



MSPO CERTIFICATION SUMMARY REPORT

SEKONA COCOA SDN BHD

SURVEILLANCE 02

Onsite Audit Date: 05/09/2022 – 07/09/2022

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Company Name: Sekona Cocoa Sdn Bhd

Certifying Unit: Sekona Cocoa Sdn Bhd

Client Number: 92-150

Audit Type: ASA 02

Mode of Audit: Onsite



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Abbreviations

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

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1. INTRODUCTION

Sekona Cocoa has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 02 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 Sekona Cocoa 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 two 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: Ariff Bin Lokman

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

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Requirement	Qualifications
vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	7 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS 2530 series standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers course.

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

Qualification of Team Member(s)

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Muhammad Khairul Anuar Bin Azizul Hassan	Graduate in Plantation Industry and Management	Yes
	Mohamad Norhisham bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Muhammad Khairul Anuar Bin Azizul Hassan	7 years working experience in oil palm plantation	Yes
	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed MPOCC endorsed lead auditor training	Muhammad Khairul Anuar Bin Azizul Hassan	Successfully completed MS2530 series of standards for Lead Auditors	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead	Muhammad Khairul Anuar Bin Azizul Hassan	Qualified as auditor based on audit log.	Yes
	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor based on audit log.	

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Requirement	Assessor	Qualification	Compliance
Auditor for MSPO or equivalent sustainability certification schemes.			
Field working experience in the palm oil sector or demonstrable equivalent	Muhammad Khairul Anuar Bin Azizul Hassan	7 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Muhammad Khairul Anuar Bin Azizul Hassan	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 9001:2015 LA course.	
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Muhammad Khairul Anuar Bin Azizul Hassan	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Muhammad Khairul Anuar Bin Azizul Hassan	Successfully completed SA 8000 Basic training	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed SA 8000 Basic training	
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Muhammad Khairul Anuar Bin Azizul Hassan	Successfully completed IMS ISO 9001, ISO 14001 and ISO 45001 LA course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 LA course.	
Completed High Conversation Value assessment	Muhammad Khairul Anuar Bin Azizul Hassan	Attended and completed the HCV-HCS for producers course.	Yes
	Mohamad Norhisham bin Mohd Salleh	Attended and completed the HCV-HCS for producers course.	

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Requirement	Assessor	Qualification	Compliance
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Muhammad Khairul Anuar Bin Azizul Hassan	Able to communicate in both Bahasa Malaysia and English.	Yes
	Mohamad Norhisham bin Mohd Salleh	Able to communicate in both Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews 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 Two (02) Audit:

The surveillance 02 audit conducted onsite from 05/09/2022 – 07/09/2022 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 Assessment

The audit of the estates are 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 physical 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.

Based on the formula, the sample size for the estates $S = 1\sqrt{5} = 2.23$, 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: Estate(s) Selected

Name of Estates	Coordinates
Palmrise Sdn. Bhd.	5.67606 N, 118.2407 E
Gainside Sdn. Bhd	5.738829 N, 118.249 E
Agriculturist Inc. Sdn. Bhd.	5.753544 N, 118.2348 E

Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for 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

Sekona Cocoa Sdn Bhd is an oil palm plantation company located at Lot 18, Utama Zone 3 Commercial, Jalan Dataran BU 3, Bandar Utama Bt. 6, 90000, Sandakan, Sabah. There are 5 estates in this group certification.

The details of the estates as below:

Name of Estate	Location	Coordinates
Farming System Sdn. Bhd.	Sekong, Sandakan	5.558817 N , 118.0318 E
Sekona Cocoa Sdn Bhd	Segaluid Lokan, Kinabatangan.	5.567378 N, 117.8965 E
Palmrise Sdn. Bhd.	Melangking, Sandakan	5.67606 N, 118.2407 E
Gainside Sdn. Bhd	Melangking, Sandakan	5.738829 N, 118.249 E
Agriculturist Inc. Sdn. Bhd.	Melangking, Sandakan.	5.753544 N, 118.2348 E

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (JAN 2022 to DEC 2022)
	Total*	Production**	
Farming System Sdn. Bhd. -Ladang Untung	71.76	67.58	597.00
Sekona Cocoa Sdn Bhd.- Ladang Kota, Beruntung. Sekong, UM 1 and UM 5.	268.92	261.84	3,622.00
Palmrise Sdn. Bhd. - UMR 2	82.81	74.87	1,078.00
Gainside Sdn. Bhd.- UMR 3	55.22	54.31	775.00
Agriculturist Inc. Sdn. Bhd. Ladang AI	120.75	120.19	1,256.00
Total FFB	599.46	578.79	7,328.00

*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 or Division	Farming System Sdn. Bhd. - Ladang Untung	Sekona Cocoa Sdn Bhd.-Ladang Kota	Palmrise Sdn. Bhd. - UMR 2	Gainside Sdn. Bhd.- UMR 3	Agriculturist Inc. Sdn. Bhd. Ladang AI
1995	-	-	-	-	88.19
1998	-	40.47	-	-	-
2000	-	110.48	-	-	-
2002	-	80.13	-	-	-

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2003	-	-	63.07	-	-
2004	-	-	11.80	54.31	-
2013	-	8.1	-	-	-
2014	24	-	-	-	-
2015	-	10.1	-	-	-
2016	13.3	-	-	-	-
2017	-	12.56	-	-	-
Total Mature	37.3	261.84	74.87	54.31	88.19
2018	17.00	-	-	-	-
2019	13.28	-	-	-	-
2020	-	-	-	-	32.00
Total Immature	30.28	-	-	-	32.00
Total	67.58	261.84	74.87	54.31	120.19

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each estate or division					Total area to be replanted (ha)
	Farming System Sdn. Bhd. - Ladang Untung	Sekona Cocoa Sdn Bhd. - Ladang Kota	Palmrise Sdn. Bhd. - UMR 2	Gainside Sdn. Bhd. - UMR 3	Agriculturist Inc. Sdn. Bhd. - Ladang AI	
2022	-	-	-	-	-	-
2023	-	-	-	-	32	32
2024	-	-	-	-	-	-
2025	-	-	-	-	28	28
TOTAL	-	-	-	-	60	60

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3.4. Maps of Estates Location

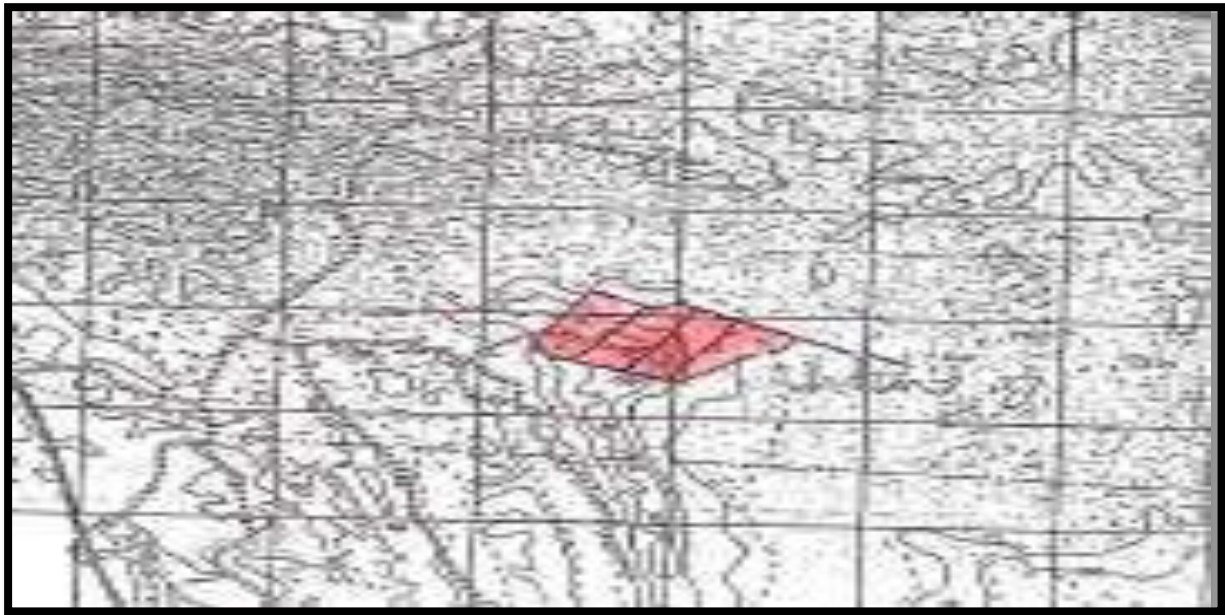


Figure 1: Farming System Sdn. Bhd. estate (Untung Division) map.

