

# MSPO CERTIFICATION SUMMARY REPORT

**TANAHGLEN PLANTATION SDN. BHD.**

**STAGE 2 – CERTIFICATION AUDIT**

**Date: 16/12/2019 - 17/12/2019**

TUV NORD (Malaysia) Sdn Bhd  
No. 9F-1A, 9<sup>th</sup> Floor, Tower 2 @ PFCC  
Jalan Puteri ½, Bandar Puteri Puchong  
47100 Puchong, Selangor.  
Phone: +603 8600 4031/4032  
Fax: +603 8600 4550

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# MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn. Bhd.

Certifying Unit: Tanahglen Plantations Sdn. Bhd.

Client Number: 92-146

Audit Type: Stage 2 - Certification Audit

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## Abbreviations

<b>CHRA</b>	Chemical Health Risk Assessment
<b>CPO</b>	Crude Palm Oil
<b>CSR</b>	Corporate Social Responsibility
<b>DOE</b>	Department of Environment
<b>EFB</b>	Empty Fruit Bunch
<b>EIA</b>	Environment Impact Assessment
<b>FFB</b>	Fresh Fruit Bunch
<b>GAP</b>	Good Agricultural Practice
<b>GPS</b>	Global Positioning System
<b>ISO</b>	International Standard Organisation
<b>MSPO</b>	Malaysia Sustainable Palm Oil
<b>NC</b>	Non Conformity
<b>OSH</b>	Occupational Safety and Health
<b>P&amp;C</b>	Principle and Criteria
<b>PK</b>	Palm Kernel
<b>POME</b>	Palm Oil Mill Effluent
<b>PPE</b>	Personal Protective Equipment
<b>RSPO</b>	Roundtable Sustainable Palm Oil
<b>RTE</b>	Rare, Threatened and Endangered Species
<b>SA8000</b>	Social Accountability 8000
<b>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysia Palm Oil Certification Council
<b>SDS</b>	Safety Data Sheet
<b>TPSB</b>	Tanahglen Plantation Sdn. Bhd.
<b>EMP</b>	Environment Management Plan
<b>WMP</b>	Waste Management Plan
<b>LCC</b>	Low Cover Crop
<b>CIP</b>	Continual Improvement Plan
<b>NGO</b>	Non Government Organisation
<b>CL</b>	Country Lease
<b>HIRARC</b>	Hazard Identification, Risk Assessment & Risk Control
<b>DOSH</b>	Department of Occupational, Safety & Health
<b>ERP</b>	Emergency Response Plan
<b>JCC</b>	Joint Consultative Committee

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## 1. INTRODUCTION

Tanahglen Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct certification audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

### 1.1. Objective

The objective of this certification audit is to assess the one estate by an independent certification body with the aim for compliance of the standards.

### 1.2. Scope

The certification is based on the documentation developed by the estate.

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 MSPO 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 use 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 one team member. The audit team members contributed to the review of documents, the assessment of the project activity and to the preparation of this report.

**Lead Auditor in Training: Mohd Nur Amin Bin Mohd Halim**

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following <ol style="list-style-type: none"><li>1. Agriculture;</li><li>2. Science &amp; Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);</li><li>3. Engineering, Process Technology;</li><li>4. Energy Management, Quality Management;</li><li>5. Social Sciences and/or Anthropology;</li><li>6. Business Management; or</li></ol>	Graduate in Office Management & Technology.

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7. Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.
Successfully completed MS 2530 series of standards training	Successfully completed the training on MS2530 series of standards training
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 auditor for MSPO scheme.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	6 years 10 months of working experience in managing sustainability for oil palm industry for both upstream and downstream division.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	6 years 10 months of working experience in managing sustainability for oil palm industry for both upstream and downstream division.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 18001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed IMS ISO 9001, 14001, 45001 LA course training attended.

### Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following 1. Agriculture;	Muhammad Khairul Anuar bin Azizul Hasan	Graduate in Applied Science (Major in Plantation Industry and management)	Yes

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Requirement	Assessor	Qualification	Compliance
2. Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); 3. Engineering, Process Technology; 4. Energy Management, Quality Management; 5. Social Sciences and/or Anthropology; 6. Business Management; or 7. 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)	Muhammad Khairul Anuar bin Azizul Hasan	7 years working experience in oil palm plantations.	Yes
Successfully completed MS 2530 series of standards training	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed MS2530 series of standards training	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Muhammad Khairul Anuar bin Azizul Hasan	Qualified as auditor base on audit log.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Muhammad Khairul Anuar bin Azizul Hasan	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Muhammad Khairul Anuar bin Azizul Hasan	7 years working experience in oil palm plantation.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Muhammad Khairul Anuar bin Azizul Hasan	7 years working experience in oil palm plantation.	Yes

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Requirement	Assessor	Qualification	Compliance
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed SA 8000 Basic training and Auditor for MSPO scheme.	Yes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Muhammad Khairul Anuar bin Azizul Hasan	Successfully completed IMS 9001, 14001 and 45001 LA course, Auditor for MSPO scheme.	Yes

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## 2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members and technical reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- On-Site assessment, inspections, interviews with operational personnel, stakeholders and its contractors; review of documentation;
- On-site reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Peer review
- Address Peer Review Comments (if any)
- Final approval and issuance of certificate.

The certification audit conducted in two stages in accordance to the certification procedure.

### Stage 1 audit:

Stage 1 audit conducted on 18/10/2019 that covers desk review activities:

- Background investigation
- Review of documentation established but not limited to below
  - Group Operating Policies
  - Estate map
  - Land title
  - Standard Operating Procedures including Agricultural Manual
  - Work Flow Charts
  - Operating licenses and approvals
  - Operating records
  - Training records
  - Applicable Legislation Documents
- Interviews of relevant operation personnel
- Assessment reporting



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### Stage II Certification Audit:

Stage II certification audit conducted on 16/12/2019 to 17/12/2019 covers the following activities but not limited to below:

- Onsite visit, observations and inspections of estate facilities and field activities;
- Interview operation personnel and field workers for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Stakeholders consultation meeting;
- Review and closed out of non-conformance raised during stage 1 audit;
- Assessment reporting;

### On-site Assessment

The audit of the estate is conducted according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, review of documentation and data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

For this stage II certification audit, Tanahglen Plantations Sdn Bhd has one estate. Therefore, no selection required.

**Table 2-1: List of Estate Selected**

Name of Estate	Coordinates
Tanahglen Plantations Sdn Bhd	N 5° 41' 18.77" E 117° 11' 12.91"

### 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

Tanahglen Plantations Sdn Bhd is an oil palm plantation company located at 3 1/2 Miles, Kajang / Serdang Road, 43000 Kajang, Selangor.

