



MSPO CERTIFICATION SUMMARY REPORT

TANAHGLEN PLANTATION SDN BHD

ANNUAL SURVEILLANCE 01

Remote Audit Date: 16/11/2020 – 17/11/2020

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MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Table of Contents

1.	INTRODUCTION	4
1.1.	Objective	4
1.2.	Scope	4
1.3.	Appointment and qualification of team members	4
2.	METHODOLOGY.....	9
3.	ORGANISATION INFORMATION	11
3.1.	Production volume	11
3.2.	Planting Program for Each Estate or Division	11
3.3.	Replanting program for each estate or division	11
3.4.	Maps of Estate(s) Location	12
4.	CERTIFICATION ASSESSMENT	13
4.1.	ASA 01	13
4.2.	Stakeholders' Consultation	13
4.3.	Summary of Assessment	14
4.4.	Status of Non-Conformities Previously Identified	37
4.5.	Detail of Audit Findings in last audit	37
4.6.	Detail of Remote and or Onsite (Delete where not applicable) Audit Findings Identified during this audit	39
5.	CONCLUSION	41
6.	RECOMMENDATION	42
7.	LIST OF STAKEHOLDERS	43
	Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives	44
	Annex / Enclosures	44

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Abbreviations

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

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



1. INTRODUCTION

Tanahglen Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an surveillance 01 audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance 01 audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

The assessment is based on the documentation established by the 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 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 one 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: Sheron Pui Ling Wui

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;	Bachelor in Medical Science

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



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)	4 years working experience in QA, QMS and internal audit, and 2.5 years working experience in MSPO audit experience.
Successfully completed MPOCC endorsed lead auditor training	Successfully completed MS2530 series of standards training for Lead Auditor
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified and appointed as auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	Qualified and appointed as auditor for MSPO scheme.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Qualified and appointed as auditor for MSPO scheme.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO 9001:2015 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 ISO 45001:2018 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.
Completed High Conversation Value assessment	Successfully completed HCV-HCS for producer online course conducted by Proforest.

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



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

Qualification of Team Member

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following	Chan Shi Lie	Graduate in Bachelor of Media Technology (Major in Broadcasting)	Yes
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	Jasmandy Bin Syahrul	Graduate in B.Sc (Hons) Plantation Technology and Management.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Jasmandy Bin Syahrul	9 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Chan Shi Lie	Successfully completed MS2530 series of standard for Lead Auditors.	Yes
	Jasmandy Bin Syahrul	Successfully completed MS2530 series of standard for Lead Auditors.	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	Chan Shi Lie	Qualified and appointed as auditor and lead auditor for MSPO scheme.	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Requirement	Name of Assessor	Qualification	Compliance
and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Jasmandy Bin Syahrul	Qualified and appointed as auditor for MSPO scheme.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Chan Shi Lie	6 years working experience in oil palm plantations.	Yes
	Jasmandy Bin Syahrul	9 years of working experience in oil palm plantations	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Chan Shi Lie	Successfully completed ISO 9001 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	Successfully completed ISO 9001 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Chan Shi Lie	Successfully completed 45001 Lead Auditor course.	Yes
	Jasmandy Bin Syahrul	Successfully completed 45001 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Chan Shi Lie	Successfully completed Basic SA 8000 training.	Yes
	Jasmandy Bin Syahrul	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Chan Shi Lie	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Successfully completed ISO 14001:2015 Lead auditor course and	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Requirement	Name of Assessor	Qualification	Compliance
		auditor for MSPO scheme.	
Completed High Conversation Value assessment	Chan Shi Lie	Qualified and appointed as auditor and lead auditor for MSPO scheme.	Yes
	Jasmandy Bin Syahrul	Qualified and appointed as auditor for MSPO scheme.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Chan Shi Lie	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes
	Jasmandy Bin Syahrul	Able to communicate in Bahasa Malaysia and English.	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



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 01 Audit:

Surveillance 01 audit is conducted remotely on 16/11/2020 -17/11/2020 for following activities but not limited to below:

Remote

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

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



- Virtual interview operation personnel and field workers for understanding of work assigned;
- Virtual stakeholders communication; If required
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit

Remote Assessment

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

The methodology for collection of objective evidence included 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.

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

For the ASA01 audit, Tanahglen Plantations Sdn Bhd has 1 estate. Therefore, no selection required.

Table 2-1: Estate(s) Selected

Name of Estate or Division	Coordinates
Tanahglen Plantations Sdn Bhd	N 5° 41' 18.77" E 117.1869°

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.

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



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 or Division	Location	Coordinates
Tanahglen Plantations Sdn Bhd	KM120, Telupid, Sandakan, Sabah.	N 5° 41' 18.77" E 117.1869°

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Nov 2020 to Dec 2020)
	Total*	Production**	
Tanahglen Plantation Sdn Bhd	249.90	225.00	400.00
Total	249.90	225.00	400.00

*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 or Division

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

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each estate	Total area to be replanted (ha)
	Tanahglen Plantation Sdn. Bhd.	
2022	60.30	60.30
2024	56.52	56.52
TOTAL	116.82	116.82