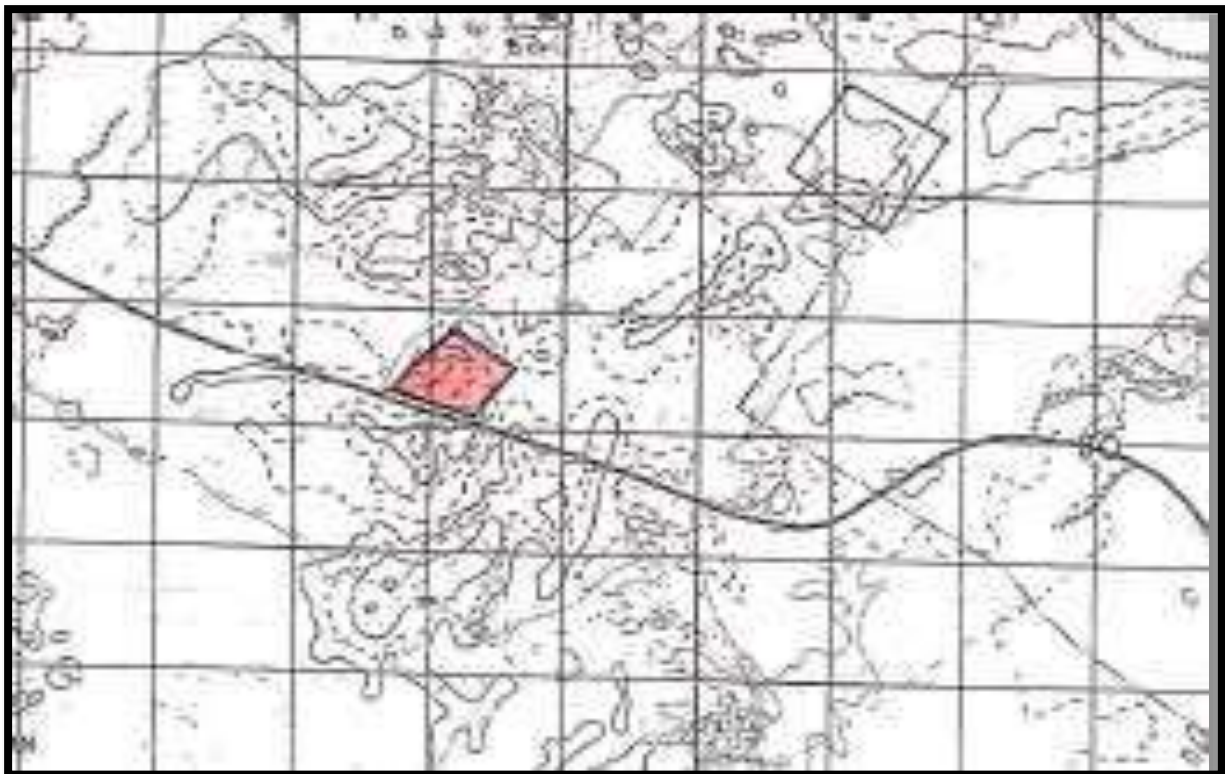


Figure 2: Sekona Cocoa Sdn. Bhd. estate (Kota Division) map.

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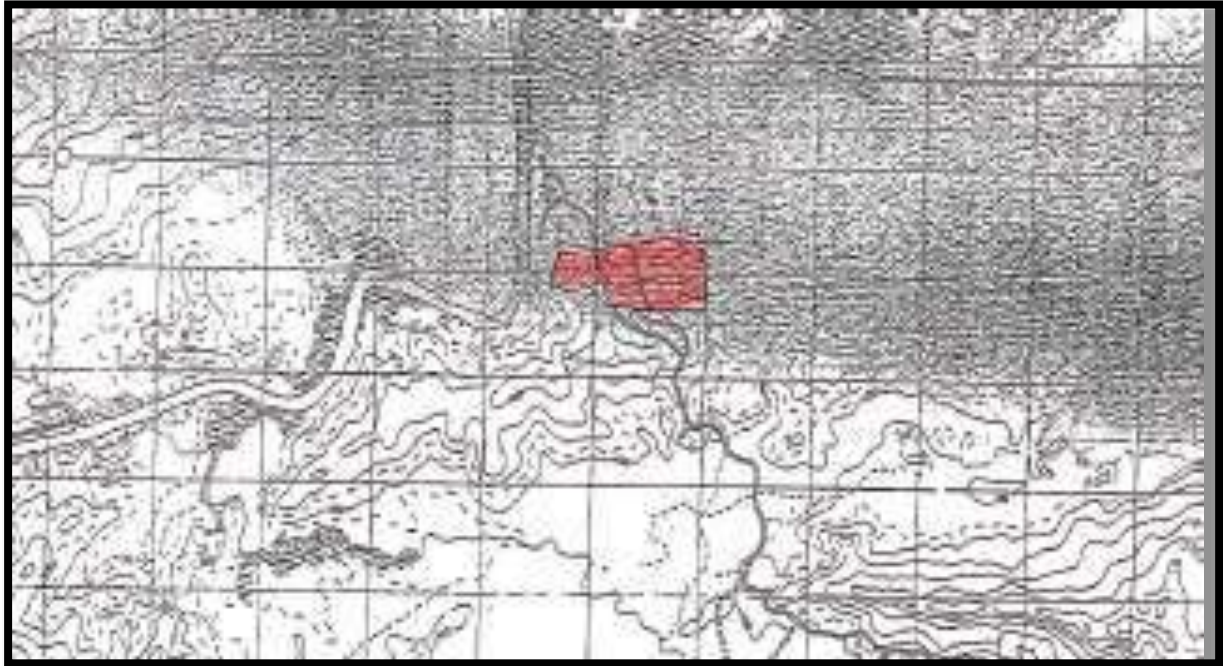


Figure 3: Sekona Cocoa Sdn. Bhd. estate (Beruntung Division) map.

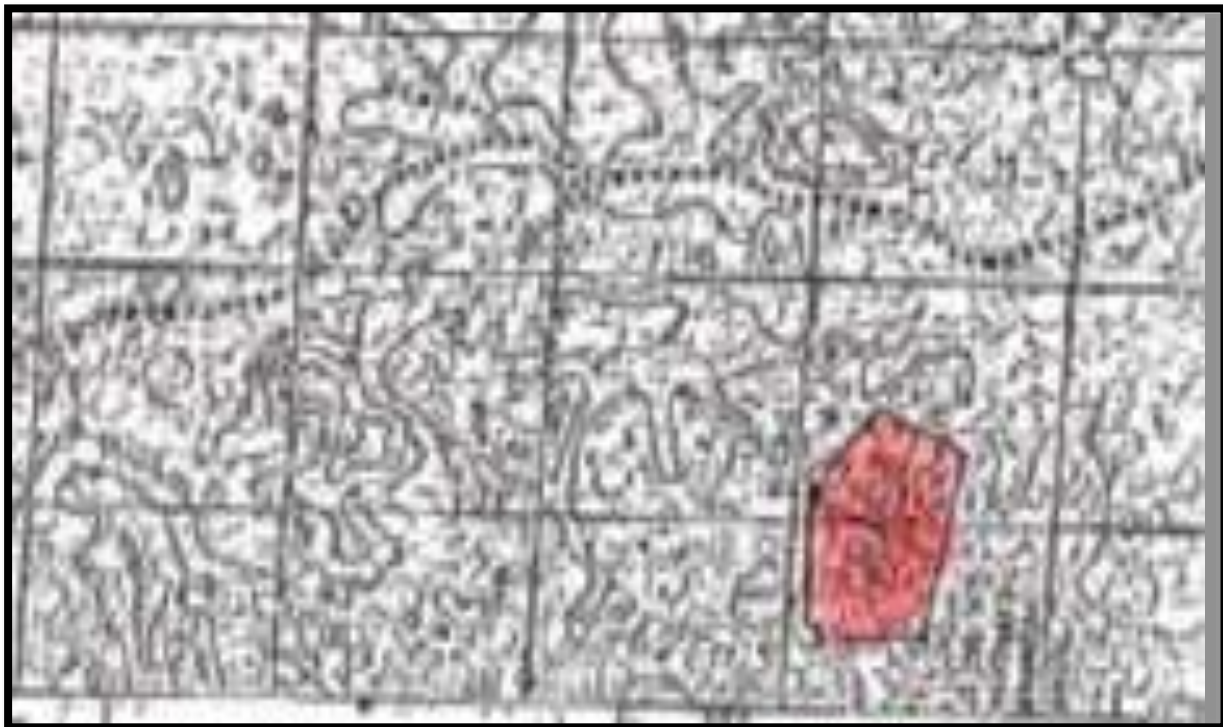


Figure 4: Sekona Cocoa Sdn. Bhd. estate (Sekong Division) map.

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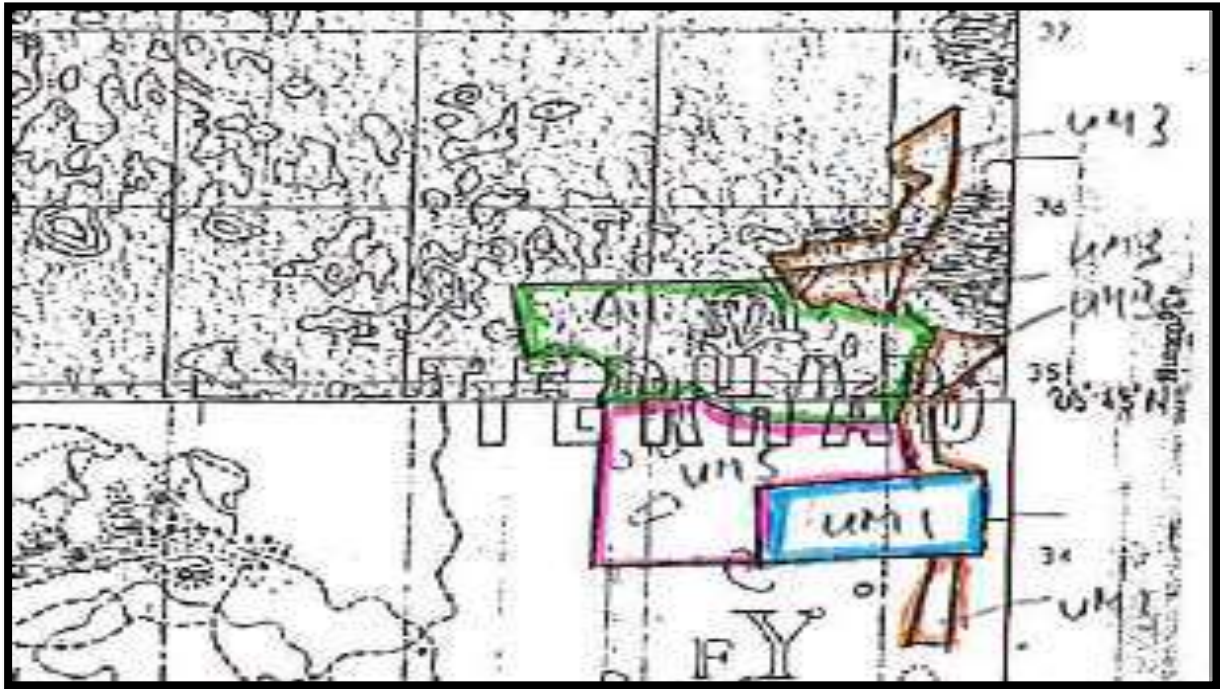


Figure 5: Sekona Cocoa Sdn. Bhd. estate (UM1 and UM5 divisions) Palmrise Sdn. Bhd. estate (UM2 division) and Gainside Div. Sdn. Bhd. estate (UM3 division) map.