The details of the estate as below:

Name of Estate	Location	Coordinates
Tanahglen Plantations Sdn Bhd	KM120, Telupid, Sandakan, Sabah.	N 5° 41' 18.77"; E 117° 11' 12.91"

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2020 to Dec 2020)
	Total*	Planted**	
Tanahglen Plantation Sdn Bhd	249.90	225.00	2,374.00
<b>Total FFB</b>	<b>249.90</b>	<b>225.00</b>	<b>2,374.00</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Estate

Year / estate	Tanahglen Plantation Sdn Bhd
2001	177.59
2015	40.31
<b>Total Mature</b>	<b>217.90</b>
Year 3 - 2017	7.10
<b>Total Immature</b>	<b>7.10</b>
<b>Total Oil Palm</b>	<b>225.00</b>

#### 3.3. Replanting program for each estate

Year of replanting	Planted area (ha) in each estate	Total area to be replanted (ha)
	Tanahglen Plantation Sdn. Bhd.	
NA	NA	NA
<b>TOTAL</b>	<b>NA</b>	<b>NA</b>

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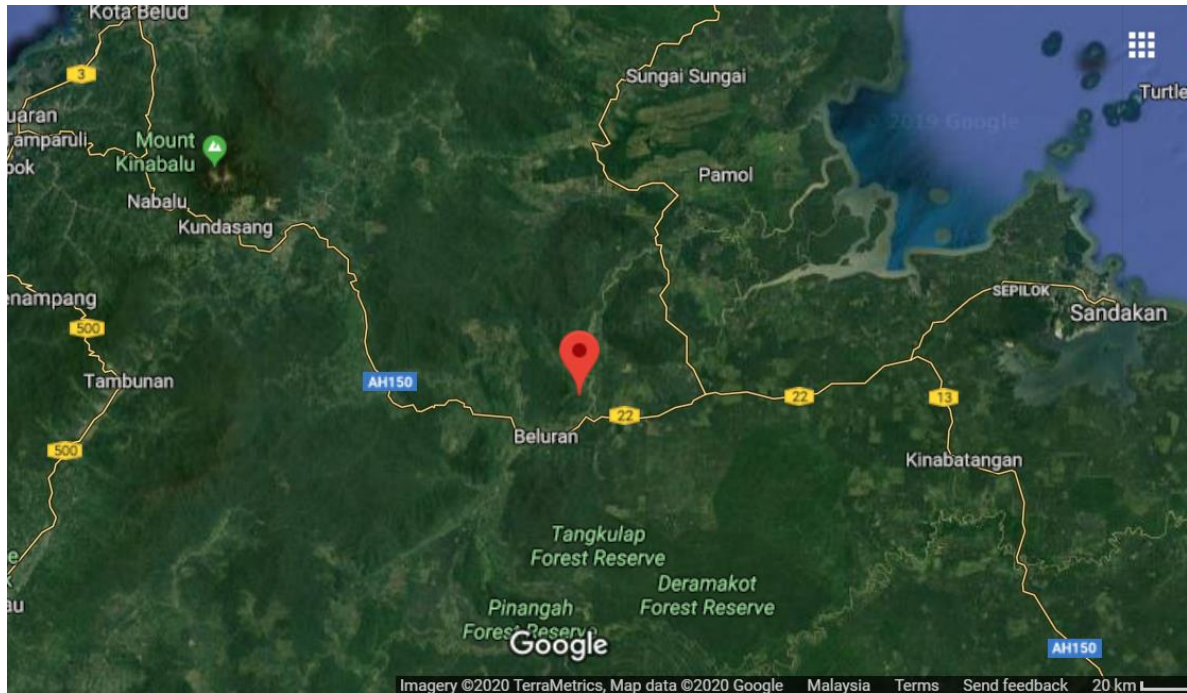
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### 3.4. Maps of Company Location and Plantations



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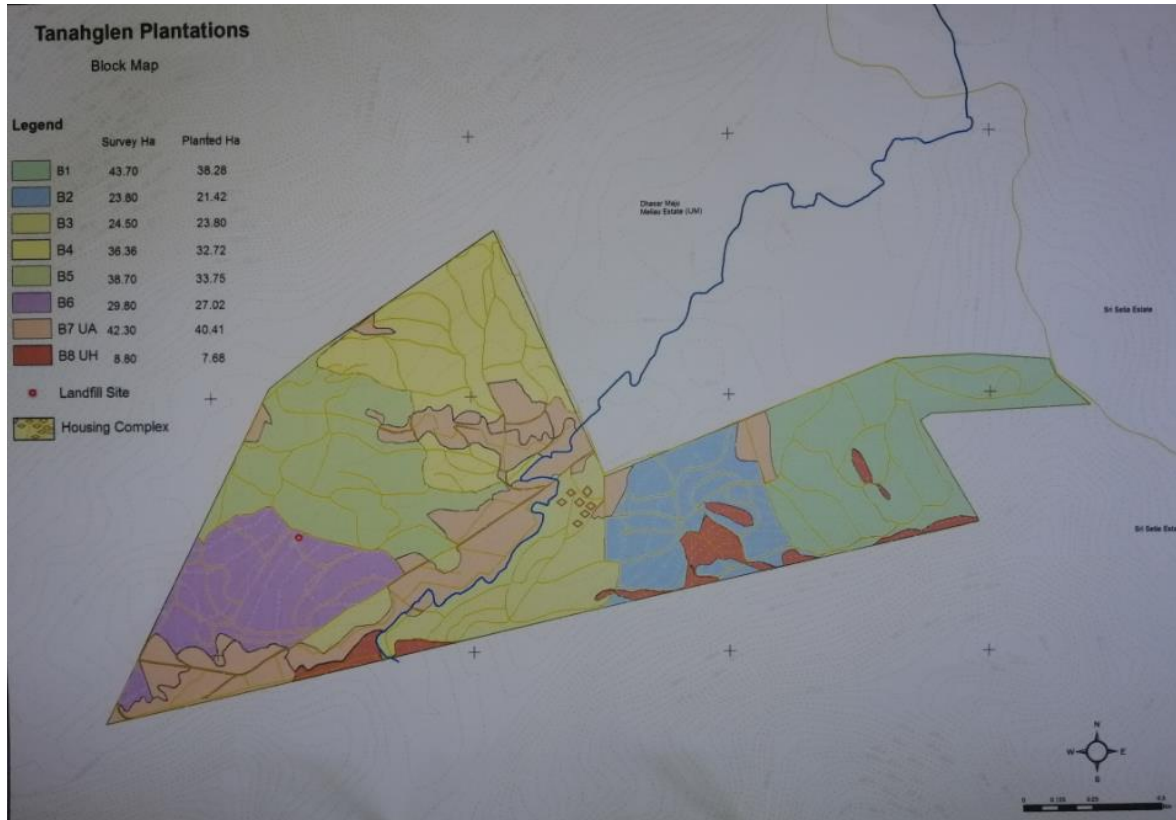
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### 4. CERTIFICATION ASSESSMENT

#### 4.1. Stage 2: Certification Audit

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

##### 4.1.1. Stage 1 Audit:

The objective of the stage 1 is to assess the readiness of the documentation established and implemented in accordance to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

According to the Certification Scheme, an initial due-diligence audit for operators which are entering into the MSPO system, and which

- Do not have any certification or
- Those having management system certification e.g. ISO, COP.

This organization shall undergo both Stage I and II audit

Tanahglen Plantations Sdn Bhd do not has any certification, therefore, has to undergo Stage I audit.

The audit team has apply the Malaysian Sustainable Palm Oil Part 3: General principles for oil palm plantations and organized smallholders audit guidance to assess the established documents against the Principles and Criteria of the standard

The Stage I audit is conducted on 18/10/2019 at estate office in Telupid, Sandakan, Sabah covering the following activities:

- Onsite interviews and inspections;
- Review of documentation for compliance to relevant P & C requirements for plantation and mill;
- Reporting of findings found during Stage I audit;

##### 4.1.2. Stage II: Certification Audit:

The Stage II certification audit is conducted on 16/12/2019 to 17/12/2019 covering one estate.

During the Stage II certification audit, there is 1 Major, no Minor and 6 Opportunities for Improvement (OFI) are raised. The Major non-conformances raise during the 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 4.5 of this report.

#### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd, has published the public notification on 11/11/2019 as to accommodate stakeholder's consultation meeting for Tanahglen Plantations Sdn Bhd to provide comments. As at audit date on 16/12/2019 and 17/12/2019 there are no comments received.