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



3.4. Maps of Estate Location

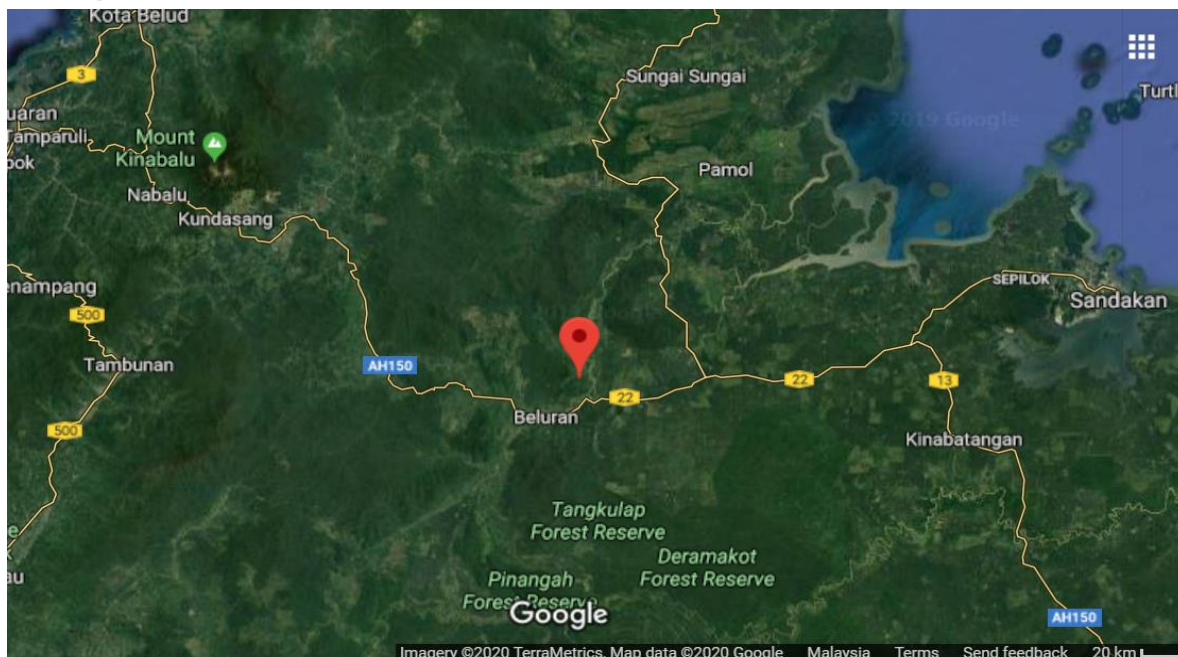


Figure 1: Tanahglen Plantation Sdn Bhd Sabah map.



Figure 2: Tanahglen Plantations Sdn Bhd estate map

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



4. CERTIFICATION ASSESSMENT

4.1. ASA 01

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

4.1.1. Surveillance 01:

The Remote Surveillance 01 audit is conducted on 16/11/2020 to 17/11/2020 covering one estate Tanahglen Plantations Sdn Bhd.

During the ASA01 audit, there are 0 Major, 0 Minor, 8 Opportunities for Improvement (OFI) are raised.

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

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

The audit 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.

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 15/10/2020 as to accommodate stakeholder's consultation meeting for Tanahglen Plantations Sdn Bhd to provide comments. As at audit date on 16/11/2020 – 17/11/2020 there are no comments received.