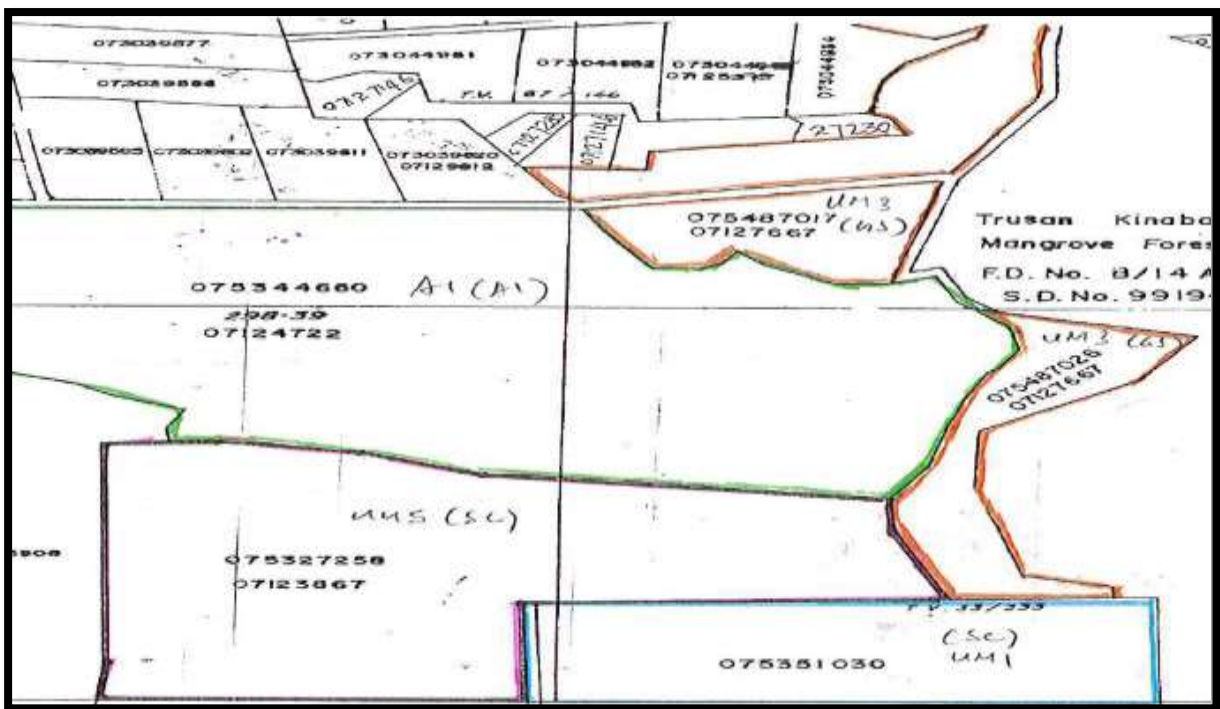


Figure 6: Agriculturist Inc Sdn. Bhd. estate map.

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4. CERTIFICATION ASSESSMENT

4.1. ASA 02

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 Two (02):

The surveillance 02 audit is conducted on 05/09/2022 to 07/09/2022 covering 3 selected estates - Palmrise Sdn. Bhd. - UMR 2, Gainside Sdn. Bhd. - UMR 3 & Agriculturist Inc. Sdn. Bhd. Ladang AI.

During the last surveillance 01 audit, there are 5 Major, 1 Minor, 4 Opportunities for Improvement (OFI) are raised.

During this surveillance 02 audit, the major and 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 major 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.

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 public notification on 02/08/2022 as to accommodate stakeholder's consultation meeting for Sekona Cocoa Sdn Bhd to provide comments. As at audit date on 05/09/2022 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>Sekona Cocoa Sdn Bhd (SCSB) group established MSPO Policy document. No.: SKG-PS dated 01/12/2019 signed by Managing Director.</p> <p>Site inspection sighted MPSO policy is displayed at estates notice board.</p> <p>From document review of list of training, MSPO policy briefing conducted as follows:</p> <ol style="list-style-type: none"> 1. SCSB on 02/06/2022; 2. AISB on 06/06/2022. <p>Field interviews with sampled chemical sprayers and harvesters informed they have been briefed on the MSPO policy.</p>	Yes
4.1.1.2	<p>SCSB group established MSPO Policy document. No.: SKG-PS dated 01/12/2019 signed by Managing Director.</p> <p>The policy describes SCSB shall also strive for continual improvement by harnessing its resources of people, process and technology in order to ensure the continuous production of oil palm products in sustainable manner and all the above plan subject to the financial standing and ability of compliance.</p>	Yes
4.1.2.1	<p>SCSB group established Internal audit SOP Doc. No: SKGOP-MP1 rev. 00 dated 01/12/2019.</p> <p>SOP include flow chart:</p> <ol style="list-style-type: none"> 1. Internal audit schedule; 2. Prepare audit; 3. Carry out audit; 4. Agreed on findings; 5. Prepare audit; 6. Follow up review action; 7. Review in Management review; <p>The flow chart states the internal audit conduct once per year.</p> <p>Major non-conformity 01:</p>	No

