

MSPO CERTIFICATION SUMMARY REPORT

TANAHGLEN PLANTATIONS SDN. BHD.

SURVEILLANCE 04

Onsite Audit Date: 12/12/2023 - 13/12/2023

TUV NORD (Malaysia) Sdn Bhd
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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: ASA 04

Mode of Audit: Onsite

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

1. INTRODUCTION

Tanahglen Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance audit 04 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 04 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 Tanahglen Plantations Sdn Bhd.

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

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

TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

The following references are used as part of the assessment; the compliance of the requirements out of the guidelines applied was checked.

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

1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and 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: Ariff Bin Lokman

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following <ul style="list-style-type: none"> 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 	Graduate in Plantations Industry and Management.

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

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Qualification of Team Member(s)

Requirement	Name of Assessor	Qualification
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Muhammad Khairul Anuar Bin Azizul Hasan	Graduate in Plantations Industry and Management.
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Muhammad Khairul Anuar Bin Azizul Hasan	7 years working experience in oil palm plantation.
Successfully completed MPOCC endorsed lead auditor trainings	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed MS2530 series of standards for Lead Auditors.
Carried out 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 based on audit log.
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.
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.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.

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Requirement	Name of Assessor	Qualification
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Muhammad Khairul Anuar Bin Azizul Hasan	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Completed High Conversation Value assessment	Muhammad Khairul Anuar Bin Azizul Hasan	Attended and completed the HCV assessors' course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Muhammad Khairul Anuar Bin Azizul Hasan	Able to communicate in Bahasa Malaysia and English.

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2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews operational personnel, workers, contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

Surveillance 04 Audit:

The Surveillance 04 audit conducted onsite on 12/12/2023 – 13/12/2023 covering the following activities but not limited to below:

Onsite:

- Background investigation
- Review of documentation established but not limited to below
 - Policies
 - Estate map
 - Land titles
 - Standard Operating Procedures;
 - Work Flow Charts;
 - Management Plans;
 - Operating licenses and approvals;
 - Operating records;
 - Training records;
 - Applicable Legislation Documents
- Onsite visit, observations and inspection of estate facilities and field activities;
- Interview operation personnel and field workers for understanding of work assigned;
- Reviewed revised and updated documentation established and implemented;

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- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit;
- Assessment reporting;

On-site Assessment

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

The methodology for collection of objective evidence by means of 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.

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

Table 2-1: Estate Selected

Name of Estate	Coordinates
Tanahglen Plantations Sdn Bhd	N 5.68854722° 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.

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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 5.68854722° E 117.1869°

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (January 2023 to December 2023)
	Total*	Production**	
Tanahglen Plantations Sdn Bhd	249.90	225.00	1,400.00
Total	249.90	225.00	1,400.00

*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

Year / Estate	Tanahglen Plantations Sdn Bhd
2001	117.29
2015	40.31
2017	7.10
Total Mature	164.70
2022	60.30
Total Immature	60.30
Total	225.0

3.3. Replanting program for each estate

Year of replanting	Planted area (ha) estate	Total area to be replanted (ha)
	Tanahglen Plantation Sdn. Bhd.	
2024	56.52	56.62
2026	60.77	60.77
TOTAL	117.29	117.29