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



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>Tanahglen Plantations Sdn. Bhd. (TPSB) established the MSPO policy signed by General Manager dated 02/09/2020.</p> <p>The policy available in Bahasa Malaysia and English language.</p> <p>Review on the submitted photo observed the policy is display at estate notice board.</p> <p>Training MSPO & Company's Policies conducted on 27/09/2020.</p> <p>Interview with workers via phone called feedback they are aware and understand on the policy.</p>	Yes
4.1.1.2	<p>TPSB established the MSPO policy signed by General Manager dated 02/09/2020.</p> <p>The policy states the TPSB is committed 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 established Internal Audit Flow Chart, document no.: TG/SOP/020 dated 20/10/2020. Interview with management via phone called inform frequency of internal audit is on yearly basis.</p> <p>Latest internal audit conducted on 15/10/2020 with no findings raised.</p> <p>The internal audit report is review describes that operating unit (TPSB) has implemented the MSPO audit criteria.</p>	Yes
4.1.2.2	<p>TPSB conduct internal audit by using MSPO certification project – implementation progress checklist and summarize the assessment in internal audit report.</p> <p>Latest internal audit conducted on 15/10/2020 with no findings raised.</p>	Yes
4.1.2.3	<p>TPSB conducted management review meeting dated 28/10/2020 include discussion on internal audit result.</p>	Yes
4.1.3.1	<p>TPSB conducted management review meeting result on 28/10/2020 with agenda as follows:</p> <ul style="list-style-type: none"> • Internal audit result • Any other business 	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Interview with estate manager via phone call inform frequency of management review is conducted once a year after internal audit.	
4.1.4.1	<p>TPSB established Continuous Improvement Plan (CIP) based on consideration of pesticide, environment, waste reduction, pollution and emissions, social, health / safety, legal requirement and general issues dated 30/10/2020.</p> <p>Example:</p> <p>Waste reduction</p> <p>Improvement action: Reduction of plastic usage</p> <p>Expected outcome: Adopt 3R concept which are reduce, reuse and recycle</p> <p>Time frame: Ongoing process</p> <p>Location: Workers housing complex</p> <p>Responsibility: Estate manager</p> <p>Status at review date: Training on recycle conducted on 30/09/2020.</p> <p>Phone interview with workers feedback they aware on the 3R concept especially on recycling and reused concept.</p> <p>Review on the photo observed recycle bins and signboard installed in front of workers housing.</p>	Yes
4.1.4.2	<p>TPSB established flow chart for new information, techniques, equipment etc. dated 18/10/2019.</p> <p>Interview with management informed no new technology and technique implemented as of audit date.</p>	Yes
4.1.4.3	<p>TPSB established flow chart for new information, techniques, equipment etc. dated 18/10/2019.</p> <p>The flow chart describes as follows:</p> <ul style="list-style-type: none"> • Established work procedure • To select targeted group • To provide training 	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>TPSB established the List of Stakeholders updated 10/11/2020.</p> <p>The list included as below:</p> <ul style="list-style-type: none"> • Neighbors (Other Plantations) • Supplier s • Collection Centres 	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> • Smallholder/Villagers • NGO Government agencies <p>Stakeholders meeting conducted on 24/10/2020 include villagers representative, neighboring estates' representative and collecting centers.</p> <p>This stakeholders meeting include the description of MSPO, related SOP and company policies to stakeholders.</p> <p>Stakeholders giving positive feedback such as good communication between TPSB and stakeholders, good neighboring relationship and cooperative.</p>	
4.2.1.2	<p>TPSB established list of publicly available documents dated 10/11/2020.</p> <p>Example publicly available documents:</p> <ul style="list-style-type: none"> • MPOB license • Estate Map <p>Example of confidential documents:</p> <ul style="list-style-type: none"> • Financial report • Pay slips 	Yes
4.2.2.1	<p>TPSB established Consultation and Communication flow chart dated 02/09/2019 describes method of communication as follows:</p> <ul style="list-style-type: none"> • Written / circular • Bulletins • Meeting • Training / talk / briefing <p>Review on the stakeholders minute of meeting dated 24/10/2020 include consultation and communication flow chart briefing.</p>	Yes
4.2.2.2	<p>TPSB appoint assistant manager as person in-charge for consultation and communication.</p>	Yes
4.2.2.3	<p>TPSB established the List of Stakeholders dated 10/11/2020.</p> <p>The list included as below:</p> <ul style="list-style-type: none"> • Neighbors (Other Plantations) • Suppliers • Collection Centres • Villagers • NGO Government agencies <p>Review on the stakeholders minute of meeting dated 24/10/2020 include consultation and communication flow chart briefing to the stakeholders.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.3.1	<p>TPSB established SOP for Traceability, document no.: TG/SOP/011, revision 2 dated 20/10/2020.</p> <p>The SOP describes that to ensure the handling of outgoing FFB are carried out in the proper manner to ensure traceability and meet the sustainability requirement. Action and responsibilities of the Harvesters, FFB loaders, Tractor drivers and estate manager in the delivery and recording of outgoing FFB from own estate.</p> <p>Relevant records:</p> <ul style="list-style-type: none"> Estate Dispatch Note Weighbridge Tickets 	Yes
4.2.3.2	<p>TPSB has conducted Internal audit dated 15/10/2020 include traceability with no findings raised.</p> <p>The estate manager inspect the documents on monthly basis.</p> <p>Example FFB for the month of October 2020 is review include the date, delivery chit, mill weighbridge no, vehicle number, tonnage and etc.</p>	Yes
4.2.3.3	TPSB appoint estate manager as person in-charge for traceability.	Yes
4.2.3.4	<p>TPSB established records of sales and delivery and verify by estate manager by monthly basis.</p> <p>Sighted monthly records of sales and delivery of FFB documented from January to October 2020.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>TPSB established list of related laws and regulations updated on 10/06/2020.</p> <p>Example:</p> <p>Occupational Safety and Health Act 1994.</p> <p>Prevention and Control of Infectious Disease Act 1988.</p> <p>TPSB established list of permits and licenses updated on 14/10/2020.</p> <p>Example:</p> <p>MPOB license validity period from 01/11/2020 till 31/10/2021.</p>	Yes
4.3.1.2	<p>TPSB established list of legal document updated on 10/06/2020.</p> <p>Example:</p> <p>Malaysia Palm Oil Board Act 1998 (Act 582).</p> <p>Occupational Safety and Health Act 1994.</p> <p>Sabah Labor Ordinance Cap 67.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Prevention and Control of Infectious Disease Act 1988.	
4.3.1.3	The list of legal document established on 25/03/2019 updated on 10/06/2020. The update include the Prevention and Control of Infectious Disease Act 1988.	Yes
4.3.1.4	Appointed person for updating legal documents, regulations and licenses is General Manager.	Yes
4.3.2.1	TPSB land title is country lease issued by Sabah Land Authority with purpose of cultivation of oil palm and tenure of 99 years. Therefore, will not diminish land use rights of other users	Yes
4.3.2.2	TPSB land title is country lease issued by Sabah land Authority with a tenure of 99 years and for purpose of cultivation of oil palm.	Yes
4.3.2.3	Land title include map stating the total area with boundary stone numbering. During photo verification, boundary marker is marked with blue colour wooden stick.	Yes
4.3.2.4	TPSB land title is country lease issued by Sabah Land Authority. Therefore, no dispute record available.	Yes
4.3.3.1	TPSB land title are country lease issued by Sabah Land Authority. No customary land title review.	Yes