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Based on SCSB Internal audit procedure internal audit shall be conducted once a year. However, there is no internal audit conducted by SCSB for year 2022.	
4.1.2.2	SCSB group established Internal audit SOP Doc. No: SKGOP-MP1 rev. 00 dated 01/12/2019. The flow chart states internal audit to be conducted once per year. No internal audit conducted for year 2022 thus major non-conformity was raised on indicator 4.1.2.1.	Yes
4.1.2.3	SCSB group established Internal audit SOP Doc. No: SKGOP-MP1 rev. 00 dated 01/12/2019. The SOP flow chart describes that result of audit to be reported in management review. SCSB conducted management review meeting on 22/07/2022. The meeting agenda include discussion of agenda for all estates under the group.	Yes
4.1.3.1	SCSB group established SOP Management review Doc. No: SKGOP-MP1 rev 00 dated 01/12/2019. The SOP describes as follow: Section 4.1 describe management review meeting will be conducted at least once a year. Section 4.1 (iii) The agenda of meeting shall include the following: 1. Status of outstanding issues from; 2. Changes, improvement or modification of the sustainability management system; 3. Internal and external audit findings on Sustainability Management System. Review on the management review minutes of meeting, FSSB, PSB and GSB conducted the meeting on 26/04/2021. There are no internal audit conducted for year 2022 thus major non-conformity was raised on indicator 4.1.2.1.	Yes
4.1.4.1	SCSB group established Continual Improvement SOP Doc. No: SKGSOP-MP1 dated 01/07/2021. The SOP describes as follows: To identify the needs based on a consideration of social and environmental impacts, company practices and stakeholder needs. No internal audit conducted for year 2022 thus major non-conformity was raised at indicator 4.1.2.1	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	SCSB conducted Continual Improvement Plan dated 15/08/2022 which includes social, safety and environmental aspects.	
4.1.4.2	<p>SCSB group established new information and techniques and flow chart, Document No.: SKG-NIT-001 dated 01/12/2019.</p> <p>The flow chart describes:</p> <p style="padding-left: 40px;">Initial part of communication for new technology supplier or product; until the implementation and monitoring for further improvement.</p> <p>Site interviews with estate staffs informed no new technology implemented by SCSB.</p>	Yes
4.1.4.3	<p>SCSB group established New information and techniques and flow chart, Document No.: SKG-NIT-001 dated 01/12/2019.</p> <p>The SOP describes under implementation and control (1) to train the operators or the employees involved in the implementation, techniques or equipment.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>SCSB group established list of stakeholders updated on 06/07/2022.</p> <p>The list consist of:</p> <ol style="list-style-type: none"> 1. Government agencies; 2. NGO; 3. Neighbors plantation; 5. Suppliers; 6. Oil palm mills. <p>Document review verified, stakeholders meeting has been carried out on 06/07/2022.</p> <p>The meeting agenda includes:</p> <ol style="list-style-type: none"> 1. MSPO awareness; 2. Company policy; 3. Wildlife; 4. Consultation and communication channel; 5. COVID-19 endemic phase. 	Yes
4.2.1.2	<p>SCSB group established master list for publicly available document and confidential documents updated on 03/06/2022.</p> <p>Example publicly available documents are:</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>1. MPOB License;</p> <p>2. Company policies;</p> <p>3. SOPs;</p> <p>4. Complaint and Grievance forms;</p> <p>Example confidential documents are:</p> <p>1. Land Title;</p> <p>2. Financial Report;</p> <p>3. Bank Statement.</p> <p>Site inspection observed the list of publically available and confidential document are displayed at notice board.</p>	
4.2.2.1	<p>SCSB group established Consultation and Communication Procedure, Doc no SKG-CC, revision: 0, dated 01/12/2019.</p> <p>The procedure includes flow chart on handling request by stakeholders.</p> <p>The SOP includes:</p> <p>1. Communication to employee and other stakeholders;</p> <p>2. Enquiry / issue from employee and other stakeholders.</p> <p>The procedure describe on maintaining the method of communication with all internal and external stakeholders.</p>	Yes
4.2.2.2	<p>SCSB group appointed Assistant Manager as person responsible for communication and consultation dated 01/08/2020.</p>	Yes
4.2.2.3	<p>SCSB group established list of stakeholders updated 06/07/2022.</p> <p>The list consist of:</p> <p>1. Government agencies;</p> <p>2. NGO;</p> <p>3. Neighbours plantation;</p> <p>4. Suppliers;</p> <p>5. Oil palm mills.</p> <p>SCSB established flow chart of consultation and communication document number: SKG-CC, rev 0, dated 01/12/2019.</p> <p>The flow chart of consultation and communication describes any request from stakeholders to be resolved within 14 days.</p> <p>Consultation and communication briefing to internal and external stakeholder carried out on 06/07/2022.</p> <p>Document review verified the consultation and communication feedback has been documented and maintained.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.1	<p>SCSB group established Traceability Procedure, document no: SKG-traceability, rev no: 0 dated 01/12/2019.</p> <p>The procedure describe flow chart of traceability from FFB production on field until FFB transportation to collection center or mill.</p> <p>FFB delivery note to mill includes information on vehicle no, date of delivery and oil palm mill name and driver name.</p> <p>Example of FFB delivery note:</p> <p>AISB Estate:</p> <ol style="list-style-type: none"> 1. DN No: 4277; 2. Date: 26/08/2022; 3. Lorry No: SS 9664 X; 4. Weighbridge ticket: FFB22009754W; 5. Mill: Melangking Oil Palm Plantation S/B. <p>Unique number is DN no.</p>	Yes
4.2.3.2	<p>SCSB group conduct daily checks on the traceability documents by the estate in charge.</p> <p>Documents review on daily harvesting records, the traceability system recorded on daily basis and verified by estate in charge.</p>	Yes
4.2.3.3	<p>SCSB group established SOP for Traceability on 01/12/2019.</p> <p>SCSB appointed admin officer as person in charge of traceability records.</p>	Yes
4.2.3.4	<p>SCSB group established Traceability Procedure, document number: SKG-traceability dated 01/12/2019.</p> <p>The procedure describes retention period is for 10 years.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. FFB log book; 2. FFB weighbridge ticket; 3. FFB dispatch note <p>Documents review on records for the year 2021 and 2022 FFB logbook, FFB dispatch note and mill weighbridge ticket, the records are traceable and maintained.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>SCSB group established legal register, list of permits and licenses updated on 01/06/2022.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>Example of legal documents:</p> <p>SCSB estate:</p> <ol style="list-style-type: none"> 1. Malaysian Palm Oil Board Act 1998; 2. Prevention And Control Of Infectious Disease Act 1988; 3. Minimum Wage Order 2022. <p>Example of licenses:</p> <p>AISB estate:</p> <ol style="list-style-type: none"> 1. MPOB license valid till 28/02/2023. 2. Trading license valid till 31/12/2022. 	
4.3.1.2	<p>SCSB group established legal register updated 01/09/2022.</p> <p>Legal document applicable are kept in soft copy by admin officer.</p> <p>Example of legal documents applicable to estate:</p> <ol style="list-style-type: none"> 1. Wildlife Conservation Enactment 1997; 2. Prevention and Control of Infectious Disease Act 1988. 	Yes
4.3.1.3	<p>SCSB group established legal register dated 01/01/2020 and latest updated on 01/09/2022.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Prevention and Control of Infectious Disease Act 1988; 2. Minimum Wage Order 2022. 	Yes
4.3.1.4	<p>SCSB group established Mechanism for Implementation of Legal Requirements and System for Tracking Changes in The Law, document. No: SKG-Legal dated 01/12/2019.</p> <p>The mechanism states the General Manager is person in charge for tracking changes on laws and regulations.</p>	Yes
4.3.2.1	<p>SCSB group established List of Land Titles dated 01/07/2020.</p> <p>Review on the SCSB and AISB estates land titles are Country Lease issued by the Sabah Land Authority.</p> <p>The land use is for cultivation of oil palm or agriculture crop of economic value.</p>	Yes
4.3.2.2	<p>SCSB group land titles are Country Lease issued by the Sabah Land Authority with land tenure of 99 years and land use for cultivation of oil palm or agriculture crop of economic value.</p>	Yes
4.3.2.3	<p>SCSB group land titles includes map indicating the size in acres, location and boundary markers.</p> <p>During field visit, observed boundary marker is marked with a boundary stone and red colour wooden stick.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.4	SCSB group land titles are country lease issued by Sabah Land Authority. No dispute from previous owners.	Yes
4.3.3.1	SCSB group land titles are Country Lease issued by Sabah Land Authority with the land use for cultivation of oil palm or agriculture crop of economic value. Therefore, there are no native or customary sub-lease land in SCSB land titles.	Yes
4.3.3.2	SCSB group land titles are Country Lease issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no map established.	Yes
4.3.3.3	SCSB group land titles are issued by Sabah Land Authority. No customary land title listed in the summary of land titles. Therefore, no FPIC or negotiation document established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	SCSB group established Social Impact Assessment procedure document number: SKG-SOP-MP9, revision number: 00, dated 01/12/2019. The SIA includes: 1. Identification of social impact; 2. Impact and aspect analysis. SCSB conducted SIA dated 26/12/2021. The assessment includes discussion on social related activities, its positive and negative impacts and action plan. Example of positive impact: Aspect : Job opportunities; Positive impact: Provide job opportunities for local people; Action: Prioritize the local people for job opportunities; Example of negative impact: Aspect: Home maintenance and upgrade; Negative impact: Limited resources; Action: Company to allocate budget by phases.	Yes
4.4.2.1	SCSB group established complaint and grievance procedure, document number: SKGPOM-MP 4, dated 01/12/2019. The procedure describes: 1. Person in charge is Human Resources Department;	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>2. Timeline on addressing the complaint was within 14 days;</p> <p>3. Complaint to be recorded on complaint record book.</p> <p>Site inspection sighted complaint and grievance procedure displayed at estates notice board.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed, they had been briefed on complaint and grievance dated 02/06/2022.</p>	
4.4.2.2	<p>SCSB group established complaint and grievance procedure, document number: SKGPOM-MP 4, dated 01/12/2019.</p> <p>The procedure states complaint and grievance shall be address within 14 days.</p> <p>Document review on AISB and SCSB estates complaint record, no complaint lodged as of audit date.</p>	Yes
4.4.2.3	<p>Site verification and interview with AISB and SCSB workers informed, the complaint and grievance forms and box are placed at estates office that can be access by all workers and stakeholders.</p>	Yes
4.4.2.4	<p>Document reviewed on briefing records, SCSB conducted complaint and grievance procedure training dated 02/06/2022.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed, they had been briefed on complaint and grievance dated 02/06/2022.</p>	Yes
4.4.2.5	<p>Reviewon AISB and SCSB complaint records, no complaints lodged for last 24 months since 2020.</p>	Yes
4.4.3.1	<p>SCSB group provides job opportunity to local communities for estates operation and office admin work.</p> <p>Site interviews with estates staff confirmed several of them are from local communities.</p>	Yes
4.4.4.1	<p>SCSB established Safety & Health Policy dated 01/12/2019 signed by Managing Director.</p> <p>The policy states that 'SCSB to ensure, so far as is practicable, the safety, health, and welfare at work of all employees and other parties which involved with the activities of the company'.</p> <p>SCSB established Operation Safety & Health Plan dated 01/02/2022 and signed by General Manager.</p> <p>OSH Policy briefing and OSH plan dated 15/06/2022 conducted by SCSB estate in charge.</p>	Yes
4.4.4.2	<p>a</p> <p>SCSB established Safety and Health policy dated 05/03/2019 signed by Managing Director.</p> <p>Site inspection sighted safety & health policy is made available at estates notice boards.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Field interviews with sampled chemical sprayers and harvesters informed, they had been briefed on safety and health policy dated 15/06/2022.	
b	<p>SCSB established Identification of risks for all operations dated 01/02/2022 by field staff.</p> <p>The HIRARC assessment Includes all relevant field activities. The HIRARC table include activity, hazards, risk and effects, risk assessment (consequence, likelihood, risk rating), existing control, PIC, risk assessment after control and date review</p> <p>Example:</p> <p>Activity: FFB Loading;</p> <p>Hazard: Dropped Bunches;</p> <p>Potential risk: Hand or feet injury;</p> <p>Existing Control: Properly stack the bunches;</p> <p>Risk rating before control: C2, L3, Risk score 6 Medium;</p> <p>Control risk proposal: Refresher safety briefing;</p> <p>Risk rating after control: C2, L2, Risk score 4 Low;</p> <p>PIC: Manager, Supervisor and Mandore.</p>	Yes
c i	<p>SCSB established Annual Training Programme year 2022 dated 02/01/2022.</p> <p>Document review on training records, PISB and GSB estates conducted trainings on chemical spraying SOP dated 06/06/2022.</p>	Yes
c ii	Site visit sighted SDS available at estates chemical, lubricant and fertilizer store. The chemicals are arranged and kept in store properly with original label.	Yes
d	<p>SCSB group established records of PPEs issuance and review on the records are maintained and updated.</p> <p>Type of PPE for activity in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: FSSB estate chemical sprayer;</p> <p>PPE: Nitrile Glove, Goggles, Apron, N95 respirator, rubber boots.</p>	Yes
e	<p>SCSB group established 'List of SOP' for safe handling and storage of chemical.</p> <p>The list includes:</p> <ol style="list-style-type: none"> SOP for Chemical handling and storage document ref.: SKGSOP-BHNKIMIA dated 01/12/2019; 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>2. SOP for Safe handling of chemical, pesticides and fertilizer document ref.: SKGSOP-OP11 dated 01/12/2019;</p> <p>3. SOP for Chemical store document ref.: SKGSOP-OP12 dated 01/12/2019;</p> <p>4. SOP for Chemical premixing document ref.: SKGSOP-OP13 dated 01/12/2019.</p> <p>SCSB CHRA certificate awarded by Chemclass Sdn. Bhd. valid from 16/07/2020 until 15/07/2022.</p> <p>Site inspections at estates chemical stores sighted all chemicals are arranged and kept in store properly with original label.</p> <p>Document review on training records, training on safety work practice at chemical store briefed to estates workers dated 06/06/2022.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed, they have been briefed on safety work practice at chemical store procedure.</p>	
f	SCSB appoints General Manager to oversee the health and safety aspects of all 5 estates operation activities.	Yes
g	<p>SCSB established Operational Safety and Health Plan, document number: SKGSOP-PAR dated 26/08/2020, which stated frequency for safety and health meeting is once a year.</p> <p>SCSB conducted centralize safety meeting dated 06/06/2022. The meeting attended by estates workers and managements and discussed on safety and health matters.</p>	Yes
h	<p>SCSB Accident and Emergency Response Plan document ref.: SKGSOP-MP10 dated 01/02/2020.</p> <p>Site visit to estates sighted emergency evacuation layout plans, assembly point and contact details available at estates office and housing notice boards.</p>	Yes
i	<p>SCSB group has conducted the First Aid training for FSSB, PSB and GSB estates workers dated 02/06/2022.</p> <p>Site interviews with estates mandores and site visit to estate facilities confirmed first aid kit available and replenish accordingly.</p>	Yes
j	<p>SCSB group records of accidents and injuries are kept and reported during Safety and health meeting.</p> <p>The estates annual Accident Report for year 2021 submitted to DOSH dated 05/01/2022 with zero accident reported.</p>	Yes
4.4.5.1	SCSB group Social Policy, dated 01/12/2019 signed by Managing Director.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy states respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p> <p>Document review, SCSB estates training on social policy conducted on 06/06/2022.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed, they had been brief on social policy dated 02/06/2022.</p>	
4.4.5.2	<p>SCSB group established Social Policy, dated 01/12/2019 signed by Managing Director.</p> <p>The policy states respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p> <p>The policy states on company does not engage in or support discriminatory practices and provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing.</p> <p>Site visit sighted company polices are display at AISB and SCSB estates notice board.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed, they had been brief on social policy dated 02/06/2022.</p>	Yes
4.4.5.3	<p>SCSB estates workers are paid either daily rate or piece rate.</p> <p>The contract agreement are signed by workers and management.</p> <p>SCSB established list of piece rate implemented started in year 2021 for piece rated work.</p> <p>Field interviews with sampled chemical sprayers and harvester informed they had been briefed on the list of piece rate and agreed with the rate pay.</p> <p>The pay slip indicates the workers' pay in line with agreed hourly rate or list of piece rate and Minimum Wages Order 2022.</p>	Yes
4.4.5.4	<p>SCSB did not engage any contractors, therefore, no contractor worker payslips were available for review.</p>	Yes
4.4.5.5	<p>SCSB group established list of estates workers dated 01/06/2022. The information includes name, gender, date of birth, date joined, job description and nationality.</p>	Yes
4.4.5.6	<p>SCSB group established employment contract for every worker recruited.</p> <p>Estate workers are briefed on the working contract terms and conditions, wage, and copy is provided.</p> <p>SCSB employment contract did not include the term and condition of job scope, method and timeline of salary payment, insurance & medical coverage, annual leave entitlement, rest day and sick leave information.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions								
Indicator	Summary of Assessment	Compliance						
	Field interviews with sampled chemical sprayers and harvesters informed, they had been briefed on the contract terms and conditions and received a copy after signed.							
4.4.5.7	<p>SCSB group established Working hour's procedure, document number: SK/G/SOP-27 dated 01/12/2019.</p> <table border="1"> <tr> <td>Working time</td> <td>7:00 am – 12:00 pm</td> </tr> <tr> <td>Rest time</td> <td>12:00pm – 2:00pm</td> </tr> <tr> <td>Working time (continue)</td> <td>2:00pm – 5:00pm</td> </tr> </table> <p>SCSB group estates workers attendance are recorded on check roll during morning muster.</p>	Working time	7:00 am – 12:00 pm	Rest time	12:00pm – 2:00pm	Working time (continue)	2:00pm – 5:00pm	Yes
Working time	7:00 am – 12:00 pm							
Rest time	12:00pm – 2:00pm							
Working time (continue)	2:00pm – 5:00pm							
4.4.5.8	<p>SCSB group established working hour's procedure, document number: SK/G/SOP-27 dated 01/12/2019</p> <p>Field interviews with sampled chemical sprayers and harvester's management and workers informed overtime is not practiced.</p>	Yes						
4.4.5.9	<p>SCSB group established payslips for all workers documenting wage for the month and details of work and payment.</p> <p>Estates workers are paid either piece rate or hourly rate.</p> <p>The pay slip indicates the workers' pay are in line with agreed hourly rate or list of piece rate.</p>	Yes						
4.4.5.10	Field interviews with sampled chemical sprayers and harvesters informed, SCSB provide benefits for such as medical care, housing, water, electricity and SOCSO.	Yes						
4.4.5.11	<p>SCSB group estates housing adopts the plantation industry best practices for living quarters.</p> <p>Site visits to estates housing compound confirmed basic amenities are provided and maintained.</p>	Yes						
4.4.5.12	<p>SCSB group established Social Policy, dated 01/12/2019 signed by Managing Director.</p> <p>The policy states to prevent sexual harassment and violence against women workers and other community.</p> <p>Document reviewed on estates complaint records, there is no complaint lodge for sexual harassment.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed, they had been briefed on social policy dated 06/06/2022.</p>	Yes						
4.4.5.13	<p>SCSB group established Social Policy, dated 01/12/2019 signed by Managing Director.</p> <p>The policy states respecting workers right to form or join trade union.</p>	Yes						