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Invitation letter are sent on 14/11/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 16/12/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

1. Introduction of MSPO certification.
2. Development of oil palm plantations
3. Community service and support provided
4. Wildlife management and wildlife corridor
5. Type of wildlife sighted at the plantations and wildlife corridor.
6. Local communities' development.

The following relevant Principles & Criteria of the applied standard are discussed during the stakeholders' consultation:

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:  
The stakeholder invited to attend the meeting through invitation letter.
2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint  
The stakeholder aware on complaint procedure and form available at the office to lodge any complaints or suggestions.
3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.  
No local communities attended the consultation meeting.
4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information  
No contractor engage to provide maintenance and services to Tanahglen Plantations Sdn. Bhd.

There no issues raised during the stakeholder's consultation in terms of tenure and/or use rights, social or environmental aspects of management and operations that need to be address by the certified unit. It could be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

The list of stakeholders who attended the meeting refer to Table 7-1

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholder confirm of MSPO Audit attended during the audit day via invitation letter received.	No further action required
2	Social issues	Stakeholder is not the local community, No input	No action required
3	Type of land title – Country Leased,	Stakeholder is not the local community. No input,	No action required

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
	Provisional Leased, Native title		
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	With MSPO certification, Tanahglen Plantation Sdn Bhd will further contribute to have a sustainable economy.	Good comment by stakeholder
5	Does MSPO largely benefits the local community?	Stakeholder is not the local community,. No input.	No action required
6	Environmental understanding	MSPO certification will bring improvement to have a better environmental management company and better understanding by the stakeholder and workers.	Good comment by stakeholder
7	Awareness towards species, habitats, and high conservation values	Stakeholder is aware the type of wildlife and conservation to be protected.	Good awareness by stakeholder
8	Are there any plantation management practices that affect you?	Stakeholder is not local communities therefore unable to comment.  However, the stakeholder confirmed Tanahglen Plantation Sdn Bhd practices would be good for the workers.	Good comment by stakeholder
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholder confirmed there is no conflict in MSPO certification by Tanahglen Plantation Sdn Bhd management team.	Good comment by stakeholder
10	Do you have any suggestions for management?	Stakeholder suggest that Tanahglen Plantation Sdn Bhd may maintain and continue with current inter-company relationship on working purpose.	Good comment by stakeholder



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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 criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Tanahglen Plantations Sdn. Bhd. (TPSB) establish the MSPO policy dated 02/09/2019 signed by General Manager.</p> <p>The policy describe commitment to continual improvement in sustainability practise.</p> <p>The policy available in Bahasa Malaysia and English and displayed at estate notice board.</p> <p>Policy briefing conduct to workers on 30/10/2019.</p> <p>During site interview, workers aware and understand the MSPO policy.</p>	Yes
4.1.1.2	<p>TPSB established MSPO policy dated 02/09/2019.</p> <p>The policy describe 'commitment for continual improvement practices by harnessing its resources of people, processes and technology in order to ensure the continuous production of oil palm products in a sustainable manner.'</p>	Yes
4.1.2.1	<p>TPSB establish Internal Audit Procedure doc no. TG/SOP/011, revision 01 dated 18/10/2019.</p> <p>The procedure describe the frequency for internal audit conduct once a year.</p> <p>Internal audit conduct dated 11/12/2019, as per internal audit plan established dated 01/11/2019.</p>	Yes
4.1.2.2	<p>TPSB establish Internal Audit Procedure dated 18/10/2019.</p> <p>Internal audit conducted by using internal audit checklist.</p> <p>Sighted the internal audit summary result describe the strong and weak points.</p> <p>Example:</p> <p>Strength: White board to monitor all licenses expiry date.</p> <p>Weakness: Need to add more signage such as 'No Entry'.</p> <p><b>Major NC 01</b></p> <p><b>Internal audit conducted on 13/12/2019 the outcome did not include following:</b></p> <p><b>1. Cause of the non-compliance</b></p>	Major NC 01