4.3.3.2	There is no customary right land lease or owned by TPSB. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land lease or owned by TPSB. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	TPSB established SIA dated 06/11/2020. The report includes information feedback of internal and external stakeholders. The SIA report includes both positive and negative impacts and time frame for monitoring the completion period. The positive impacts are continuously promoted while negative impacts are mitigated within a time frame to carry out the action and included in CIP for monitoring. Estate manager or mandore are responsible for the action and implementation. Example:	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Positive impact: Housing and basic amenities available.</p> <p>Monitoring / action plan: Continuous housing and facilities maintenance.</p> <p>PIC: Estate manager</p> <p>Status: Continuous.</p> <p>Negative impact: Mosque is not available.</p> <p>Monitoring / action plan: The workers number not required to build a mosque in the estate. After discussion vehicles are provided to workers to neighboring estate mosque for prayer activities.</p> <p>PIC: Estate manager.</p> <p>Status: Transport is available for Friday prayer at neighboring estate.</p> <p>During phone Interview with management indicates SIA will be reviewed once a year.</p> <p>During phone interview with workers feedback the housing maintenance will be conducted when they request for housing maintenance. Workers also feedback estate provide transport to neighboring estate for Friday prayer.</p>	
4.4.2.1	<p>TPSB established Complaint and Grievance flow chart dated 03/11/2019.</p> <p>The procedure states timelines to solve the complaint is 15 days after lodge the complaint. PIC to resolve complaint is the estate manager.</p> <p>The procedure is displayed in estate notice board.</p> <p>Phone interview with field workers, they understand the process to make complaint or grievance when required.</p>	Yes
4.4.2.2	<p>TPSB established complaint and grievance form.</p> <p>Complaint record is review no complaint lodged from year 2019 till the audit date.</p>	Yes
4.4.2.3	<p>The complaint and grievance form is available at the office that can be access by all workers.</p>	Yes
4.4.2.4	<p>TPSB conducted complaint and grievance flow chart training to workers on 01/10/2020.</p> <p>During phone interview with workers they are able to demonstrate their awareness on the flow chart and complaint could be lodged at any time.</p>	Yes
4.4.2.5	<p>Review of complaint records, no complaint lodged from year 2019 till the audit date. The records are kept in the estate office.</p>	Yes
4.4.3.1	<p>TPSB provides job opportunity to local communities for estate operation.</p>	Yes
4.4.4.1	<p>Safety and Health policy dated 02/09/2019 signed by General Manager.</p> <p>During photo verification the policy is available at the estate notice board.</p> <p>The policy briefing conducted on 27/09/2020.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
4.4.4.2	a	<p>The safety and health policy is available at the notice boards.</p> <p>Workers are briefed on the policy on 27/09/2020 and stakeholders briefed on 24/10/2020.</p> <p>During field photo verification the policy displayed at estate notice board.</p> <p>During phone interview with workers informed they understand the policy.</p>	Yes
	b	<p>TPSB established HIRARC dated 08/10/2020 for all estate operations.</p> <p>HIRARC table include: activity, hazards, risk and effects, control, risk after control, PIC and review.</p> <p>Example:</p> <p>Activity: Cutting and stacking of fronds.</p> <p>Hazard: Cut or prick by frond thorn.</p> <p>Risk and effect: Scratch, bruises or injuries to hand, finger or foot.</p> <p>Control: Training and briefing given to workers.</p> <p>Risk after control: Moderate.</p> <p>PIC: Estate manager or mandore.</p> <p>Review: Annually.</p> <p>During phone interview with workers informed they have been briefed the training for work safety by estate manager.</p>	Yes
	c i	<p>TPSB conducted training on chemical handling to workers such as spraying and premix chemical SOP conducted on 23/07/2020.</p>	Yes
	c ii	<p>SDS is available at the chemical, fertilizer and diesel stores.</p> <p>Example:</p> <ul style="list-style-type: none"> • Allay 20DF dated review 03/01/2018 • Petronas Diesel dated review 26/07/2018. <p>SDS available in English and Bahasa Malaysia this confirmed during document and photo review.</p> <p>During photo verification store is in good condition with arrangement of liquid chemical placed in tray below and powder chemical placed on top. Il chemicals have the original labelling.</p>	Yes
	d	<p>Records of PPEs issuance are maintained and reviewed.</p> <p>Example:</p> <ul style="list-style-type: none"> • Safety google. • Apron. 	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>During virtual inspection workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA.</p> <p>COVID-19 procedure briefing conducted on 30/09/2020.</p> <p>CHRA report established dated 19/11/2019.</p>	
e	<p>TPSB established procedure chemical mixing and chemical storage dated 22/10/2020.</p> <p>TPSB adopts the SDS for handling of chemicals and storage.</p> <p>Store is in good condition with arrangement of liquid chemical placed in tray below and powder chemical placed on top.</p> <p>During phone interview with management and site photo review confirmed the store is maintain with good ventilation and liquid chemical place in tray below.</p>	Yes
f	<p>TPSB appointed estate manager as person in-charge for safety and health.</p>	Yes
g	<p>The safety and health meeting conducted on 30/09/2020 attended by workers and estate manager.</p> <p>The meeting includes safe working practices, PPE, COVID-19, PPE, hygiene, accident, safe handling of FFB transport.</p> <p>No accident or injury reported in the meeting minutes.</p> <p>TPSB have total of 18 workers therefore not required to conduct quarterly meeting according to DOSH requirement.</p>	Yes
h	<p>TPSB established emergency respond plan dated 18/10/2019.</p> <p>Map of emergency assembly point and contact details available at office and housing notice board.</p> <p>Emergency response training conducted on 27/09/2020.</p> <p>During phone interview with workers informed they attended the emergency response training and aware location of assembly point.</p>	Yes
i	<p>TPSB conducted first aid training on 29/09/2020.</p> <p>Contact details for emergency available at estate notice boards.</p> <p>During phone interview with worker informed first aid kit available at office and operations site.</p>	Yes
j	<p>TPSB established record book for accidents and injuries. Records review no accident or injuries recorded.</p> <p>JKKP reported for year 2019 on 11/10/2020 with no accident or injury reported.</p> <p>During phone interview with workers informed no accident occur in the estate.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.1	<p>TPSB established Social Policy dated 02/09/2020 signed by General Manager and during photo verification the policy is display at estate notice board.</p> <p>Policy states:</p> <p>Respect and protect the fundamental of human rights as stated in universal declaration of human rights of the United Nations.</p> <p>Policy briefing conducted on 27/09/2020.</p> <p>During phone interview with workers informed they are aware of the policy.</p>	Yes
4.4.5.2	<p>TPSB established Social Policy dated 02/09/2020 signed by General Manager.</p> <p>The policy states 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.</p> <p>Complaint record review no complaint lodged for the related issue.</p> <p>During phone interview with workers informed no discriminate case happen in the estate.</p>	Yes
4.4.5.3	<p>TPSB established contract agreement for workers in accordance to Sabah Labour Ordinance and Minimum Wage Order (Amendment) 2018.</p> <p>The contract agreement states the pay rate of RM42.30 per day in accordance to the Minimum Wages Order 2018. The working contracts are signed by workers and management.</p> <p>List of piece rate established dated 10/01/2019 is displayed at the notice board.</p> <p>The pay slip indicates the workers pay in line with daily rate states in contract agreement and list of piece rate.</p> <p>During phone interview with workers informed they are briefed on the list of piece rate and agreed with the rate paid.</p>	Yes