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Document review indicates the estates conducted training on social policy dated 06/06/2022.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed, they have no interest to form or join any union.</p>	
4.4.5.14	<p>SCSB group established Human Right Policy, dated 01/12/2019 signed by Managing Director.</p> <p>The policy states to promote the wellbeing of children, and safeguard them from any form of ill treatment or exploitation, including child sex tourism, child trafficking, and child labour and child pornography.</p> <p>Based on document review on estates list of workers and interviews with estates workers, there are no workers hired below 18 years old.</p>	Yes
4.4.6.1	<p>SCSB group established training program 2022 dated on 01/01/2022, include the topics for environmental, safety and health.</p> <p>Document review of training attendance list confirm the programme includes staffs and workers.</p> <p>Based on the program established, SCSB group estates conduct training for environmental, safety and health as below:</p> <p>Example:</p> <p><u>FSSB estate:</u></p> <ol style="list-style-type: none"> 1. MSPO policy on 02/06/2022; 2. Harvesting procedure on 06/06/2022; 3. Manuring procedure on 06/06/2022; 4. Spraying procedure on 06/06/2022; 5. First aid on 02/06/2022; 6. Fire extinguisher on 02/06/2022. 	Yes
4.4.6.2	<p>SCSB group established training programme according to the job task.</p> <p>Training matrix is establish for individual workers to identify training need for each worker.</p>	Yes
4.4.6.3	<p>SCSB group established training program for year 2022 dated 01/01/2022.</p> <p>From document review of training program include the topics as below:</p> <ol style="list-style-type: none"> 1. MSPO Policy; 2. Social Policy; 3. Complain and Grievances procedure; 4. Occupational Safety & Health Policy. 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>SCSB group established Environmental policy dated 01/12/2019 signed by Managing Director.</p> <p>The policy describe, the company is committed in minimizing the environmental impact of its operations and understand the importance of conserving natural resources.</p> <p>Site observation sighted Environmental policy is publicly displayed at all sampled estates notice boards.</p> <p>SCSB conduct briefing on environmental policy to workers as below:</p> <ol style="list-style-type: none"> 1. SCSB estate, on 02/06/2022; 2. AISB estates on 06/06/2022. <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on environmental policy.</p>	Yes
4.5.1.2	<p>a SCSB group Environmental policy dated 01/12/2019 includes objective on strive to promote environmental improvements wherever practical that will ensure a sustainable future.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on environmental policy.</p>	Yes
	<p>b SCSB group established EAIA and Environmental Management Plan, document no.: SKG – EAIA/EMP dated 01/12/2019 has includes all operation activities.</p> <p>Document review on EAIA has includes environment aspects, environment impacts, mitigation, improvement plans, monitoring plan and responsibility person for the action to be taken.</p> <p>Example of field operations:</p> <ol style="list-style-type: none"> 1. Fertilizer application; 2. Weeds control; 3. Pest control. <p>Example of environmental aspects and impacts:</p> <p>Activity: Fertilizer applications;</p> <p>Aspects: Potential of fertilizer spillage;</p> <p>Impacts: Pollution to water source;</p> <p>Mitigation: To apply fertilizer during the right timing;</p> <p>Monitoring Plan: Done and on-going process by quarterly monitoring plan;</p> <p>Responsibility: Mandore.</p> <p>Fertilizer programme and fertilizer application records is reviewed and verified.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.3	<p>SCSB group established EAIA and Environmental Management Plan, document no.: SKG – EAIA/EMP dated 01/12/2019.</p> <p>Activity: Fertilizer application;</p> <p>Negative Impact: Fertilizer can cause phytotoxicity, contamination of water course from run-off and leaching losses run-off nutrients during application in monsoon season;</p> <p>Positive impact: Fertilizer application is essential for palm growth and crop production and maintain soil nutrients in balance and replacement for taken up by plants;</p> <p>Plan: Vegetation should be maintained along the edges to prevent run-off of fertilizer;</p> <p>Improvement: Conserve buffer zones from any chemical application and training.</p> <p>Fertilizer programme and fertilizer application records is reviewed and verified.</p> <p>Site inspection sighted vegetation along the buffer zone at Melanking river which located at GSB estate is maintain.</p>	Yes
4.5.1.4	<p>SCSB group established Environmental Management Plan (EMP), doc.no: SKG-EAIA/EMP dated 01/12/2019.</p> <p>EMP has include programme to promote the positive impacts.</p> <p>Example:</p> <p>Activity: Fertilizer applications;</p> <p>Positive impact: Enhance soil nutrients, pruned oil palm fronds can retain the soil moisture;</p> <p>Plan and monitoring: To ensure the timing for fertilizer application;</p> <p>Improvement: To continuous conduct fertilizer training;</p> <p>PIC: Mandore.</p> <p>Training on fertilizer handling has been carried out on 02/06/2022 at SCSB and 06/06/2022 at AISB.</p>	Yes
4.5.1.5	<p>SCSB group established Training programme for year 2022 dated 15/12/2021 includes environmental policy, zero burning, waste management and protection of wildlife.</p> <p>Environmental policy briefing has been carried out to workers on 02/06/2022 at SCSB and 06/06/2022 at AISB.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on environmental policy.</p>	Yes
4.5.1.6	<p>SCSB group conduct latest Environmental meeting with workers dated 07/06/2022.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Document review, minutes of environmental meeting include topics to discuss consist of wildlife protection, environmental policy, water management, zero burning and wastes management. No environmental issues raised by workers.	
4.5.2.1	<p>SCSB group established baseline for diesel used for 3 years from 2019 to 2021 as a guideline to monitor and compare actual diesel usage in year 2022.</p> <p>Document review of diesel consumption year 2022 was higher than baseline due to high frequent use for farm tractors during high season crop.</p> <p>Diesel usage for year 2022 from January to August 2022 has been reviewed and verified. Diesel usage is higher compared to 2021 same period due to high crop.</p>	Yes
4.5.2.2	<p>SCSB group established budget for diesel consumption for year 2021 and 2022.</p> <p>The fuel consumption records includes farm tractor and genset.</p> <p>Document review, diesel budget for SCSB group for year 2022 is compared against actual usage. The actual diesel usage as at August 2022 is higher compared to budget due to frequent use for farm tractors during high season crops.</p>	Yes
4.5.2.3	<p>SCSB group does not practice renewable energy.</p> <p>Site inspection verified no renewable energy implemented at SCSB.</p>	Yes
4.5.3.1	<p>SCSB group established Waste Management Plan dated 15/09/2021.</p> <p>Waste management plan has identified source of waste consist of gaseous, solid and liquid.</p> <p>Example:</p> <p>Solid Waste</p> <p>Activity: Fertilizer applications;</p> <p>Source: FSSB, PSB and GSB estates fields;</p> <p>Type of waste: Empty fertilizer bags;</p> <p>Disposal method: Reuse for loose fruit and domestic waste collection;</p> <p>Monitoring plan: Empty fertilizer bags records.</p> <p>Document review of empty fertilizer bags record for FSSB estate, the volume in store are regularly monitor with latest updated on 01/07/2022.</p>	Yes
4.5.3.2	<p>a SCSB group established Waste Management Plan dated 15/09/2021 includes waste identification, waste product and source of waste.</p> <p>Example:</p> <p>Solid Waste</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Activities: Chemical spraying;</p> <p>Source: Premixing chemical area;</p> <p>Type of waste: Empty chemical containers;</p> <p>Disposal method: Triple rinsed and reused for chemical spraying;</p> <p>Monitoring plan: Chemical store records;</p> <p>Responsibility: Mandore.</p> <p>Document review on empty chemical containers record, latest updated on 01/07/2022.</p>	
	<p>b SCSB group established Waste Management Plan dated 15/09/2021 includes waste identification, waste product and source of waste.</p> <p>The plan table contains of activity, impact, mitigation, improvement plan.</p> <p>Solid Waste</p> <p>Activities: Chemical spraying;</p> <p>Type of waste: Empty chemical containers;</p> <p>Disposition method: Triple rinsed and reused for chemical spraying.</p> <p>Document review on empty chemical containers record, the volume in are regularly monitor with latest updated on 01/07/2022.</p> <p>Site inspection sighted all empty containers are properly marked 'X' with red colour and re-used for chemical spraying.</p>	Yes
4.5.3.3	<p>SCSB group established SOP Scheduled Waste, document no.: SKGSOP-OP20 dated 01/12/2019.</p> <p>The procedure describes as follows:</p> <ol style="list-style-type: none"> 1. Handling of the generated scheduled waste must be accordance with Environment Quality Regulations (Scheduled Waste) 2005; 2. All scheduled waste shall be label and stored at designated store; 3. All scheduled waste to be disposed by authorized 3rd party. <p>SCSB group adopt the SDS as additional control of safe handling and storage of chemicals in store.</p> <p>Site inspection sighted all empty containers are properly marked 'X' with red colour and re-used for chemical spraying.</p> <p>SCSB group regularly monitor record for scheduled waste and maintained.</p> <p>No disposal of empty pesticide containers by SCSB as the containers re-used back for chemical application at field blocks after triple rinse.</p>	Yes
4.5.3.4	<p>SCSB group established SOP for Empty chemical containers disposal, document no.: SKGSOP-OP16 dated 01/12/2019.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The procedure describes as follows:</p> <ol style="list-style-type: none"> 1. Empty chemical containers shall not be left after work and to be kept at designated store. 2. Empty chemical containers shall be tripled rinse and punctured for disposal except if reuse for chemical spraying activity. 3. Punctured empty chemical containers to be disposed by authorized contractor. <p>SCSB group has carried out briefing for waste management dated 02/06/2022 and 07/06/2022.</p> <p>Field interviews with chemical sprayers, informed they had been briefed on the practices of handling empty chemical containers for reused for chemical application in field.</p> <p>Site inspection at scheduled waste store, empty chemical containers properly stored and marked.</p>	
4.5.3.5	<p>SCSB group manage their domestic waste by disposal to nearby landfill.</p> <p>Site inspection at landfill, SCSB practiced segregating domestic waste to minimize the risk impact during disposal.</p>	Yes
4.5.4.1	<p>SCSB group Environmental Management Plan dated 01/12/2019 has identified source of waste into solid, liquid and gases including greenhouse gaseous emissions.</p> <p>Example:</p> <p>SCSB estates</p> <p>Gaseous waste:</p> <ul style="list-style-type: none"> • Source: Farm Tractor / FFB trucks; • Type of waste: Smoke; • GHG produce: Carbon monoxide. <p>Solid waste:</p> <ul style="list-style-type: none"> • Activities: Fertilizer applications in field; • Type of waste: Empty fertilizer bags; • GHG produce: CH₄, N₂O. <p>Liquid waste:</p> <ul style="list-style-type: none"> • Source: Chemical mixing; • Type of Waste: Chemical spillage at field; • GHG produce: CO₂. 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.4.2	<p>SCSB group established Waste Management Plan (WMP) dated 15/09/2021, describes in section Waste management include action plans for significant pollutants and emissions.</p> <p>Example:</p> <p>Source of waste: Chemical;</p> <p>Waste generated: Empty chemical containers;</p> <p>Action Plan: All empty chemical containers need triple rinsed and reused for chemical spraying.</p> <p>Site inspection at chemical store, all empty containers are properly marked 'X' with red colour and re-used for chemical spraying.</p>	Yes
4.5.5.1	<p>a SCSB group established Water Management Plan dated 01/01/2021 described the source and usage as follows:</p> <p>The usage of water is generally for domestics, chemical mixing and chemical spraying.</p> <p>Example:</p> <p>Water source: Rain water;</p> <p>Water usage: Domestic and operational;</p> <p>Water source: Pond;</p> <p>Water usage: Operational.</p>	Yes
	<p>b SCSB group do not have streams, rivers or waterways flowing through the estate.</p> <p>Document review on GSB estate map stated there is no river flowing along estate boundary.</p> <p>Site inspection sighted there is no river flowing along estate boundary.</p> <p>Therefore, no monitoring required for incoming and outgoing.</p>	Yes
	<p>c SCSB group established Water Management Plan dated 01/01/2021. SCSB monitor rainfall data for water optimizing planning of usage in operation and workers housing.</p> <p>Rain harvesting is practiced at premixing area and workers housing.</p> <p>Site inspection sighted chemical mixing activities using rain water and water collection from triple rinse.</p> <p>Site inspection at worker housing and field interviews with sampled harvesters and chemical sprayers informed water from rain harvesting is used for domestic consumption.</p>	Yes
	<p>d Site inspection and review of estate maps verified there are no rivers or streams within the audited estates.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																	
Indicator	Summary of Assessment	Compliance															
	<p>Document review on estate map verified there is river flowing along estate boundary.</p> <p>GSB estate:</p> <p>Buffer zone: Melangking River;</p> <p>Buffer Zone: Vegetation along the buffer zone well preserved and maintain;</p> <p>Action Plan: Monitoring;</p> <p>PIC: Mandore.</p> <p>Field interviews with sampled chemical sprayers informed they have been briefed on conserve buffer zone area from any chemical application on 07/06/2022.</p>																
	<p>e SCSB group maintain riparian zone at Melangking river.</p> <p>Site inspection sighted no vegetation removed from riparian zones.</p> <p>Field interviews with sampled chemical sprayers informed they have been briefed on conservation of buffer zone area from any chemical application.</p>	Yes															
	<p>f Site inspection at SCSB estates sighted there is no bore well practices..</p>	Yes															
4.5.5.2	<p>SCSB group estates maps been reviewed, no river passing through the estates.</p> <p>Site inspection sighted there are no bunds, weirs and dams constructed across main river flowing along the estates boundary.</p>	Yes															
4.5.5.3	<p>SCSB group practice rain water harvesting for domestic use and operational use.</p> <p>Site inspection sighted rain water harvesting practice at the labour quarters and operational activities.</p>	Yes															
4.5.6.1	<p>a SCSB group established Wildlife management plan dated 01/12/2019 to monitor wildlife in and surrounding the estates.</p> <p>SCSB identified type of wildlife at all estates.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Malay Name</th> <th>English Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Gajah</td> <td>Asian Elephant</td> </tr> <tr> <td>2</td> <td>Keluang Bakau</td> <td>Large Flying Fox</td> </tr> <tr> <td>3</td> <td>Ular sawa panjang</td> <td>Reticulated Python</td> </tr> <tr> <td>4</td> <td>Babi Hutan</td> <td>Bearded Pig</td> </tr> </tbody> </table>	No	Malay Name	English Name	1	Gajah	Asian Elephant	2	Keluang Bakau	Large Flying Fox	3	Ular sawa panjang	Reticulated Python	4	Babi Hutan	Bearded Pig	Yes
No	Malay Name	English Name															
1	Gajah	Asian Elephant															
2	Keluang Bakau	Large Flying Fox															
3	Ular sawa panjang	Reticulated Python															
4	Babi Hutan	Bearded Pig															
	<p>b SCSB group established Wildlife management plan dated 01/12/2019 to monitor wildlife in and surrounding the estates.</p>	Yes															