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<b>2. Date to close the non-compliance.</b>	
4.1.2.3	TPSB conducts management review meeting include the results of internal audit on 13/12/2019.	Yes
4.1.3.1	TPSB management review frequency of two times per year and held after internal audit conduct as per schedule.	Yes
4.1.4.1	<p>TPSB establish Continual Improvement Plan (CIP) dated 06/11/2019.</p> <p>The CIP describe on consideration of pesticide, environmental, waste reduction, pollution and emissions, social, health/safety, legal requirement and general issues.</p> <p>Example:</p> <ol style="list-style-type: none"><li>1. Social: Clinic facility and treatment given to the workers free. Company collaboration with nearby estate's clinic to accept TPSB workers for treatment.</li><li>2. Environment: Continuously educate the workers on the need to reduce and stop open burning and ensure domestic waste are segregate and correctly dispose in landfill area. Training conduct dated 30/10/2019.</li><li>3. Safety and health: TPSB provide free PPE and no charge for replacement of old PPE to all workers.</li><li>4. Pesticides: Reduction in the use of pesticides. LCC plant at all immature fields.</li></ol>	Yes
4.1.4.2	<p>TPSB establish SOP for continual improvement of new or modification of procedure and techniques, with doc no. TG/SOP/02, revision 01 dated 18/10/2019.</p> <p>The SOP describe process of continual improvement implementation of new technology:-</p> <ol style="list-style-type: none"><li>1. Identification</li><li>2. Implementation and control</li></ol> <p>No new techniques or new technology currently at TPSB.</p>	Yes
4.1.4.3	<p>TPSB establish SOP for continual improvement of new or modification of procedure and techniques.</p> <p>The procedure describe the process of implementation of new technology.</p> <p>The flowchart in the procedure describe the training conduct before implementation of any new technology.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	TPSB establish the list of stakeholders dated 14/11/2019.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The list describe related stakeholder of government agencies, NGOs, local communities, neighboring estates, collection centre and suppliers.</p> <p>Stakeholders meeting for neighbouring estates conduct on 05/11/2019.</p> <p>This stakeholders meeting discuss the agenda of MSPO awareness, company policies and complaint procedure. Stakeholders positive feedbacks such as good neighbouring relationship and cooperative.</p>	
4.2.1.2	<p>TPSB establish 'List of Transparency and Information Documents' dated 20/05/2019.</p> <p>The list describe:</p> <ol style="list-style-type: none"> <li>1. Transparent documents, example MPOB license, company policies</li> <li>2. Confidential documents, example financial report, bank statement and company budget</li> </ol> <p>The list communicate to stakeholders during stakeholders meeting dated 30/04/2019.</p>	Yes
4.2.2.1	<p>TPSB establish Consultation and Communication Procedure dated 20/05/2019.</p> <p>The procedure describe the communication method;</p> <ol style="list-style-type: none"> <li>1. Written method / circular</li> <li>2. Bulletins</li> <li>3. Meeting</li> <li>4. Training / talk / briefing</li> <li>5. Complaint and grievance procedure</li> <li>6. Stakeholder request and response book (within 14 days)</li> </ol> <p>During stakeholders consultation, stakeholders are aware the procedure.</p>	Yes
4.2.2.2	<p>TPSB appoint estate manager as person in-charge to handle communication and consultation as stated in organisation chart.</p>	Yes
4.2.2.3	<p>TPSB establish List of Stakeholders dated 14/11/2019 categories by authorities, neighboring estates, suppliers and local communities.</p>	Yes
4.2.3.1	<p>TPSB establish Traceability Procedure doc no. TG/SOP/011, revision 01 dated on 18/10/2019</p> <p>The procedure describe the actions and responsibilities of managing the delivery and recording of outgoing FFBs to meet the sustainability requirement.</p> <p>Relevant documents / records within the traceability system are:</p> <ol style="list-style-type: none"> <li>1. Estate dispatch note</li> <li>2. Estate FFB dispatch advice</li> <li>3. Weighbridge tickets</li> </ol>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.2	TPSB conducted Internal audit dated 18/10/2019 that include traceability system. There are no findings for traceability.  TPSB monitor the traceability system records on monthly basis.  Last monitoring inspection on the system dated 29/11/2019 to crosscheck on records available in the estate.	Yes
4.2.3.3	TPSB appoint estate manager as person in-charge to maintain the traceability system's records in estate as stated in Traceability Procedure.	Yes
4.2.3.4	TPSB maintain records of sales and delivery of FFBs on monthly basis. The records kept for a period of 7 years.  Example: <ol style="list-style-type: none"><li>1. FFB checker book</li><li>2. Monthly FFB summary reports</li><li>3. FFB weighbridge tickets.</li></ol> Review on the records such as estate FFB checker book to ramp collecting center summary reports are available. Unique identification number is the delivery note number stated in weighbridge ticket.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	TPSB establish List of Permits and Licenses for its operation.  The list updated on annual basis.  Example: MPOB license: 503294902000 valid from 01/03/2019 until 29/02/2020.	Yes
4.3.1.2	TPSB establish List of Legal Documents  The list will be update on annual basis.  Example: <ol style="list-style-type: none"><li>1. Akta Lembaga Minyak Sawit 1998</li><li>2. Minimum Wages Order 2018</li></ol>	Yes
4.3.1.3	TPSB established List of Legal Document on 01/04/2019 and no update yet since it is establish recently.  Example: Minimum Wages Order 2018	Yes
4.3.1.4	TPSB appoint General Manager as person in-charge for updating list of legal documents, permits and licenses.  The list update on annually basis.	Yes
4.3.2.1	TPSB land title is Country Lease (CL).	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	No diminish of land usage. The land titles are issued by Sabah Land Authority. Land usage is for agricultural crop of economic value.	
4.3.2.2	TPSB is the legal owner of the land. Land title issued by Sabah Land Authority are maintain in file. The tenure of the land is 99 years lease.	Yes
4.3.2.3	Land title complete with map of the land, area size and boundary markers. Boundary markers are verify during site visit with coordinates captured and crosschecked with the map. The boundary markers are maintain using wooden stick / used tires painted with red and white. The map survey dated on 24/02/2000.	Yes
4.3.2.4	The land is country lease approved by Sabah Land Authority. No disputes found during document review.	Yes
4.3.3.1	The land title is country lease issued by the Sabah Land Authority for TPSB.	Yes
4.3.3.2	Map is included in the land title. TPSB established a land survey with scale 1: 25,000.	Yes
4.3.3.3	No records since the land is country leased.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	TPSB established SIA report dated 16/11/2019. Table in the SIA report describe the positive impacts, promoting measures, negative impacts, promoting measure, negative impacts and mitigation measures. Example identify positive impact address in SIA report: <ol style="list-style-type: none"><li>1. Implikasi Sosial: Berpuas hati terhadap gaji yang diberikan</li><li>2. Pelan Pemantauan: Perkhidmatan diteruskan</li><li>3. Pegawai Bertanggungjawab: Pihak Pengurusan Ladang</li><li>4. Tarikh Masalah akan diatasi: On Going</li><li>5. Status Penyelesaian: Perkhidmatan diteruskan dan peti aduan disediakan</li></ol> Example identify negative Impact address in SIA report: <ol style="list-style-type: none"><li>1. Implikasi Sosial: Kadar kenaikan gaji tahunan tidak selaras dengan keadaan ekonomi semasak</li></ol>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
	<p>2. Pelan Pemantauan: Kenaikan gaji tahunan adalah berdasar General Term &amp; Condition of Service</p> <p>3. Pegawai Bertanggungjawab: Pihak Pengurusan Ladang</p> <p>4. Tarikh Masalah akan diatasi: 1 Bulan</p> <p>5. Status Penyelesaian: Kenaikan gaji setiap tahun adalah berdasarkan budi bicara majikan</p>		
4.4.2.1	<p>TPSB establish Flowchart for Complaints and Grievance, revision 02 dated 03/11/2019.</p> <p>The flowchart describe the process of complaints and grievances starting from rising, receiving complaint form to resolution of complaints.</p> <p>The flowchart is publicly display at estate office's notice board.</p> <p>Estate manager is appoint as person in-charge to handle matters relate to complaints and grievances. Organization chart state the responsibilities of estate manager.</p>	Yes	
4.4.2.2	<p>According to the flowchart, the timeline to resolve any complaints and grievance is within 30 days.</p> <p>The flowchart describe case should be resolve by estate manager within 15 days. if the case cannot closed by the estate manager, the case will be pass to general manager and resolve within 30 days.</p>	Yes	
4.4.2.3	The complaint form and box is available and located at estate office.	Yes	
4.4.2.4	<p>Briefing on the Complaints and Grievances chart conduct on 05/11/2019.</p> <p>Interview with stakeholder and workers confirm they are aware and understood on the flowchart.</p>	Yes	
4.4.2.5	The complaint records are review with no complaint lodge by internal and external stakeholders as at audit date.	Yes	
4.4.3.1	TPSB contribute to local development by providing work opportunity to the local people for general work. .	Yes	
4.4.4.1	<p>TPSB establish OSH Policy dated 02/09/2019 signed by General Manager.</p> <p>The policy is publicly display at the estate office notice board in English and Bahasa Malaysia.</p> <p>TPSB conduct OSH Policy training on 30/10/2019 to workers and 05/11/2019 to external stakeholders.</p>	Yes	
4.4.4.2	a	<p>TPSB established OSH Policy dated 02/09/2019.</p> <p>Workers briefed on the policy on 30/10/2019 and external stakeholders on 05/11/2019.</p>	Yes
	b	TPSB establish HIRARC for all respective operation activities dated 08/08/2019.	

