <p>Interview by phone call with estate management informed, visual monitoring conducted to check any leakage of the storage drum.</p>	
4.5.5.1	<p>a SKSB established Water Management Plan dated 27/08/2019.</p> <p>The plan includes:</p> <ol style="list-style-type: none"> 1. Water consumption activities 2. Water source 3. Estimate of water requirements 4. Water analysis 5. Action plan to optimize water consumption <p>The water management plan include identification of water source and water usage.</p> <p>Source of water: Rain</p> <p>Water usage: Domestic use</p> <p>Source of water: Natural pond</p> <p>Water usage: Field operation</p>	Yes
	<p>b SKSB estate map is review and observed there is no river or stream flow through the estate.</p> <p>Further clarification via phone interview with workers and estate management feedback confirm there is no river within the estate.</p> <p>Therefore, no monitoring established for outgoing water.</p>	Yes
	<p>c SKSB established Water Management Plan dated 27/08/2019 to optimize water consumption.</p> <p>The plan describes:</p> <ul style="list-style-type: none"> • Create awareness among workers to reduce wastage • Monitor condition of water tank and piping system once a month <p>Phone call interview with the management informed visual monitoring used to check the condition of water tank and piping system.</p> <p>Interview with workers by phone call informed empty containers and rinsed water reused for chemical spraying.</p>	Yes
	<p>d Review on the SKSB estate map indicate there is no river or stream flow through the estate.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Further confirmation obtained via phone interview with workers and estate management.</p> <p>Therefore there is no buffer zone established.</p>	
	<p>e Review on the SKSB estate map indicate no river or stream flow through the estate area. Further confirmation obtained from phone call interview with the management.</p> <p>Therefore, no restoration required.</p>	Yes
	<p>f SKSB management is interviewed via phone call there are no bore wells constructed.</p> <p>Based on review of housing area photos confirmed no bore well installed.</p> <p>Telephone interview with workers they informed source of water is from rain.</p>	Yes
4.5.5.2	<p>Review on the SKSB estate map and phone call interview with workers informed there is no river or stream flow through the estate.</p> <p>Further confirmation obtain by phone call interview with the management informed no river or stream flow through the estate area.</p> <p>Therefore no bunds or weirs constructed.</p>	Yes
4.5.5.3	<p>SKSB practicing rain harvesting throughout the facilities and housing.</p> <p>Review on the photo of housing area observed water tanks are provided for harvesting rain water.</p>	Yes
4.5.6.1	<p>a SKSB established Biodiversity Assessment Report dated 02/12/2019.</p> <p>The assessment has identified wildlife within the estate.</p> <p>SKSB conduct environment meeting dated 01/10/2020.</p> <p>During workers interview by phone call feedback they are aware of any wildlife sighted within the estate area will report back to estate manager.</p>	Yes
	<p>b SKSB established Biodiversity Assessment Report dated 02/12/2019.</p> <p>The assessment has identified wildlife within the estate.</p> <p>Example:</p> <ul style="list-style-type: none"> • Birds: Swiftlet • Reptiles: Monitor lizard <p>SKSB conduct environment meeting dated 01/10/2020 attended by workers.</p> <p>During photo verification the estate notice board include signage of protected wildlife.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.2	<p>a SKSB display photo of the protected wildlife and 'No Hunting' signage at the estate notice board including penalty of RM50, 000 or 5 years in prison as information to the estate workers.</p> <p>During photo verification confirmed, photo of protected wildlife and no hunting signage is displayed at estate notice board.</p> <p>SKSB conduct environment meeting dated 01/10/2020 attended by workers.</p> <p>Review on the minute of the environmental meeting hunting is not allowed throughout the estate area.</p> <p>Review the wildlife monitoring records no wildlife sighted in the field.</p>	Yes
	<p>b During photo verification indicate photo of protected wildlife and 'No Hunting' signage are displayed at the estate notice board including penalty of RM50, 000 or 5 years in prison.</p> <p>Verify on the estate photo indicate, 'No Hunting' signboard is installed to discourage illegal hunting within the estate area.</p> <p>Phone call interview with workers informed they are aware of the protected wildlife and hunting is not allowed.</p>	Yes
4.5.6.3	<p>SKSB established wildlife monitoring record updated on 15/11/2020.</p> <p>Review on the monitoring record, Swiftlet sighted in the field during the wildlife monitoring.</p>	Yes
4.5.7.1	<p>SKSB establish Zero Burning Policy dated 01/09/2019 signed by Managing Director.</p> <p>The policy describes:</p> <ul style="list-style-type: none"> There shall be no open burning of any kind except where deemed necessary with prior approval of the relevant authorities. This include domestic waste, agricultural waste and biomass or by products generated by the estate. <p>Review on the landfill and housing area photos no sign of open burning.</p>	Yes
4.5.7.2	<p>There is no serious palm disease sighted during review of the estate field photo.</p> <p>Interview through phone call with SKSB management informed, there is no serious palm disease at the estate require for burning activity.</p> <p>Therefore, no application document established for approval of controlled burning.</p>	Yes