4.4.5.4	<p>TPSB do not engage contractors for any field operations. Therefore, not required to monitor contractor worker wage.</p>	Yes
4.4.5.5	<p>TPSB established list of workers that contain full names, gender, date of birth, date of entry, nationality and job description.</p>	Yes
4.4.5.6	<p>TPSB established worker contract for every worker recruited.</p> <p>The management provide fair contract that has been signed by both parties.</p> <p>The workers is briefed on the working contract terms and conditions, wage and copy is provided.</p> <p>During phone interview with workers feedback they are briefed on the contract terms and conditions and received a copy after signed.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.7	<p>TPSB established 'Masa Kerja' and displayed at notice board.</p> <p>The working hours for estate starts from 5:30am to 1:30pm with rest time from 10:30am to 11:00am.</p> <p>Workers time recording via morning muster check roll.</p> <p>Working hours and overtime stated in working contract.</p> <p>Overtime rate according to Sabah labour ordinance requirements of 1.5 time hourly rate for normal overtime and 2.0 time hourly rate for rest day and public holidays.</p> <p>During phone interview with workers, they understand on the working hours and overtime rate however they informed no OT practice in the estate.</p>	Yes
4.4.5.8	<p>During site photo verification working hours publicly available at notice board.</p> <p>The working hours is from 5:30 am to 1:30 pm.</p> <p>The break time is between 10:30 am to 11:00 am.</p> <p>The overtime is based on mutual basis.</p> <p>During phone Interview with workers, they are aware of overtime rate however no overtime practices in the estate.</p>	Yes
4.4.5.9	<p>TPSB established 'Masa Kerja' and displayed at the notice board.</p> <p>Reviewed on the pay slip of workers for working hours complied with legal regulations.</p> <p>During phone interview with workers feedback they understand the working hours and overtime time.</p> <p>Workers informed the wage paid is in line with legal requirements or follow list of piece rate agreed by both parties.</p>	Yes
4.4.5.10	<p>TPSB provides benefits to workers such as medical care, gardening area and transportation to clinic.</p>	Yes
4.4.5.11	<p>TPSB workers housing according to the industry best practices.</p> <p>During virtual observation on the worker living quarters has basic amenities such as water, electricity and toilet.</p>	Yes
4.4.5.12	<p>TPSB established Social policy dated 02/09/2020 signed by General Manager.</p> <p>The policy states:</p> <ul style="list-style-type: none"> To prevent and remediate all forms of harassment and abuse and unlawful or unethical discrimination. To prevent sexual harassment and violence against women workers and other community. <p>During site photo verification the policy is displayed at notice boards.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The policy briefing conducted to workers on 27/09/2020. No complaint lodged for related issue.	
4.4.5.13	TPSB established Social policy dated 02/09/2020 signed by General Manager. Policy states Respect employees that have right and freedom to form or join trade union. The workers meeting conducted on 30/09/2020 attended by management and workers include agenda COVID-19, hygiene, housing environment, water and electricity issues During phone interview with workers feedback they have no interest to form or join any union.	Yes
4.4.5.14	TPSB established Social policy dated 02/09/2020 signed by General Manager. The policy statement: No children under the age of 18 years old are be employed by the company. Review on the employees list confirmed all the workers are above 18 years old.	Yes
4.4.6.1	TPSB established training program dated 10/11/2020. Example of training conducted: <ul style="list-style-type: none"> • MSPO and company policies dated 27/09/2020. • Emergency response plan dated 27/09/2020. • Waste management dated 23/07/2020. 	Yes
4.4.6.2	TPSB established Training need analysis dated 05/11/2020 for all workers. The training need analysis is based on job description.	Yes
4.4.6.3	TPSB established training programme dated 10/04/2020 for year 2020. Example of training: Company policies dated 27/09/2020. COVID-19 SOP dated 30/09/2020.	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	TPSB established Environmental Policy dated 02/09/2020 signed by General Manager. The policy describes TPSB committed to minimize the environmental impact of its operation and understand the importance of conserving	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>natural resources. The 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 established Environmental Management Plan (EMP) dated 05/10/2020 which includes activity, environment aspect and impact, mitigation/ improvement plan, monitoring plan and person in-charge.</p> <p>Briefing on the Environmental Policy to the workers conducted on 27/09/2020 by TPSB.</p> <p>Briefing record includes photo and attendance list is reviewed.</p> <p>Phone call interview with workers informed they are aware of the environment policy.</p> <p>Review on the estate photo indicate Environmental policy is displayed at notice board.</p>	
4.5.1.2	<p>a</p> <p>TPSB established Environmental Policy dated 02/09/2020 with the objectives as below:</p> <ul style="list-style-type: none"> • TPSB is committed in minimizing the environmental impact of its operations and understands the importance of conserving natural resources. • TPSB strive to promote improvement whenever practical that will ensure a sustainable future. 	Yes
	<p>b</p> <p>TPSB established EMP dated 05/10/2020 includes environmental aspect and impact for all operations.</p> <p>Operations cover includes fertilizer application, weed and pest control, diesel storage, workshop operation, water supply and harvesting.</p> <p>Example:</p> <p>Activity: Diesel storage</p> <p>Aspect: Diesel spillage</p> <p>Impact: Pollution to water course and land</p> <p>Plan: Concrete bund wall around the diesel storage</p> <p>Monitoring: Monthly</p> <p>Person In-Charge: Estate manager</p> <p>Review on the diesel storage photo, bund wall constructed around the diesel store and no spillage observed.</p> <p>Phone call interview with estate manager informed visual monitoring conducted to check any leakage of the diesel.</p>	Yes
4.5.1.3	<p>TPSB established EMP dated 05/10/2020 includes environment aspect and impact for all operations.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Operations cover includes fertilizer application, weed and pest control, diesel storage, workshop operation, water supply and harvesting.</p> <p>Example:</p> <p>Activity: Fertilizer application</p> <p>Negative impact: Contamination of water course</p> <p>Plans & monitoring programs: No fertilizer at buffer zone area</p> <p>Positive impact: Fertilizer supply nutrient for palm growth and crop production</p> <p>Continuous improvement program: Fertilizer application training</p> <p>Document review indicate training for fertilizer application conducted on 20/07/2020.</p> <p>Phone call interview with workers informed they are understood of the fertilizer application training.</p>	
4.5.1.4	<p>TPSB established EMP dated 05/10/2020 includes a program to promote positive impact.</p> <p>Example:</p> <p>Activity: Pruned palm oil fronds</p> <p>Negative impact: Decomposed pruned frond become a breeding host for Rhinoceros beetle</p> <p>Plans and monitoring programs: Pruning program twice a year</p> <p>Positive impact: Pruned frond can retain the soil moisture</p> <p>Continuous improvement program: Work progress monitored by staff and mandore</p> <p>Review on the estate photo indicate pruning work is in progress.</p> <p>Phone call interview with the management informed:</p> <ul style="list-style-type: none"> • Staff and mandor instructed to present during pruning work in progress. • Pruning program conducted twice a year. 	Yes
4.5.1.5	<p>TPSB established training program for 2020 updated on 10/11/2020 include environmental training.</p> <p>Example:</p> <ul style="list-style-type: none"> • Recycle program dated 30/09/2020 • Zero burning dated 27/09/2020 • Buffer and riparian zone dated 29/09/2020 • Environmental policy briefing dated 27/09/2020 <p>Review on the training record includes photo, attendance and the contents.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Interview by phone call with workers informed, they are aware of the training conducted.	