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		<p>The HIRARC table describe activity, hazard, risk and effects, risk assessment, existing control, PIC, risk assessment after control and date review.</p> <p>Example:</p> <p>Activity: Cutting and stacking of fronds.</p> <p>Hazard: Cut or prick by frond thorn</p> <p>Risk and effects: Scratch, bruise or injuries to hand, fingers and foot.</p> <p>Risk assessment (risk rating): 12 - Medium</p> <p>Existing control: Training and briefing given to the workers</p> <p>PIC: Manager / mandore</p> <p>Risk assessment after control: Moderate</p> <p>Date of review: Yearly</p>	
	c i	<p>TPSB establish Training Plan 2019 – 2020.</p> <p>TPSB conduct training as per training plan. Training records are review:</p> <ol style="list-style-type: none"> <li>1. Training of SOP spraying dated 03/10/2019</li> <li>2. Training of SOP manuring dated 01/10/2019</li> <li>3. Training of SOP for harvesting and tools dated 03/10/2019</li> <li>4. Training of SOP for Farm tractor dated 03/10/2019</li> </ol>	
	c ii	<p>SDSs available at estate office, lubricant store, chemical store and fertilizer store.</p> <p>Example: SDS FMC</p> <p>Chemical: Ally 20 DF</p> <p>Date: 03/01/2018.</p> <p>Site visit at stores confirm the fertilizer placed on the wood pallet, powder chemical placed above liquid chemicals and stores with sufficient ventilation.</p> <p>Chemicals, fertilizers and lubricants are in original labels.</p>	
	d	<p>TPSB maintain PPE issuance record.</p> <p>Example: Sprayers</p> <p>Type PPE: Apron and facemask</p> <p>Issuance Date:03/08/2019</p> <p>Site interview with workers confirmed the PPEs provided for chemical spraying activity free and replaced when damaged.</p> <p>TPSB provide PPE based on risk assessment describe in the HIRARC &amp; CHRA for all operations.</p>	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
e	<p>TPSB establish Procedure Kerja Selamat – Mencampur Kimia Racun, doc no. TG/SOP/003 dated 05/09/2019.</p> <p>The procedure describe the safe handling on chemical during mixing and after mixing.</p> <p>Point 7: Handling and storage states the store in original container. Store in cool and dry place. Do not store or consume food, drink or tobacco in areas where contaminated with chemicals.</p> <p>CHRA conduct on 19/11/2019 with validity of 5 years.</p>	
f	TPSB appoint Estate Manager as person in-charge for safety and health.	
g	<p>TPSB total number of workers are 17 workers. Therefore, below the minimum requirement to have an OSH Committee in accordance to DOSH requirement.</p> <p>Therefore, no quarterly meeting required.</p> <p>TPSB conduct safety and health meeting with workers dated 13/12/2019.</p>	
h	<p>TPSB establish emergency response plan or ERP dated 05/08/2019.</p> <p>The ERP plan describe the person in-charge, contact number and instruction while emergency occur are. The ERP plan is display at the estate office.</p> <p>TPSB conduct Emergency and Accident Training dated 30/10/2019 to workers and 05/11/2019 to external stakeholders.</p> <p>During site interview, worker aware and understand on emergency plan.</p>	
i	<p>TPSB conduct first aid training dated 05/11/2019 for mandore.</p> <p>ERP organization chart review, estate manager is assign as first aider.</p> <p>Site visit observe the first aid kits are available at all field operations, stores and office.</p>	
j	<p>TPSB establish accidents and incidents logbook to monitor injuries report by workers. The record keep and maintain at estate office.</p> <p>Document review state with no accidents reported in year 2019.</p> <p>TPSB register with DOSH for reporting annual accident dated 12/12/2019.</p>	
4.4.5.1	<p>TPSB establish Social Policy dated 02/09/2019 signed by General Manager and display at estate notice board.</p> <p>Internal and external stakeholders brief during meeting on 05/11/2019.</p>	Yes
4.4.5.2	TPSB establish Social Policy dated 02/09/2019.	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The policy describe '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 characteristics.	
4.4.5.3	TPSB establish working contract agreement for all workers in accordance to Sabah Labour Ordinance.  The working contract agreement describe the pay rate of RM5.37 per hour in accordance to Minimum Wage Order 2018.	Yes
4.4.5.4	TPSB does not engage any contractors for field operations.All jobs are perform internally.  Thus, not applicable.	Yes
4.4.5.5	TPSB establish list of workers with workers name, gender, religion, marital status, citizen, ethnic, address, passport number, expiry passport, date of birth, place of birth, job designation and date of join dated 05/11/2019.  Document review all workers are permanent employed.	Yes
4.4.5.6	TPSB establish working contract agreement for all workers employed.  The management provide with fair working contract agreement signed by both parties. The contract describe worker position, salary, working hours and public holidays.  Site interview workers aware and agree on the working contract agreement before signed.	Yes
4.4.5.7	TPSB establish 'Masa Kerja (Staff / Pekerja)' and display on notice board at estate office.  Workers time recorded and monitor via check roll book during muster morning.  Working hours describe in working contract agreement.  No overtime recorded in the check roll book. Therefore, no overtime paid.  Site interview workers are aware of working hours.	Yes
4.4.5.8	TPSB establish working hours as follows: 1. Attendance: From 5:30 am until 10:30 am 2. Rest: From 10:30 am until 11:00 am 3. Continue: From 11:00 am until 1:30 pm  Working hours publicly available on notice board at estate office	Yes
4.4.5.9	Wages information document in pay slips based on input from the check roll book.  TPSB does not practice overtime.  Site interview, workers understood the information on their wages in the pay slips.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.10	TPSB provide FFB incentives to workers, medical care, housing, water and electricity.	Yes
4.4.5.11	TPSB provide workers with labour quarters according to industry best practices  Site visit inspection, TPSB provide basic amenities such as water, electricity and gardening area.	Yes
4.4.5.12	TPSB establish Social Policy dated 02/09/2019 signed by General Manager.  The policy publicly available on notice board at estate office in English and Bahasa Malaysia.  The TPSB conduct training on the policy dated 30/10/2019.  During document review, no complaint on sexual harassment at workplace lodged by workers.	Yes
4.4.5.13	TPSB establish Social Policy dated 02/09/2019 signed by General Manager.  The policy describe respect employees that have right and freedom to form or join trade union. The policy display on notice board at estate.  Site interview workers aware and understood the policy.  TPSB conduct JCC Meeting dated 13/12/2019 to discuss on social issues between management and workers.	Yes
4.4.5.14	TPSB establish Social Policy establish on 02/09/2019 signed by General Manager.  The policy describe as below:  1. Respect and protect the fundamental of human rights as stated in universal declaration of human rights of the United Nations.  2. Prohibit any form of forced or trafficked labour or unlawful employment of people.  Document review no underage worker employed or exploit in estate.	Yes
4.4.6.1	TPSB establish Training Plan 2019-2020 dated 01/11/2019.  Training plan describe the list of training module such as PPE, working procedures and others.  Example of training conducted:  1. Policies, PPE, complaint and grievance procedure on 27/02/2019.  2. SOP for spraying, manuring, slashing, chemical and harvesting on 27/03/2019.	Yes
4.4.6.2	TPSB establish Training Plan 2019-2020 dated 01/11/2019.  TPSB identify required training based on job designation.  Example of training plan, TPSB allocate chemical training to all sprayers.	Yes
4.4.6.3	TPSB establish Training Plan 2019-2020 dated 01/11/2019.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The training plan describe the list of training for workers based on job function.	