3.4. Maps of Estate Location

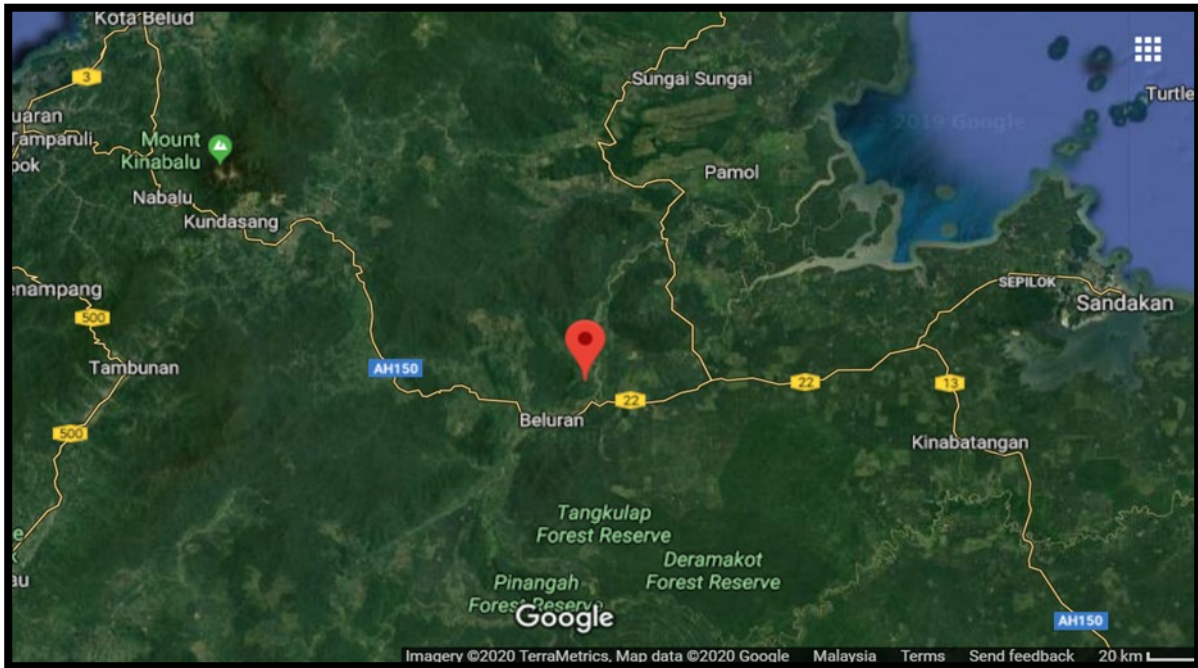


Figure 1: Tanahglen Plantation Sdn Bhd Sabah map.