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Site inspection at estates notice boards, the policy and type of wildlife are publicly displayed.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on type of protected wildlife such as 'Ayam Hutan, Monyet and Burung Enggang' and no illegal hunting within the plantation area.</p>	
4.5.6.2	<p>a SCSB group displayed guideline 'No hunting area' at field and estate notice board.</p> <p>Site inspection at estate notice board, prohibition of illegal hunting and type of RTE species are properly displayed.</p> <p>Wildlife management briefing to workers has been carried out dated 07/06/2022.</p>	Yes
	<p>b SCSB group Environment Policy dated 01/12/2019 described the company committed to educate and enhancing awareness to protection of environment and biodiversity of all related stakeholders through trainings and communication.</p> <p>SCSB group established wildlife management plan dated 01/12/2019 to monitor wildlife in and surrounding the estates.</p> <p>SCSB group installed signage at main entrance to prohibit illegal hunting. Site inspection sighted there is no human-wildlife conflict evidence in the estate as no damages of oil palms.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on topic of discouraging any illegal or inappropriate hunting of wildlife and managing wildlife.</p>	Yes
4.5.6.3	SCSB group established Wildlife Management Plan as monitoring system to monitor wildlife in the estates.	Yes
4.5.7.1	<p>SCSB group established Zero Burning Policy dated 01/12/2019 signed by Managing Director.</p> <p>Document review of the policy, SCSB shall undertake implementation of zero burning in all oil palm cultivation activities</p> <p>Document review on replanting program, no replanting to be conducted at the audited estates. Site inspection at worker quarters and replanting area observed no signs of open burning.</p>	Yes
4.5.7.2	<p>SCSB group established Zero Burning Policy, dated 01/12/2019 signed by Managing Director.</p> <p>Field inspection at audited estates sighted no disease identified that required burning.</p> <p>Therefore, no special approval for open burning from relevant authorities.</p>	Yes
4.5.7.3	SCSB group established Zero Burning Policy, dated 01/12/2019 signed by Managing Director.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Site interview with manager informed no serious disease identified that required burning.</p> <p>Therefore, no application for approval of controlled burning.</p>	
4.5.7.4	<p>SCSB group established SOP Zero Burning Practices, doc no. SKGSOP-ZBP, dated 01/12/2019 stated:</p> <p>'Previous crop should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched'.</p> <p>Document review on replanting program, there is replanting to be conducted in 2023.</p> <p>Document review and interview with management informed there is replanting conducted at another estate.</p> <p>Therefore, unable to verify any burning activities at replanting area.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>SCSB group established SOPs for its estates operations.</p> <p>Example:</p> <ol style="list-style-type: none"> SOP harvesting, SOP number SKGSOP-OP1, revision number 0 dated 01/12/2019; SOP lorry drivers. SOP number SKGSOP-OP20 revision number 0, dated 01/12/2020; SOP Chemical storage. SOP number: SKGSOP-BHN Kimia, revision 0, dated 1/12/2020. <p>Document review of trainings records, SCSB conducted training to workers at sampled estates AISB dated 02/06/2022</p>	Yes
4.6.1.2	<p>SCSB group established SOP Replanting, document number: SKGSOP-MP 12 revision 0 dated 01/12/2019 as SOP guideline for planting within permitted levels on sloping land.</p> <p>Example:</p> <p>Indicator 3.0 Procedure details stated:</p> <ol style="list-style-type: none"> No planting on slope 20 degree and above; Construction of parameter drains; Zero burning implementation on replanting area. <p>Altitude reading using tool 'GPS Coordinate Malaysia' and 'Topographic Map Malaysia', PSB and FSSB estates planting on slope is approx. 28 m after sea level. The topography of estates are undulating 0-16°.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Site inspection at sampled block AISB and SCSB estates verified, no planting at slope has been carried out.	
4.6.1.3	SCSB group established permanent block markers for each block that include block number, block size, date of planting and planting material. Site observation sighted block marker is installed as below: AISB estate: Block B, 7.59 Acre, Planted 2004.	Yes
4.6.2.1	SCSB group established business management plan for 3 years from 2021 to 2023. The content of financial plan includes; 1. FFB Projection; 2. Long Term Management Plans; 3. Oil Palm Mature – Budget & Projection Operation Cost; 4. Replanting programme. Site interviews with estate management informed implementation of budget allocated are monitored through monthly progress report to ensure company financial are in order.	Yes
4.6.2.2	SCSB group established replanting programme for year 2022 to 2028.	Yes
4.6.2.3	SCSB group established business management plan year 2021 to 2023. The plan includes cost and expenses for estate maintenance. Example: The content of financial plan includes; 1. FFB Projection; 2. Long Term Management Plans; 3. Oil Palm Mature – Budget & Projection Operation Cost; 4. Replanting programme.	Yes
4.6.2.4	SCSB group monitors monthly FFB production, income, expenses and price per ton / FFB. SCSB group submits monthly analysis report, FFB actual vs budget report to head office. SCSB group review the actual achievement by comparing against the previous year achievement. Site interviews with estate management informed they are monitoring and ensuring the cost is within the budget limit.	Yes
4.6.3.1	SCSB group purchase chemical, fertilizer or equipment using quotations, purchase order and issuing of invoices from suppliers. Example:	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Purchase of MOP fertilizer, dated 29/07/2021 stated the particulars, unit price and amount. Invoice dated 16/03/2022 from supplier describes the product pricing and payment terms.	
4.6.3.2	SCSB group purchase chemical, fertilizer or equipment with quotations, purchase order and issuing invoices from suppliers. The invoices dated 16/03/2022 from supplier describes the product pricing and payment terms. Document review on payment voucher issued to supplier is paid as per quotation.	Yes
4.6.4.1	SCSB group does not engage contractors. Therefore, no documents established. Document review on stakeholders list verified, SCSB does not engage contractors.	Yes
4.6.4.2	SCSB group does not engage contractors. Therefore, no documents established. Document review on stakeholders list verified, SCSB does not engage contractors.	Yes
4.6.4.3	SCSB group does not engage contractors. Therefore, no documents established. Document review on stakeholders list verified, SCSB does not engage contractors.	Yes
4.6.4.4	SCSB group does not engage contractors. Therefore, no documents established. Document review on stakeholders list verified, SCSB does not engage contractors.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	SCSB group established planting statements include SCSB and AISB estates updated 01/07/2022. Document review, there is no new planting at SCSB group estates. The first planting is in year 1993 while 1st replanting is in 2019. Therefore, no assessment for high biodiversity value conducted.	Yes
4.7.1.2	SCSB group planting statements are review. There is no new planting. The first planting is in year 1993 while 1st replanting is in 2019.. Therefore, no PPM required.	Yes
4.7.2.1	Field inspection at SCSB and AISB confirmed there is no peat land in the estate.	Yes
4.7.3.1	SCSB group planting statements is review and there is no new plantings at SCSB. Therefore, no SEIA conducted.	Yes
4.7.3.2	SCSB group planting statements is review and there is no new planting at SCSB. Therefore, no SEIA conducted.	Yes
4.7.3.3	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no involvement of smallholder's scheme in SCSB certification. Therefore, not applicable.	Yes
4.7.4.1	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no soil assessment report and soil map established.	Yes
4.7.4.2	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no topography map established and soil assessment report established.	Yes
4.7.5.2	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no plan on fragile and marginal soil established.	Yes
4.7.5.3	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no soil map established.	Yes