4.5.7.3	<p>SKSB established Zero Burning Policy dated 01/09/2019.</p> <p>The policy describe no open burning of any kind activity except where deemed necessary with prior approval of relevant authorities.</p> <p>Phone call interview with management, there is no disease that require burning.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Therefore, no application documents for approval of controlled burning.	
4.5.7.4	<p>SKSB adopt Field Handbook for Immature Oil Palm Vol. 02 as a guideline for replanting activity.</p> <p>Review the replanting records the latest replanting completed in October 2020.</p> <p>Interview by phone call with the management informed palms are felled and chipped for the replanted area.</p> <p>During field photo verification observed no burning practiced.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SKSB establish SOPs for estate best practices.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Langkah – Langkah Kerja Menyembur Racun, doc no.: 4.6.1.2 dated 27/09/2019 2. Langkah-langkah Kerja Membaja, doc no.: 4.6.1.4 dated 27/09/2019 3. Langkah-langkah Kerja Menombak, doc no.: 4.6.1.6 dated 27/09/2019 4. Langkah – Langkah bagi Kerja Slashing, doc no.: 4.6.1.7 dated 27/09/2019 <p>SKSB conduct training for all workers.</p> <p>Example:</p> <ul style="list-style-type: none"> • Harvesting, Manuring and chemical spraying conducted in October 2020 <p>Phone call interview with workers informed, they are understood of the training conducted.</p> <p>Review on photos for harvesting path observed are free from woodies and frond are staked properly.</p>	Yes
4.6.1.2	<p>SKSB adopt Field Handbook Vol. 02 as guide for planting at the slope.</p> <p>Page 52 of the handbook describe:</p> <p>Terrace or platform construct in steeper areas in order to:</p> <ol style="list-style-type: none"> 1. Facilitate effective establishment, maintenance and harvesting of palms. 2. Minimize soil erosion. 3. Reduce rainwater runoff and nutrient losses. 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>4. Increase water infiltration.</p> <p>5. Conserve moisture and increase water infiltration.</p> <p>6. Provide each palm with equal access to light, nutrients and water.</p> <p>Photo review indicates legumes cover crops planted along the terrace for soil erosion control.</p>	
4.6.1.3	<p>SKSB established permanent block markers for each field stating block number, planted year, material planted and field size.</p> <p>Example:</p> <ul style="list-style-type: none"> • Block: 12 • Size: 4.25 acre • Material: Ulu Dusun • Planting Year: 1997 <p>Review on estate map indicate, block number are marked at each block.</p> <p>During photo verification confirm block marker is installed for each block.</p>	Yes
4.6.2.1	<p>SKSB established 5 years business plan from 2020 to 2024 dated 08/11/2020.</p> <p>The budget includes:</p> <ul style="list-style-type: none"> • Revenue • Cost of sales FFB • Replanting expenditure • Administration expenditure • Capital Expenditure 	Yes
4.6.2.2	<p>SKSB established replanting program for year 2020 to 2024 updated on 27/08/2020.</p>	Yes
4.6.2.3	<p>SKSB established 5 years business plan from 2020 to 2024 dated 08/11/2020.</p> <p>The budget includes:</p> <ul style="list-style-type: none"> • Crop projection • Production cost/ mt • FFB price projection • Cash flow 	Yes
4.6.2.4	<p>SKSB established monthly estate progress report.</p> <p>Latest monthly progress report dated September 2020 is reviewed.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Progress report includes revenue, workers payroll expenditures and productivity analysis.	
4.6.3.1	<p>SKSB purchase chemical and fertilizer from the supplier.</p> <ul style="list-style-type: none"> • Estate request quotation and negotiate the price by phone call to supplier • Estate issue Local Purchase Order to supplier and put the negotiated price • Supplier issue Delivery Note and Invoice during delivery of the product to estate • Estate make payment and issue payment voucher to the supplier <p>The quotation and purchase order describe the product pricing and payment terms.</p>	Yes
4.6.3.2	<p>SKSB documented records of quotation agreed by both parties on the terms and conditions.</p> <p>Payments are made on a monthly basis in timely manner.</p> <p>Review on payments record and made according to quotation terms and conditions.</p>	Yes
4.6.4.1	<p>SKSB engage contractor for replanting work for year 2020.</p> <p>Review on the contract agreement for replanting work established on 23/12/2019 include a statement for MSPO requirement as below;</p> <p>Company's suppliers and contractor shall be abided to meet all the requirements in the MSPO standards. All company and MSPO required policies including but not limited to S&H, usage of PPE, work training will be provided and briefed before the commencement of work'.</p> <p>Briefing records on the estate policies conducted on 02/01/2020 by the estate manager is verified.</p> <p>Example of policies briefed are MSPO, Zero burning, Environmental and Safety and Health.</p>	Yes
4.6.4.2	<p>SKSB engage contractor for replanting work in year 2020.</p> <p>SKSB established contract agreement for replanting work dated 23/12/2019.</p> <p>During document review contract agreement is signed by both parties on 28/12/2020.</p>	Yes
4.6.4.3	<p>SKSB established replanting contract agreement dated 23/12/2019.</p> <p>Review on the contract agreement for replanting a statement the contractor shall be audited by the company's MSPO CB when required.'</p>	Yes
4.6.4.4	<p>SKSB established monthly replanting progress report to monitor work progress done by the contractor.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Report established includes replanting block, contractor progress and estate replanting progress. Latest record updated on 31/10/2020 is verified during the documents review.	