4.5.1.6	<p>TPSB conducted latest environmental meeting on 04/10/2020.</p> <p>Agenda includes:</p> <ul style="list-style-type: none"> • Recycle program • Zero burning • Saving on water consumption • Buffer zone management • Endangered species • No hunting and trespassing within the estate and riparian area <p>Review on the meeting record, attendance and photos are verified.</p>	Yes
4.5.2.1	<p>TPSB established baseline value for diesel consumption from 2017 to 2019 as a guideline to monitor and compare actual diesel usage in year 2020.</p> <p>Review the diesel consumption record for year 2020 indicate diesel usage is below the average baseline value from year 2017 to 2019 for the period of January to October.</p>	Yes
4.5.2.2	<p>TPSB established diesel consumption record for year 2020.</p> <p>Document review indicate diesel consumption for year 2020 is below baseline value from the period of January to October.</p>	Yes
4.5.2.3	<p>TPSB installed solar panel for street lights at store, workshop and office area.</p>	Yes
4.5.3.1	<p>TPSB established record of Type of Wastes dated 13/10/2020.</p> <p>Identified wastes grouped into gaseous, solid and liquid.</p> <p>All wastes and sources of the pollution are identified with disposal method.</p> <p>Example:</p> <p>Waste group: Liquid waste</p> <p>Source: Workshop</p> <p>Waste: Oil Spill</p> <p>Disposal method: Store in scheduled waste store before collected by DOE authorized contractor.</p> <p>Interview with the management informed the contractor will collect if the movement restriction order is lifted up.</p>	Yes
4.5.3.2	<p>a) TPSB established Waste Management Plan (WMP) dated 13/10/2020.</p> <p>All wastes and sources of the pollution are identified.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Waste: Chemical container</p> <p>Source: Agriculture activity</p> <p>Disposal method: Reused for spraying activity</p>	
	<p>b</p> <p>TPSB established WMP dated 13/10/2020 and has identified potential wastes for recycle, reuse and reduce.</p> <p>Example:</p> <p>Waste: Used tires</p> <p>Source: Workshop</p> <p>Disposal method: Reused for flower pot</p>	Yes
4.5.3.3	<p>TPSB established SOPs for handling, storage and disposal of used chemical as below:</p> <ul style="list-style-type: none"> • 'Kerja Selamat – Mencampur Kimia Racun', Doc. No. TG/SOP/003 updated on 22/10/2020. The procedure describe to use tray during chemical pre-mixing. • 'Penyimpanan Racun', Doc. No. TG/SOP/008 updated on 22/10/2020. The procedure describe, storage of the empty containers as per Pesticides Act 1974. • 'Pelupusan Bekas Racun', Doc. No. TG/SOP/007 updated on 22/10/2020. The procedure describe all empty containers must undergo triple rinse process and disposed by authorized collector. <p>Review on scheduled waste inventory record and field photo indicates, empty containers reused for spraying activity.</p>	Yes
4.5.3.4	<p>TPSB established SOP 'Pelupusan Bekas Racun', Doc. No. TG/SOP/007 updated on 22/10/2020 to manage empty chemical container.</p> <p>The procedure describes:</p> <ul style="list-style-type: none"> • All empty containers must go for triple rinse process and punctured. • Rinsed water will be reused for chemical spraying activity. • All chemical containers will be marked and labelled before reused. • Only authorized contractor appointed to collect the empty container. <p>Records of the empty container are reviewed.</p> <p>During photo review, empty chemical containers are marked and reused for chemical spraying activity.</p>	Yes
4.5.3.5	<p>TPSB established WMP dated 13/10/2020 and include management for domestic wastes.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Waste identification: Domestic waste</p> <p>Source: Housing</p> <p>Disposal method: Land fill</p> <p>Review on the estate map indicate location of the landfill is far from the housing complex and stream.</p>	
4.5.4.1	<p>TPSB established WMP dated 13/10/2020.</p> <p>Type of wastes identified grouped into gaseous, solid and liquid.</p> <p>Established WMP includes disposal and treatment method of the wastes identified.</p> <p>Example: Solid waste</p> <ul style="list-style-type: none"> • Waste: Fertilizer bag • Source: Agriculture activity • Disposal method: Washed and reused for loose fruit collection. <p>Example: Gaseous waste</p> <ul style="list-style-type: none"> • Source: Farm tractor • Waste: Carbon monoxide • Treatment: Monitor diesel usage of the farm tractor <p>TPSB established daily diesel consumption record for year 2020.</p> <p>Document review indicate the record is updated as at 14/11/2020.</p>	Yes
4.5.4.2	<p>TPSB established action plan to reduce identified pollutants and emissions.</p> <p>Example:</p> <p>Source: Farm tractor</p> <p>Fuel: Diesel</p> <p>Impact: GHG emissions can have adverse impact on the environment</p> <p>Mitigation plan: Daily monitoring of diesel usage and regular maintenance of the farm tractor to reduce smoke emissions.</p> <p>Verify on the vehicles service and diesel usage records confirmed the mitigation plan to reduce significant pollutant.</p>	Yes
4.5.5.1	<p>a</p> <p>TPSB established Water Management Plan dated 20/10/2020.</p> <p>The water management plan includes:</p> <ul style="list-style-type: none"> • Water catchment and treatment plant • Water source 	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Estimate water requirement Water consumption monitoring <p>The water management plan indicates water sources are from rain water and natural water pond for domestic and estate operation usage.</p>	
b	<p>Review of TPSB estate map indicate there is stream passing through the estate area.</p> <p>Water quality test conducted once a year by third party for in and out going water.</p> <p>Latest water analysis test conducted on 05/10/2020 and the results are within permissible level.</p>	Yes
c	<p>TPSB established rainfall records to manage water usage for domestic and field operations.</p> <p>Phone call interview with the management informed rinsed water reused for chemical spraying activity.</p> <p>TPSB established inspection record book to monitor any water leakage at the office, housing, chemical and fertilizer stores and workshop.</p> <p>Document review indicate latest inspection conducted on 05/11/2020.</p> <p>Interview by phone call with the management informed inspection conducted twice a week.</p>	Yes
d	<p>Review of TPSB estate map indicate there is stream passing through the estate area.</p> <p>TPSB established Water Management Plan dated 20/10/2020 include management of buffer zone.</p> <p>The management plan indicates any cultivation and maintenance activity are not allowed.</p> <p>Review on the buffer zone photo indicates natural vegetation are maintained and appropriate signage is installed as information to workers to discourage any illegal or inappropriate activities such as spraying, manuring and littering.</p> <p>Briefing on the buffer zone conducted on 29/09/2020.</p> <p>Interview by phone call with workers informed no activity allowed at buffer zone area.</p>	Yes
e	<p>Review on the buffer zone photo indicate no vegetation removed from buffer zones.</p>	Yes
f	<p>Phone call interview with the estate management confirmed no bore well installed for water supply.</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Interview by phone call with workers informed water sources from rain water and natural pond only.	
4.5.5.2	Review on the buffer zone photo indicates no bunds or weirs or dams constructed across the stream. Further verify by phone call interview with the workers and management.	Yes
4.5.5.3	TPSB practicing rain water harvesting for domestic usage and field operations. Review on workers housing, stores and workshop photos observed rain gutter installed to collect rain water and water tank provided for rain water storage.	Yes
4.5.6.1	a TPSB established Biodiversity Assessment Report on October 2020. The assessment has identified wildlife within the estate. TPSB conduct 'Biodiversity Training – Haiwan Dilindungi dan Larangan Memburu' dated 29/09/2020 to the workers. During workers interview by phone call, they are aware of protected wildlife.	Yes