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4.7.6.1	SCSB group planting statements, estates maps and land titles. There is no new planting. Therefore, no FPIC conducted and communities affected.	Yes
4.7.6.2	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. There is no sacred sites, therefore, no management plan established.	Yes
4.7.6.3	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no compensation or agreement established.	Yes
4.7.6.4	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	SCSB group planting statements, estates maps and land title are reviewed. There is no new planting. Therefore, no assessment of legal and recognized customary rights conducted.	Yes
4.7.6.6	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.7	SCSB group planting statements, estates maps and land titles are reviewed. There is no new planting. Therefore, no compensation plan established	Yes
4.7.6.8	SCSB group planting statements, estates map and land titles are reviewed. There is no new planting. 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	5	MAJOR Non-Conformities
	1	MINOR Non-Conformities

Non Conformity Number 01			
Indicator # and Description	4.1.4.1 The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company (MAJOR)		
Location:	Documentation – Sekono Cocoa Sdn Bhd		
Description of Finding / Objective Evidence:			
SCSB Continual Improvement Plan (CIP) dated 01/07/2021 did not include an improvement plan for legalised foreign workers.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Mohd Nur Amin Bin Mohd Halim	Date Raise:	27/08/2021
Deadline for implementation	26/10/2021		
Root Cause Analysis (by company):			
Missed out to include the process of legalised for our foreign workers inside the CIP, but the process is still in progress for the submission to immigration department. But due to pandemic occurred in 2019, we facing to legalised to immigration department, because the department office is closed. And we in Sandakan, Sabah, been put under Enhance Movement Control Order (EMCO).			
Correction (by company):			
Insert the process of legalised in our CIP updated for year 2021.			
Corrective / Preventive Action (by company)			
We are planned for the legalised our foreign workers for three years with all documentations process of submission starting from 01 st October 2021 until 30 th September 2024.			
Review of Correction & Corrective / Preventive Action			
From document review, SCSB Continual Improvement Plan (CIP) for year 2021 updated on 15/09/2021. SCSB CIP updated on 15/09/2021 include the plan to monitor legalised foreign workers within time frame starting from 01/10/2021 until 30/09/2021 by PIC. Based on evidence provided, the major non-conformity is considered closed Implementation will be verify in the next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Lead Auditor: Mohd Nur Amin Bin Mohd Halim	Date of Closure: 04/10/2021		
Review of Implementation			

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Non Conformity Number 01

SCSB latest CIP updated 15/08/2022. The Continual action plan included to legalize foreign workers and to be completed dated 30/09/2024 under social section.

Based on documents review and interviews with management team, the implementation is considered sufficient.

Name of Auditor:

Mohamad Norhisham Bin Mohd Salleh

Date of Review:

07/09/2022

Non Conformity Number 02

Indicator # and Description:

4.4.1.1

Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.

Location:

Documentation – Sekono Cocoa Sdn Bhd

Description of Finding / Objective Evidence:

SCSB Social Impact Assessment latest reviewed on 26/12/2020 did not include inputs from external & internal stakeholders, person in-charge, timelines and status of review.

Therefore, the minor non-conformity upgraded to major non conformity.

Classification

Major

Minor

Raise by:

Khairul Anwar Bin Ismail

Date Raise:

27/08/2021

Deadline for implementation

27/10/2021

Root Cause Analysis (by company):

Due to COVID-19 occurred and the Movement Control Order (MCO) exercise in our area, this had cause to time constrain to get feedback from external and internal stakeholders into our SIA.

Correction (by company):

Get feedback from workers to fulfil the non-compliance occurred and update in the Social impact assessment (SIA) summary report updated 15/09/2021.