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. The 1 st and last planting is conducted on 1997 and 1 st replanting is in year 2020. Therefore, no biodiversity assessment required.	Yes
4.7.1.2	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. The 1 st cycle replanting conducted in year 2020 for an area of 63.79 ha that is less than 100ha. Therefore, no PMM required.	Yes
4.7.2.1	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Review on the estate map and phone interview with estate management feedback no peat soil within SKSB area.	Yes
4.7.3.1	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.2	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.3	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholder's scheme in SKSB. Therefore, not applicable.	Yes
4.7.4.1	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no soil map established.	Yes
4.7.4.2	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no topography map established.	Yes
4.7.5.1	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no topography map established and no permit available.	Yes
4.7.5.2	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no plan to minimize adverse impacts of significantly increased risk for planting on fragile and marginal soil established.	Yes

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4.7.5.3	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no soil map established.	Yes
4.7.6.1	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. There are no sacred sites, therefore no management plan established.	Yes
4.7.6.3	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no SOP on handlings any customary land ownership and compensation established.	Yes
4.7.6.4	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no compensation and agreement established	Yes
4.7.6.5	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no identification and assessment of legal and recognized customary rights established	Yes
4.7.6.6	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no system established for calculating the compensation for distribution.	Yes
4.7.6.7	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. Therefore, no compensation plan established.	Yes
4.7.6.8	SKSB Planting statement dated 03/11/2020 is review and there are no new planting carried out within the estate. 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.

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Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.

Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.

4.5. Detail of Audit Findings in last audit

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

Non Conformity Number 01			
Indicator # and Description:	4.1.2.2 The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action (MAJOR)		
Location:	Sri Kuli Sdn. Bhd.		
Description of Finding / Objective Evidence:			
Internal audit document review found no evidence of Non-compliance (NC) report is available to identify the root causes of nonconformities, correction, preventive action plan and closure of the findings.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Mohd Nur Amin Bin Mohd Halim	Date Raise:	19/12/2019
Deadline for implementation			
Root Cause Analysis (by company):			
The internal audit team is not aware of the SOP to include root cause analysis in the assessment.			
Correction (by company):			
The management decided to include root cause analysis into the internal audit report for all the NC raised.			
Corrective / Preventive Action (by company)			
To maintain non-conformity report in analysis gap during internal audit.			
Review of Correction & Corrective / Preventive Action			
The non-compliance (NC) report review on the internal audit report identified root cause of nonconformities, correction, preventive action plan and closure of the findings are address. This will be sufficient to close out. Further review in the next audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Trainee Lead Auditor: Mohd Nur Amin Bin Mohd Halim		Date of Closure: 06/01/2020	

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Non Conformity Number 01

Review of Implementation

SKSB conducted internal audit on 02/10/2020 with 1 finding raised.

Review on the internal audit checklist dated 02/11/2020 and management review meeting minute dated 03/10/2020 has identified root cause of nonconformity, correction and preventive action plan of the finding is address.

The implementation is review and sufficient.

Name of Lead Auditor:

Chan Shi Lie

Date of Review:

19/11/2020

4.6. Detail of Remote Audit Findings Identified during this audit

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

REMOTE AUDIT OUTCOME

During this remote audit,	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Nr.	Indicator	Description	Location	Opportunity for Improvement
1	4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action	Office	SKSB may consider improve the internal audit flow chart on time frame for addressing non-conformity.

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5. CONCLUSION

Sri Kuli Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit consisting of one estate 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 estate:	1
Total certified production area:	183.40 Ha
Certified January to September 2020:	1,173.76 Mt
Project FFBs October to December 2020:	443.24 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, 16/12/2020

Chan Shi Lie
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 16/12/2020

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

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

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

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities of 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