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>TPSB establish Environment Policy dated 02/09/2019 signed by General Manager.</p> <p>The policy describe TPSB committed to minimize the environmental impact of its operation and understand the importance of conserving natural resources. Management strive to promote improvement whenever practical that will ensure a sustainable future.</p> <p>TPSB committed to conserve environmental by fulfill the laws and regulations within the framework of statutory and regulatory requirements or relevant laws and MSPO certification principles and criteria.</p> <p>TPSB establish Environmental Management Plan or EMP dated 30/10/2019.</p> <p>The EMP describe activities, environment aspects, environment impacts, mitigation/improvement plan, monitoring plan and responsibility.</p> <p>TPSB conduct Environmental Policy Training to the workers dated 30/10/2019.</p> <p>The Environmental Policy publicly available on notice board at estate office.</p>	Yes
4.5.1.2	<p>a</p> <p>TPSB establish Environmental Policy dated 02/09/2019.</p> <p>The policy describe TPSB environment objectives. TPSB is committed in minimizing the environmental impact of its operations and understands the importance of conserving natural resources. The management strive to promote improvement whenever practical that will ensure a sustainable future.</p>	Yes
	<p>b</p> <p>TPSB establish EMP dated 30/10/2019.</p> <p>The EMP describe aspects and impacts for all operations.</p> <p>Operation cover in the plan such as fertilizer application, weed control, pest control, workshop operation, harvesting activity etc.</p> <p>Example:</p> <p>Activity: Pest control</p> <p>Aspects: Pesticides spillage</p> <p>Impact: Pollution to water or land</p> <p>Risk High</p> <p>Plan: Follow SOP on pesticides handlings and application</p> <p>Monitoring: Monthly</p> <p>PIC: Estate manager</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Activity: Fertilizer application</p> <p>Aspects: Potential fertilizer spillage</p> <p>Impact: Pollution to water courses</p> <p>Risk: Low</p> <p>Plan: To apply fertilizer during the right timing</p> <p>Monitoring: Done and ongoing process by quarterly monitoring</p> <p>PIC Estate manager</p>	
4.5.1.3	<p>TPSB established EMP dated 30/10/2019.</p> <p>The EMP describe aspects and impacts for all operations.</p> <p>Example: Empty Pesticide Containers.</p> <p>Negative impact: Ground and surface water contamination of not following the correct treatment.</p> <p>Plans &amp; monitoring programs: All empty chemical containers must get triple rinsing treatment before disposal/keep in store.</p> <p>Positive impact: Empty pesticide container can be recycled after triple rinsing.</p> <p>Continuous improvement program: Triple rinsing training, monitor recycling program, disposal of empty chemical container.</p>	Yes
4.5.1.4	<p>TPSB establish EMP dated 30/10/2019.</p> <p>The EMP describe positive impact and promoted to positives one.</p> <p>Example: Empty pesticide containers.</p> <p>Negative impact: Ground and surface water contamination of not following the correct treatment.</p> <p>Plans &amp; monitoring programs: All empty chemical containers must get triple rinsing treatment before disposal/keep in store.</p> <p>Positive impact: Empty pesticide container can be recycled after triple rinsing.</p> <p>Continuous improvement program: Triple rinsing training, monitor recycling program, disposal of empty chemical container.</p>	Yes
4.5.1.5	<p>TPSB establish Training Plan 2019-2020 include training on environment.</p> <p>Example:</p> <p>Environmental policy and waste management conducted on 30/10/2019.</p>	Yes
4.5.1.6	<p>TPSB establish Meeting Plan 2019-2020.</p> <p>The meeting schedule describe the frequency of environmental meeting plan for two times annually.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																			
Indicator	Summary of Assessment		Compliance																
	TPSB conduct environmental meeting dated 13/12/2019 to discuss on river pollution, wildlife protection and riparian area. The meeting attend by workers and management.																		
4.5.2.1	<p>TPSB establish baseline value for diesel consumption year 2017 and 2018.</p> <p>The baseline is a guideline to monitor and compare against the actual usage for 2019.</p> <p>Records of low diesel usage in 2019 due to low FFB harvesting.</p>		Yes																
4.5.2.2	TPSB establish records of actual diesel consumption on monthly basis for comparing the actual consumption against baseline value.		Yes																
4.5.2.3	TPSB does not practice renewable energy in the estate.		Yes																
4.5.3.1	<p>TPSB establish Waste Management Plan or WMP dated 02/09/2019.</p> <p>All wastes and sources of pollution identify in the document with disposal method.</p> <p>Example:</p> <p>Waste identification: Used Oil</p> <p>Source: Estate Workshop / genset</p> <p>Disposal method: Keep in store / reused for painting of wood.</p> <table border="1"> <thead> <tr> <th>Waste identification</th><th>Source</th><th>Location</th><th>Disposition method</th></tr> </thead> <tbody> <tr> <td>Domestic</td><td>Housing</td><td>Dustbin</td><td>Land fill</td></tr> <tr> <td>Office</td><td>Estate office</td><td>Office</td><td>Land fill</td></tr> <tr> <td>Used oil</td><td>Workshop / genset</td><td>Workshop / genset</td><td>Keep in store / reused for painting of wood.</td></tr> </tbody> </table>		Waste identification	Source	Location	Disposition method	Domestic	Housing	Dustbin	Land fill	Office	Estate office	Office	Land fill	Used oil	Workshop / genset	Workshop / genset	Keep in store / reused for painting of wood.	Yes
Waste identification	Source	Location	Disposition method																
Domestic	Housing	Dustbin	Land fill																
Office	Estate office	Office	Land fill																
Used oil	Workshop / genset	Workshop / genset	Keep in store / reused for painting of wood.																
4.5.3.2	a	<p>TPSB establish WMP dated 02/09/2019.</p> <p>All wastes and sources of pollution identified in the table below.</p> <table border="1"> <thead> <tr> <th>Waste</th><th>Source</th><th>Location</th><th>Disposition method</th></tr> </thead> <tbody> <tr> <td>Domestic</td><td>Housing</td><td>Dustbin</td><td>Land fill</td></tr> <tr> <td>Office</td><td>Estate office</td><td>Office</td><td>Land fill</td></tr> <tr> <td>Used oil</td><td>Workshop / genset</td><td>Workshop / genset</td><td>Keep in store / reused for painting wood.</td></tr> </tbody> </table> <p>Monitoring example:</p> <p>Waste: Domestic</p>	Waste	Source	Location	Disposition method	Domestic	Housing	Dustbin	Land fill	Office	Estate office	Office	Land fill	Used oil	Workshop / genset	Workshop / genset	Keep in store / reused for painting wood.	Yes
Waste	Source	Location	Disposition method																
Domestic	Housing	Dustbin	Land fill																
Office	Estate office	Office	Land fill																
Used oil	Workshop / genset	Workshop / genset	Keep in store / reused for painting wood.																