No feedback from external stakeholders yet, due to no response from them. Unable to insert into the Social impact assessment summary report.

Corrective / Preventive Action (by company)

We insert the plan in our Continuous improvement plan (CIP) to get feedback for external stakeholders for another 6 months times when the government lifted up movement control order.

Review of Correction & Corrective / Preventive Action

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Non Conformity Number 02

From document review, SCSB Social Impact Assessment (SIA) summary report for year 2021 updated on 15/09/2021.

The SIA include the inputs from stakeholders, person in-charge, timelines and status of review.

From document review, SCSB CIP updated on 15/09/2021 include the plan to follow up the external stakeholders' feedback for SIA.

The submitted documents sufficient to close the nonconformity.

Further verification will be reviewed during the next surveillance audit.

Closed: Yes No

Site verification : Yes No

Name of Auditor:

Khairul Anwar Bin Ismail

Date of Closure:

04/10/2021

Review of Implementation

SCSB group updated SIA, on 26/12/2021. The assessment includes activities and issues raised by stakeholders. Example; housing maintenance and renovation, provide work for local communities and providing sports facilities at housing compound.

Based on document review, interviews with management and sampled workers the implementation is considered sufficient.

Name Auditor:

Mohamad Norhisham Bin Mohd Salleh

Date of Review:

07/09/2022

Non Conformity Number 03

Indicator # and Description

4.4.4.2

The occupational safety and health plan shall cover the following:
b) The risks of all operations shall be assessed and documented

Location:

Documentation – Sekono Cocoa Sdn Bhd

Description of Finding / Objective Evidence:

SCSB Hazard Identification, Risk Assessment and Risk Control (HIRARC) dated 01/02/2020 did not include the infectious diseases as part of risk assessment.

Classification

Major

Minor

Raise by:

Khairul Anwar Bin Ismail

Date Raise:

27/08/2021

Deadline for implementation

27/10/2021

Root Cause Analysis (by company):

Due to miss-understand on the template, management did not able to create the HIRARC properly to identify the risk for all operations at Sekono Cocoa estates.

Correction (by company):

Established HIRARC to identified COVID-19 risk at Sekono Cocoa estates operation.

Corrective / Preventive Action (by company)

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Non Conformity Number 03	
To update the SOP and HIRARC for COVID-19 for all Sekono Cocoa estates operation and brief to workers.	
Review of Correction & Corrective / Preventive Action	
From document review, SCSB HIRARC 2021 dated 15/09/2021 include the infectious diseases as part of risk assessment. The submitted documents sufficient to close the nonconformity. Further verification will be reviewed during the next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Khairul Anwar Bin Ismail	Date of Closure: 04/10/2021
Review of Implementation	
SCSB updated HIRARC 2022 dated 01/02/2022 which includes risk assessment on infectious diseases. The assessment consist of hazard identification, existing control, and risk control proposal. Thus, based on objective evidences provided, the implementation is considered sufficient.	
Name of Auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 07/09/2022

Non Conformity Number 04	
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 is available for each and every employee indicated in the employment records. (MAJOR)
Location:	Documentation - Sekona Cocoa Sdn Bhd
Description of Finding / Objective Evidence:	
Remote reviewed on SCSB employment contract did not include the term and condition of job scope, method and timeline of salary payment, insurance & medical coverage, annual leave entitlement, rest day and sick leave information.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by: Khairul Anwar Bin Ismail	Date Raise: 27/08/2021
Deadline for implementation	27/10/2021
Root Cause Analysis (by company):	
Due to miss of understand on establishing the employment contract to worker, the terms and condition of job scope, method and timeline of salary payment, insurance, medical coverage, annual leave entitlement, rest day and sick leave information.	
Correction (by company):	
Update the employment contract and include the necessary information as per findings.	

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Non Conformity Number 04	
Corrective / Preventive Action (by company)	
We will review our employment contract on regular basis with latest update according requirement where it is applicable.	
Review of Correction & Corrective / Preventive Action	
From document review, SCSB updated the employment contract on 15/09/2021. The employment contract include terms and conditions of job scope, method and timeline of salary payment, insurance, medical coverage, annual leave entitlement, rest day and sick leave information. The submitted documents sufficient to close the nonconformity. Implementation will be verify in the next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Khairul Anwar Bin Ismail	Date of Closure: 04/10/2021
Review of Implementation	
SCSB sampled workers employment contract has been reviewed. The document includes workers information, job scope, entitled leaves and medical coverage. Field Interviews with sampled workers informed they understand and aware on benefits given by company. Thus, based on the objective evidences the implementation is considered sufficient.	
Name of Auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Review: 07/09/2022

Non Conformity Number 05	
Indicator # and Description	4.5.6.3 A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. (MAJOR)
Location:	Fields – Palmrised Sdn Bhd & Gainrise Sdn Bhd
Description of Finding / Objective Evidence:	
From phone call interview with workers informed there are presence of wildlife in Palmrised Sdn Bhd and Gainrise Sdn Bhd. However, during document review of monitoring book no report lodged. Therefore, OFI is upgraded to Major non-conformity.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by: Mohd Nur Amin Bin Mohd Halim	Date Raise: 27/08/2021
Deadline for implementation	26/10/2021
Root Cause Analysis (by company):	
Missed communication between the mandore and workers regarding on how to report wildlife when spotted wildlife especially elephant in the fields.	

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Non Conformity Number 05	
Correction (by company):	
An elephant spotted in estate was lodged by worker on 13/09/2021 and being insert in the monitoring report by mandore and admin clerk.	
Corrective / Preventive Action (by company)	
Continuously educate workers to lodge report of any wildlife entered in estates by informing our mandores for compilation and documented.	
Review of Correction & Corrective / Preventive Action	
From document review, SCSB used the established Wildlife Monitoring Report. Based on the monitoring report, a worker lodge a report of an elephant enter SCSB estate dated 13/09/2021. Based on the evidences provided, the major non-conformity is consider as closed. Reviewed on implementation will be conducted on next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Mohd Nur Amin Bin Mohd Halim	Date of Closure: 04/10/2021
Review of Implementation	
Wildlife monitoring report dated 13/09/2021 is reviewed and verified. The wildlife sighted within the estates are recorded in the monitoring record. Field interviews with sampled harvesters and mandores informed, any sighted wildlife within the estates will be reported to the management. The implementation is considered appropriate.	
Name of Auditor: Muhammad Khairul Anuar bin Azizul Hasan	Date of Review: 07/09/2022

Non Conformity Number 06	
Indicator # and Description	4.5.3.5 Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. (MINOR)
Location:	Palmrise Sdn Bhd
Description of Finding / Objective Evidence:	
From photo review of landfill, SCSB does not segregating domestic waste to minimize the risk impact during disposal. Therefore, OFI is upgraded to a minor non-compliance.	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor
Raise by:	Mohd Nur Amin Bin Mohd Halim
Date Raise:	27/08/2021

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Non Conformity Number 06	
Deadline for implementation	26/09/2021
Root Cause Analysis (by company):	
Due to less awareness, the management has neglected to document the segregating programme to monitor the domestic waste collection and dumped everything into the landfill.	
Correction (by company):	
Update the Continuous Improvement Plan to insert the domestic waste program to monitor the segregating progress.	
Corrective / Preventive Action (by company)	
To continuously monitor the recycle program for segregating domestic waste before dumped into landfill.	
Review of Correction & Corrective / Preventive Action	
From document review, SCSB revise Waste Management Plan updated on 15/09/2021. SCSB revise Waste management Plan to identify recycle program positive impact, monitoring and action plan. SCSB CIP updated on 15/09/2021 include the plan to monitor recycle program for domestic and scheduled waste disposal for environmental. Based on the evidences provided, the major non-conformity is consider as closed. Reviewed on implementation will be conducted on next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Mohd Nur Amin Bin Mohd Halim	Date of Closure: 04/10/2021
Review of Implementation	
Revised waste management plan dated 15/09/2021 is reviewed and verified. Site inspection at designated landfill area, sighted the domestic wastes are segregated as per WMP. The implementation sighted and verified is considered as appropriate.	
Name of Auditor: Muhammad Khairul Anuar bin Azizul Hasan	Date of Review: 07/09/2022

4.6. Detail of Onsite Audit Findings Identified during this audit

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

ONSITE AUDIT OUTCOME		
During this onsite audit,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

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Non Conformity Number < 01 >	
Indicator # and Description	4.1.2.1 Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement (MAJOR)
Location:	Office
Description of Finding / Objective Evidence:	
Based on SCSB Internal audit procedure, the internal audit shall be conducted one a year. However, there is no internal audit conducted by SCSB for year 2022.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Mohamad Norhisham Bin Mohd Salleh Date Raise: 07/09/2022
Deadline for implementation	08/11/2022
Root Cause Analysis (by company):	
Company already assign person in charge to conduct on July 2022, just clash with the person in charge on leave for a month and above 9 estates to be visit to complete the checklist	
Correction (by company):	
Conduct the internal audit immediately.	
Corrective / Preventive Action (by company)	
To include internal audit in the MSPO Plan	
Review of Correction & Corrective / Preventive Action	
Sekona Cocoa Sdn. Bhd. conducted internal audit dated, 10/09/2022. The objective evidence includes internal audit checklist and management review minutes meeting conducted on 12/09/2022. Based on the objective evidences provided, the major non-conformity is closed. Reviewed on implementation will be conducted on next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Mohamad Norhisham Bin Mohd Salleh	Date of Closure: 26/09/2022
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages	Office	SCSB could improve on following: <ul style="list-style-type: none"> Stakeholders engagement stakeholders consultation form could include feedbacks for social and

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.		environmental impacts.
2.	4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	Office	SCSB could improve on environment meeting frequency.

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5. CONCLUSION

Sekona Cocoa Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 02 audit consisting of 5 estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There is 1 Major NC raise and closed out successfully. All minor non-conformances action plans are submitted and accepted.

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:	5
Total certified production area:	578.79 Ha
Certified FFBs January to August 2022:	5,328.00 Mt
Project FFBs September to December 2022:	2,000.00 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, 14/09/2022

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

Puchong, 28/09/2022

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 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