	b TPSB established Biodiversity Assessment Report on October 2020. The assessment has identified wildlife within the estate. Example: <ul style="list-style-type: none"> • Mammal: 'Rusa' • Birds: 'Murai Batu Borneo' • Reptiles: Ular Sawa Darah TPSB conduct 'Biodiversity Training – Haiwan Dilindungi dan Larangan Memburu' dated 29/09/2020 to the workers.	Yes
4.5.6.2	a Photo of protected wildlife and 'No Hunting' signage are displayed at the estate notice board including penalty of RM50, 000 or 5 years in prison. Review on the buffer zone photo, appropriate signage installed as information to workers to discourage any illegal or inappropriate activities such as hunting and fishing. TPSB conduct 'Biodiversity Training – Haiwan Dilindungi dan Larangan Memburu' dated 29/09/2020 to the workers.	Yes
	b Photo of protected wildlife and 'No Hunting' signage are displayed at the estate notice board including penalty of RM50, 000 or 5 years in prison as information to the estate workers. Interview by phone call with workers informed they are aware of the protected wildlife and hunting is not allowed.	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.3	<p>TPSB established patrolling record book to monitor wildlife sighted in the estate area.</p> <p>Example: 'Burung Trocok' sighted by the worker at the Block 3 dated 12/08/2020.</p>	Yes
4.5.7.1	<p>TPSB established Zero Burning Policy dated 01/09/2019 signed by General Manager.</p> <p>The policy describes:</p> <ul style="list-style-type: none"> • Implement zero burning on all oil palm cultivation activities. • There shall be no open burning of any kind except where deemed necessary with prior approval of relevant authorities. <p>Verify on landfill and housing area photo indicates, there are no open burning practiced.</p>	Yes
4.5.7.2	<p>During phone interview with TPSB management informed, there is no serious palm disease at the estate require burning.</p> <p>Verify on the field photos observed no disease required for burning.</p> <p>Therefore, no document established for approval of controlled burning.</p>	Yes
4.5.7.3	<p>TPSB established Environment policy dated 02/09/2020 signed by General Manager.</p> <p>The policy describes;</p> <ul style="list-style-type: none"> • Implement zero burning on all oil palm cultivation activities • There shall be no open burning of any kind except where deemed necessary with prior approval of relevant authorities. <p>Phone call interview with the management informed there are no disease require burning.</p> <p>Therefore, no document established for approval for controlled burning.</p>	Yes
4.5.7.4	<p>TPSB established replanting program dated 02/09/2020.</p> <p>Verify on the replanting program indicate there are no replanting until 2022.</p> <p>Phone call interview with the management confirmed the replanting exercise will commenced in 2022.</p> <p>Therefore no verification on the previous crops are felled, chipped and shredded, pulverized and mulched.</p> <p>Will verify when replanting carried out.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>TPSB established SOPs for best practices.</p> <p>Example:</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Harvesting, TG/SOP/004 updated on 20/10/2020 Manuring, TG/SOP/001 updated on 22/10/2020 Spraying, TG/SOP/002 updated on 22/10/2020 Driving farm tractor, TG/SOP/006 updated on 20/10/2020 <p>Training of the SOPs to estate workers conducted as below:</p> <ul style="list-style-type: none"> Farm tractor dated 30/09/2020 Harvesting dated 30/09/2020 Manuring dated 20/07/2020 Spraying dated 23/07/2020 <p>Review on the training records include attendance list, material and pictures.</p> <p>Phone Interview with workers informed they aware of the company SOP.</p> <p>Review of field photos, fronds are stacked properly to ease harvesting and loose fruit collection.</p>	
4.6.1.2	<p>TPSB established procedure for Soil Conservation Measures for Planting at Slope dated 03/09/2020.</p> <p>The procedure includes information of slope class, impact, action and goal.</p> <p>From review of photos provided, it is observed the estate is not hilly and there are slope of less than 10degrees.</p> <p>Fronds are staked along the lips of the terrace to prevent soil erosion and fertilizer run-off.</p>	Yes
4.6.1.3	<p>TPSB established block marker for each block with information of block number, total hectare, planting year and material.</p> <p>Example:</p> <p>Block: 01</p> <p>Planted ha.: 38.88 ha</p> <p>Planting year: 2001</p> <p>Material: DxP IJM</p> <p>Review on estate map block number for each block is listed.</p> <p>Verify on estate photo, block marker is installed at each block.</p>	Yes
4.6.2.1	<p>TPSB established 5 years business plan from 2020 to 2024 dated 08/11/2020.</p> <p>The budget includes:</p> <ul style="list-style-type: none"> Crop projection Estimate FFB, CPO & PK price 	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Operational expenses Capital expenditure Production cost per ton of FFB Replanting cost Net income 	
4.6.2.2	<p>TPSB established 3 years replanting program dated 02/09/2020 as below:</p> <ul style="list-style-type: none"> 2022: 60.30 ha 2024: 56.52 ha 2026: 82.0 ha 	Yes
4.6.2.3	<p>TPSB established 5 years business plan from 2020 to 2024 dated 08/11/2020.</p> <p>The budget includes:</p> <ul style="list-style-type: none"> Crop projection Estimate FFB, CPO & PK price Operational expenses Capital expenditure Production cost per ton of FFB Replanting cost Net income 	Yes
4.6.2.4	<p>TPSB established monthly monitoring report on operational cost and FFB production.</p> <p>The previous month actual performance used to monitor the following month performance.</p>	Yes
4.6.3.1	<p>TPSB purchase chemical, fertilizer and any product from the supplier where the price are verbally obtained.</p> <p>The invoice describes type of product purchase and amount to pay.</p>	Yes
4.6.3.2	<p>TPSB purchase chemical, fertilizer and any product from the supplier where the price are verbally obtained.</p> <p>The invoice describes type of product purchase and amount to pay.</p> <p>Review on the invoice includes total amount, product and date of purchase.</p> <p>Example:</p> <p>Date: 06/08/2020</p> <p>Invoice no.: IN2008/009</p>	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Product: Lubricant oil	
4.6.4.1	TPSB do not engage any contractor for field operation. Thus, no document established.	Yes
4.6.4.2	TPSB do not engage any contractor for field operation. Thus, no document established.	Yes
4.6.4.3	TPSB do not engage any contractor for field operation. Thus, no document established.	Yes
4.6.4.4	TPSB do not engage any contractor for field operation. Thus, no document established.	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	TPSB Planting statement dated 02/09/2020 is review and there are no new planting carried out within the estate. The 1 st and last planting is conducted on 2001 and 1 st replanting is in year 2015. Therefore, no biodiversity assessment required.	Yes
4.7.1.2	TPSB Planting statement dated 02/09/2020 is review and there are no new planting carried out within the estate. The 1 st cycle replanting conducted in year 2015 for an area of 40.31 ha that is less than 100ha. Therefore, no PMM required.	Yes
4.7.2.1	TPSB Planting statement dated 02/09/2020 is review and there is no peat land. Therefore, no soil map established.	Yes
4.7.3.1	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.2	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.3	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholders scheme in TPSB. Therefore, not applicable.	Yes
4.7.4.1	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no soil map established.	Yes
4.7.4.2	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no topography map established.	Yes
4.7.5.1	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no topography map established and no permit available.	Yes
4.7.5.2	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no plan established.	Yes
4.7.5.3	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no soil map established	Yes
4.7.6.1	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no FPIC conducted and no communities affected.	Yes