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Positive impact: Recycling of plastic, paper</p> <p>Plan: Educating workers on recycling</p> <p>CIP: Continuous education on recycle and hygiene lifestyle to community.</p>	
	<p>b TPSB establish WMP dated 02/09/2019.</p> <p>Example:</p> <p>Waste identification: Pruned oil palm fronds</p> <p>Source: Plantation</p> <p>Location: Harvesting</p> <p>Disposal method: Applied to frond stacking.</p> <p>This activity to maintain soil condition and as organic fertilizer.</p>	
4.5.3.3	<p>TPSB establish Procedure for Kerja selamat – Mencampur kimia racun dated 05/09/2019.</p> <p>The procedure describe the use of tray while conducting pre-mixing chemical.</p> <p>TPSB establish Procedure for Penyimpanan Racun, doc no TG/SOP/008, dated 18/10/2019.</p> <p>The procedure describe labelling of empty container, records of inventory in compliance with Pesticides Act 1974.</p> <p>TPSB establish the Procedure for Pelupusan Bekas Racun, doc no TG/SOP/007, dated 18/10/2019.</p> <p>The procedure describe on managing empty chemical containers with triple rinse process and dispose by authorized collector.</p> <p>Document review TPSB keep and maintain records of empty containers.</p> <p>Site visit inspection empty chemical containers reused for spraying activities.</p>	Yes
4.5.3.4	<p>TPSB establish Procedure for Pelupusan Bekas Racun doc no TG/SOP/007, dated 18/10/2019.</p> <p>The procedure describe before disposal of empty chemical container, the container shall be triple rinse before store and puncture holes at the container. Only authorized contractor appointed to collect the containers.</p> <p>Rinsed water reused for field application. All of empty containers are label and mark for reused.</p> <p>Site visit at chemical store, observe empty chemical containers been rinsed, mark 'X' with red colour and reused for spraying activities.</p>	Yes
4.5.3.5	<p>TPSB establish WMP dated 02/09/2019.</p> <p>Domestic waste manage by practicing with dump into landfill.</p> <p>WMP establish identify all wastes and sources of pollution from estate.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																
Indicator	Summary of Assessment			Compliance												
	<p>Site visit at designated landfill, observe the area is away from housing and office. There are no stream located nearby landfill area.</p> <p>Crosscheck with estate map, state the landfill area is far from the stream.</p> <p>Example:</p> <table><tr><td>Waste identification</td><td>Source</td><td>Location</td><td>Disposition method</td></tr><tr><td>Domestic</td><td>Housing</td><td>Dustbin</td><td>Land fill</td></tr><tr><td>Office</td><td>Estate office</td><td>Office</td><td>Land fill</td></tr></table>			Waste identification	Source	Location	Disposition method	Domestic	Housing	Dustbin	Land fill	Office	Estate office	Office	Land fill	
Waste identification	Source	Location	Disposition method													
Domestic	Housing	Dustbin	Land fill													
Office	Estate office	Office	Land fill													
4.5.4.1	<p>TPSB establish WMP dated 02/09/2019.</p> <p>The WMP describe type of wastes generated such gaseous, solid and liquid.</p> <p>Pollution Plan of wastes establish to reduce pollution.</p> <p>Example: Identification on the waste</p> <table><tr><td>Type of wastes</td><td>Waste generated</td><td>Treatment of waste</td></tr><tr><td>Solid</td><td>Fertilizer bag</td><td>Washing and re-used for loose fruit collection</td></tr><tr><td>Liquid</td><td>Pesticides spillage during pre-mixing</td><td>Re-used back for spraying activity</td></tr><tr><td>Gas</td><td>GHG emissions can have adverse effect on the environmental</td><td>Monitoring daily usage of fuel in Liters / FFB</td></tr></table>			Type of wastes	Waste generated	Treatment of waste	Solid	Fertilizer bag	Washing and re-used for loose fruit collection	Liquid	Pesticides spillage during pre-mixing	Re-used back for spraying activity	Gas	GHG emissions can have adverse effect on the environmental	Monitoring daily usage of fuel in Liters / FFB	Yes
Type of wastes	Waste generated	Treatment of waste														
Solid	Fertilizer bag	Washing and re-used for loose fruit collection														
Liquid	Pesticides spillage during pre-mixing	Re-used back for spraying activity														
Gas	GHG emissions can have adverse effect on the environmental	Monitoring daily usage of fuel in Liters / FFB														
4.5.4.2	<p>TPSB establish WMP dated 02/09/2019.</p> <p>The plan describe action for significant pollutants and emissions describes.</p> <p>Example:</p> <table><tr><td>Wastes</td><td>Reduce plan</td><td>Implementation</td></tr><tr><td>Empty chemical container</td><td>Triple rinsing, monitor recycling and disposal method.</td><td>Records of empty container maintained</td></tr><tr><td>Pre-mixing chemical</td><td>Spillage kit in place and oil trap in good conditions.</td><td>Spill kit and oil trap functioning</td></tr><tr><td>GHG</td><td>Regular servicing and improve on fuel efficiency.</td><td>Tractor in good condition with reduce in fuel usage</td></tr></table>			Wastes	Reduce plan	Implementation	Empty chemical container	Triple rinsing, monitor recycling and disposal method.	Records of empty container maintained	Pre-mixing chemical	Spillage kit in place and oil trap in good conditions.	Spill kit and oil trap functioning	GHG	Regular servicing and improve on fuel efficiency.	Tractor in good condition with reduce in fuel usage	Yes
Wastes	Reduce plan	Implementation														
Empty chemical container	Triple rinsing, monitor recycling and disposal method.	Records of empty container maintained														
Pre-mixing chemical	Spillage kit in place and oil trap in good conditions.	Spill kit and oil trap functioning														
GHG	Regular servicing and improve on fuel efficiency.	Tractor in good condition with reduce in fuel usage														
4.5.5.1	a	TPSB establish Water Management Plan dated 13/12/2019.	Yes													

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The plan describe identification of the sources and usage. Example:</p> <ol style="list-style-type: none"> <li>1. Water catchment and treatment plant</li> <li>2. Water source</li> <li>3. Water requirements</li> <li>4. Estimate water requirement</li> <li>5. Water consumption monitoring</li> </ol> <p>The water management plan has identify the water sources from rain and natural water pond. Domestic usage: Rain water Chemical mixing usage: Rainwater.</p>	
	<p>b TPSB conduct water quality test for inlet and outlet of streams passing through the estate. Site visit inspection there are streams within the estate. Test report dated 22/11/2019 available and result within permissible level.</p>	
	<p>c TPSB establish Water Management Plan dated 13/12/2019. The plan describe on water consumption for daily, monthly and yearly.</p> <ol style="list-style-type: none"> <li>1. Domestic usage: daily, monthly and yearly.</li> <li>2. Estate operation: daily, monthly and yearly.</li> </ol> <p>TPSB water consumption is monitored, recorded and maintained. Triple rinsed water reuse for spraying activity.</p>	
	<p>d TPSB establish Water Management Plan dated 13/12/2019. Site visit inspection verify there is stream with buffer and riparian zones established. The buffer and riparian zones are install with signage to inform workers that no chemical or fertilizing activities allowed. Environmental training conducted on buffer and riparian zones dated 05/11/2019. Site interview workers are aware and understood no chemical activities at buffer zone area.</p>	
	<p>e Site visit observation no vegetation removed from riparian zones. Riparian and buffer zones well maintained.</p>	
	<p>f During site visit at housing area no bore wells for water supply.</p>	
4.5.5.2	Site observation there are no bunds or weirs or dams constructed across stream.	Yes



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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.5.3	TPSB practice water harvesting for domestic usage Site observation a dug pond to store water for field operations.	Yes
4.5.6.1	a TPSB establish Biodiversity Assessment Report 2019 dated 30/10/2019.  The assessment identify wildlife within the estate.  TPSB conduct 'Biodiversity Training – Haiwan dilindungi dan larangan memburu' dated 05/11/2019 to the workers.  During site interview workers aware of wildlife sighted within the estate.	Yes
	b TPSB establish Biodiversity Assessment Report 2019 dated 30/10/2019.  The assessment identify the wildlife within the estate.  Example:  Birds: Murai Batu Borneo, Burung Crocok  Reptiles: Ular Sawa Darah, Ular Senduk  Insects: Tarantula, Kelulut	
4.5.6.2	a TPSB installed signage of protected wildlife displayed at estate notice boards and riparian zone.	Yes
	b TPSB installed signage of protected wildlife and displayed at estate office notice board. The signage display penalty of RM50,000 or 5 years in prison signage at buffer zone and riparian zone to inform workers and surrounding peoples of activities not permitted within the area.  TPSB conduct Biodiversity training – Haiwan dilindungi dan larangan memburu dated 05/11/2019 to the workers.	
4.5.6.3	TPSB establish Biodiversity Assessment Report 2019 dated 30/10/2019.  The report identify the wildlife within the estate.  The frequency of assessment conducted once a year.  Site interview workers understand on wildlife conservation. They aware any wildlife sighted to feedback to estate management.	Yes
4.5.7.1	TPSB establish Environment Policy dated 02/09/2019 signed by General Manager.  The policy describe:  1. Implement zero burning on all oil palm cultivation activities  2. There shall be no open burning of any kind except where deemed necessary with prior approval of relevant authorities.  Site observation at field, landfill and housing area observe with no open burning.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Site visit in the field replanting activity conducted in year 2017 no palms are felled and chipped.	
4.5.7.2	TPSB adopt Field Handbook Vol. 02, as a guideline to treat crop with diseased.  During site visit, no serious palm diseases observe that require burning with special approval from the relevant authorities.	Yes
4.5.7.3	No disease observed at estate that require burning with special approval from relevant authorities.	Yes
4.5.7.4	TPSB adopt Field Handbook for Immature Oil Palm Vol. 02 as a guideline practice new planting and replanting in estate.  Last replanting activity carried out in 2017. During site verification, observed previous palms are felled and chipped.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	TPSB establish SOPs for best practices  Example:  1. Harvesting Procedure doc no.: TG/SOP/004, revision 01, dated 05/09/2019.  2. Spraying Procedure doc no.: TG/SOP/02, revision 01, dated 05/09/2019.  Example training:  1. Training of SOP for Harvesting & Tolls dated 03/10/2019.  2. Training of SOP for Premix Chemical dated 09/11/2019.	Yes
4.6.1.2	TPSB establish Harvesting Procedure doc no.: TG/SOP/004 revision 01 dated 05/09/2019.  The procedure describe terraces to be constructed at steep areas to:  1. Facilitate effective maintenance and harvesting activities. .  2. Minimize soil erosion.  3. Reduce rainwater runoff and nutrient losses.  TPSB conduct SOP Training for Harvesting & Tolls dated 03/10/2019 to harvesters.	Yes
4.6.1.3	Site visit inspection block markers installed include block number and planting year.	Yes
4.6.2.1	TPSB establish 5 years business management plan dated 08/11/2019 for year 2019 to 2023.  The budget include crop projection, operational expenses and facilities improvement on housing, stores,	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.2.2	No replanting program within the next 5 years since 1 <sup>st</sup> replanting is in year 2017.	Yes
4.6.2.3	TPSB establish the business management plan which include following: 1. Crop projection 2. Cost of production per ton of FFB 3. Price forecast per ton of FFB No replanting program for the next 5 years.	Yes
4.6.2.4	TPSB establish monthly monitoring on costs and FFB production. The previous month actual performance used to monitor the following month performance. TPSB establish monitor monthly achievement of FFB production.	Yes
4.6.3.1	TPSB purchase products and services using a quotation and purchase order system. TPSB maintain quotation for purchasing of fertilizer that state the proposed price with purchasing order issued based on the agreed price.	Yes
4.6.3.2	TPSB issued purchase order for purchases of chemicals or fertilisers based on quotations from suppliers. Payment made based on terms and conditions stated in the quotation provide by the supplier and issuance of purchase order to acknowledge and confirmation of the price.	Yes
4.6.4.1	No contractor for field operation including FFB transporter, maintenance work & harvesting. Thus, no contract agreement available for review.	Yes
4.6.4.2	No contractor for field operation including FFB transporter, maintenance work & harvesting. Thus, no contract agreement available for review.	Yes
4.6.4.3	No contractor for field operation including FFB transporter, maintenance work & harvesting. Thus, no contract agreement available for review.	Yes
4.6.4.4	No contractor for field operation including FFB transporter, maintenance work & harvesting. Thus, no contract agreement available for review.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	TPSB planting statement is review and there is no new planting. The 1 <sup>st</sup> planting i in year 2001 and 1 <sup>st</sup> replanting in year 2017.	Yes
4.7.1.2	TPSB planting statement is review and there is no new planting. The 1 <sup>st</sup> planting in 2001 and 1 <sup>st</sup> replanting in year 2017. The replanting in year 2017 is less than 100ha. Therefore, no PMM required.	Yes
4.7.2.1	TPSB planting statement and map is review. There is no peat land. Site observation there is no peat soil within TPSB.	Yes
4.7.3.1	TPSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	TPSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	TPSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholder scheme in TPSB. Therefore, not applicable.	Yes
4.7.4.1	TPSB planting statement is review and there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	TPSB planting statement is review and there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	TPSB planting statement is review and there is no new planting.. Therefore, no map established and no permit available.	Yes
4.7.5.2	TPSB planting statement is review and there is no new planting. Therefore, no plan established.	Yes
4.7.5.3	TPSB planting statement is review and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	TPSB planting statement is review and there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	TPSB planting statement is review and there is no new planting. There are no sacred sites, therefore no management plan established.	Yes
4.7.6.3	TPSB planting statement is review and there is no new planting. Therefore, no SOP established.	Yes
4.7.6.4	TPSB planting statement is review and there is no new planting. Therefore, no compensation and agreement established	Yes
4.7.6.5	TPSB planting statement is review and there is no new planting. Therefore, no customary land	Yes
4.7.6.6	TPSB planting statement is review and there is no new planting. Therefore, no compensation established.	Yes
4.7.6.7	TPSB planting statement is review and there is no new planting. Therefore, no compensation plan established.	Yes

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4.7.6.8	TPSB planting statement is review and there is no new planting. Therefore, no communities affected.	Yes
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### 4.4. Status of Non-Conformities Previously Identified

X	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	Not applicable. No non-conformity raised in previous audit.
<i>Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.</i>	
<i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i>	

### 4.5. Detail of Audit Findings in last audit

Stage 1 findings audit corrective action are reviewed during the stage 2 certification audit process.

### 4.6. Detail of Audit Findings Identified During This Audit

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

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

Non Conformity Number < 1 >			
Indicator # and Description	4.1.2.2		
	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action  (MAJOR)		
Location:	Tanahglen Plantation Sdn Bhd		
Description of Finding / Objective Evidence:			
Internal audit conducted 13/12/2019, the outcome did not include following:			
1. Cause of the non-compliance			
2. Date to close the non-compliance			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Mohd Nur Amin Bin Mohd Halim	Date Raise:	17/12/2019

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Non Conformity Number < 1 >	
<b>Deadline for implementation</b>	
<b>Root Cause Analysis (by company):</b>	
Forgot to prepare the NCR for Internal audit	
<b>Correction (by company):</b>	
NCR for internal audit established	
<b>Corrective / Preventive Action (by company)</b>	
Discussion, meeting or Training SOP Internal Audit for future Internal Audit and monitoring documents	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
The non-compliance (NC) closure document identified root cause of nonconformities, correction and preventive action plan of the findings are address. This will be sufficient to close out. Further review in the next audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Lead Auditor in Training:</b> Mohd Nur Amin Bin Mohd Halim	<b>Date of Closure:</b> 06/01/2020
<b>Review of Implementation</b>	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

Nr.	Indicator	Location	Opportunity for Improvement
1.	4.4.4.2 (b)	Office	TPSB could consider improving on risk assessment or HIRARC of working on terrace area.
2.	4.4.4.2 (d)	Office	TPSB could consider improving on PPE provided to workers on harvesting activities.
3.	4.4.5.3	Office	TPSB could consider improving on information documented in the pay slip.
4.	4.5.6.2	Field	TPSB could consider improving information stated in the signage on legal requirements.
5.	4.5.6.3	Office	TPSB could consider improving on records of monitoring of wildlife sighted.
6.	4.6.1.3	Field	TPSB could consider to improve information stated on block markers

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### 5. CONCLUSION

Tanahglen Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct certification audit for its Tanahglen Plantations Sdn Bhd 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.

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.

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:	1	
Total certified production area:	249.90	Ha
Certified FFBs January to November 2019:	1,957.26	Mt
Projected FFBs December 2019	220	Mt
Projected FFBs Jan to Dec 2020	2,374.00	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

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

Puchong, 03/02/2020

Mohd Nur Amin Bin Mohd Halim  
TUV NORD (Malaysia) Sdn Bhd  
Trainee Audit Team Leader

Puchong, 03/02/2020

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



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### 7. LIST OF INTERVIEWEES

**Table 7-1: List of Interviewed Persons and Stakeholders**

No.	Name	Organisation / Function
1.	Jalani Ismail	Dhasar Maju Collecting Center, Meliau Estate, IJM Plantation Berhad

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

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

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

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

Salvo clause:

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

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

### Annex / Enclosures

Annex /  
corresponding audit documentation

- ☒ P&C Audit Report / Checklists
- ☒ Audit Plan
- ☐ Additional annexes, number