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



4.7.6.2	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. There are no sacred sites, therefore no management plan established.	Yes
4.7.6.3	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no SOP on handlings any customary land ownership and compensation established.	Yes
4.7.6.4	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no compensation and agreement established	Yes
4.7.6.5	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no identification and assessment of legal and recognized customary rights established	Yes
4.7.6.6	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no system established for calculating the compensation for distribution.	Yes
4.7.6.7	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no compensation plan established.	Yes
4.7.6.8	TPSB Planting statement dated 02/09/2020 is review and there is no new planting carried out within the estate. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
X	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	No non-conformity raised in previous audit.
<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>	

4.5. Detail of Audit Findings in last audit

AUDIT OUTCOME

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd
 Certifying Unit: Tanahglen Plantations Sdn Bhd
 Client Number: 920145
 Audit Type: ASA 01
 Mode of Audit: Remote



During last 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
Deadline for implementation			
Root Cause Analysis (by company):			
Forgot to prepare the NCR for Internal audit			
Correction (by company):			
NCR for internal audit established			
Corrective / Preventive Action (by company)			
Discussion, meeting or Training SOP Internal Audit for future Internal Audit and monitoring documents			
Review of Correction & Corrective / Preventive Action			
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.			
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 in Training: Mohd Nur Amin Bin Mohd Halim		Date of Closure: 06/01/2020	
Review of Implementation			
TPSB conducted internal audit on 15/10/2020 and review on the internal audit report no finding is raised. The implementation is review and sufficient.			

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Non Conformity Number < 1 >

Name of Auditor: Chan Shi Lie	Date of Review: 17/11/2020
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The previous OFIs are verified during the remote audit and implemented appropriately.

4.6. Detail of Remote Audit Findings Identified during this audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1	4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action	Office	TPSB may consider Improve the internal audit flow chart on frequency of internal audit conducted and time frame for addressing non-conformity.
2	4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	Office	TPSB may consider improve on list of stakeholder.
3	4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	Office	TPSB may improve on period of addressing the respond from stakeholders.
4	4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.	Office	TPSB may consider improve the traceability flow chart on retention period of records keeping.

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



Nr.	Indicator	Description	Location	Opportunity for Improvement
5	4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	Office	TPSB may consider improve content of SIA impact related to infectious disease such as COVID-19.
6	4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	Office	TPSB may consider improve include agenda of the environmental meeting.
7	4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented	Store	TPSB may consider improve the construction of the oil trap.
8	4.5.5.1 (a)	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: Assessment of water usage and sources of supply	Office	TPSB may consider improve information in the water management plan.

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



5. CONCLUSION

Tanahglen Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct ASA01 audit consisting of 1 estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided TUV NORD Malaysia with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-Part 3:2013 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

Total certified number of estate(s):	1
Total certified production area:	249.90 Ha
Certified FFBS January to October 2020:	1,718.31 Mt
Project FFBS November to December 2020	400.00 Mt

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



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, 15/12/2020

Sheron Pui Ling Wui
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 15/12/2020

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

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



7. LIST OF STAKEHOLDERS

Table 7-1: List of Interviewed Stakeholders

No.	Organisation
Nil	Nil

No list of interviewed stakeholders available as this is TPSB ASA 01 audit. Therefore, no stakeholders interviewed required.

MSPO Certification Summary Report

Company Name: Tanahglen Plantations Sdn Bhd

Certifying Unit: Tanahglen Plantations Sdn Bhd

Client Number: 920145

Audit Type: ASA 01

Mode of Audit: Remote



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