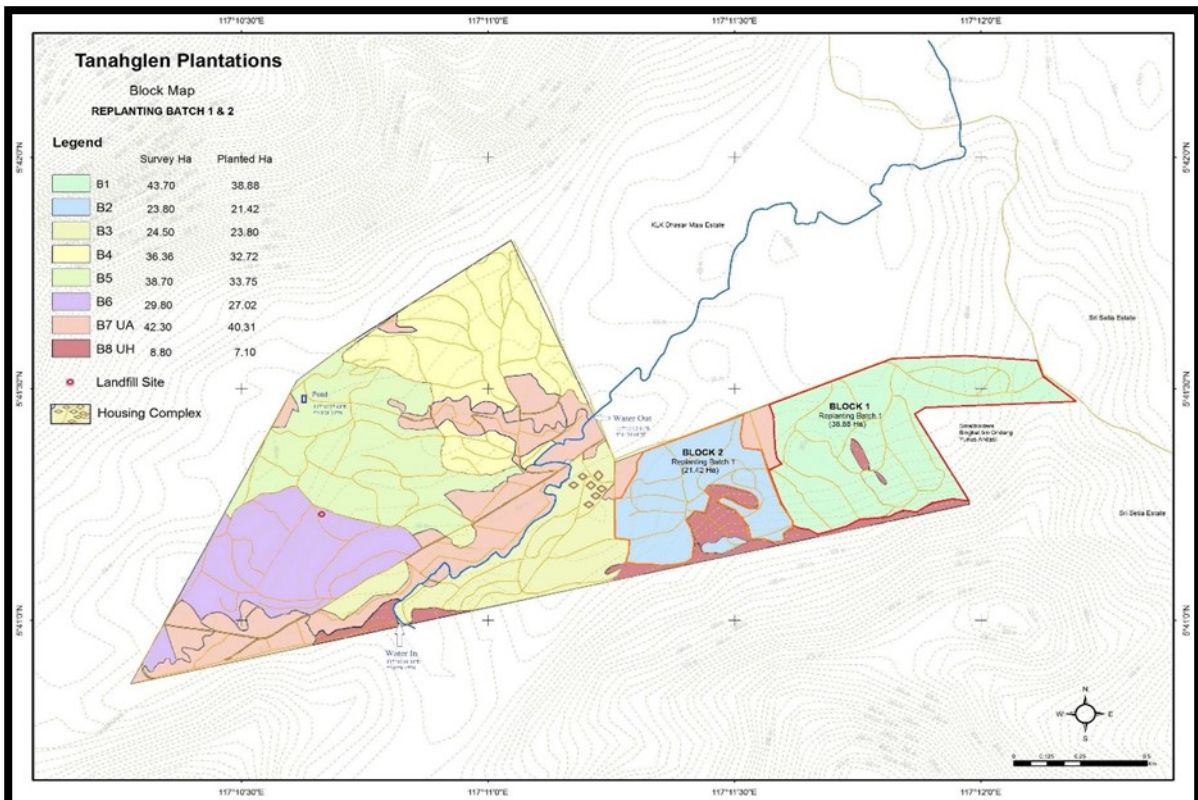


Figure 2: Tanahglen Plantations Sdn Bhd estate map

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4. CERTIFICATION ASSESSMENT

4.1. ASA 04

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

4.1.1. Surveillance Audit:

The Surveillance audit is conducted on 12/12/2023 to 13/12/2023 covering Tanahglen Plantations Sdn Bhd.

During the last surveillance audit, there are 2 Major and 5 Opportunities for Improvement (OFI) are raised.

During this surveillance 04 audit, the major and minor non-compliance raised in the last audit, the audit team has review by means of physical 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.

The major non-conformances raise during the last surveillance audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

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

The audit findings if any, raised in this audit refer to Section 4.6 of this report.

4.2. Stakeholders' Consultation

According to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit of the management unit, the CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

Therefore, there is no physical stakeholder's consultation conducted for this surveillance audit.

TUV NORD (Malaysia) Sdn. Bhd. has published the audit notification on 10/11/2023 to announce the audit of the certified unit. As at audit date on 12/12/2023 there are no comments received.

4.3 Summary of Assessment

Principle and Criteria Assessment Summary		
<p>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.</p>		

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>The policy is displayed at estate notice board.</p> <p>Training on MSPO & Company's Policies carried out on 01/08/2023.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed 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. Reviewed internal audit flowchart and interview with management informed frequency of internal audit is on yearly basis.</p> <p>Latest internal audit carried out on 06/11/2023 with 2 non-conformity raised.</p>	Yes
4.1.2.2	<p>TPSB established Internal Audit Flow Chart, document no.: TG/SOP/020 dated 20/10/2020.</p> <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 carried out on 06/11/2023 with 2 non-conformities raised.</p> <p>The result of internal audit is documented in the internal audit report followed by root cause analysis, corrective action plan and preventive action plan.</p> <p>The non-conformity raised was closed within the timeline.</p>	Yes
4.1.2.3	<p>TPSB carried out management review meeting dated 15/11/2023 include discussion on internal audit result.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.3.1	<p>TPSB carried out management review meeting result on 15/11/2023 with agenda as follows:</p> <ul style="list-style-type: none"> Internal audit result; Any other business. <p>Reviewed internal audit flowchart and interviews with assistant manager informed frequency of management review is carried out once a year after internal audit.</p>	Yes
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 30/11/2023.</p> <p>Example:</p> <p>Environment</p> <p>Improvement action: Education program on domestic wastes control</p> <p>Expected outcomes: Management of domestic waste disposal;</p> <p>Timeframe: On going;</p> <p>Review and monitor: Waste collection once a week;</p> <p>Location: Housing complex;</p> <p>Responsibility: Assistant manager;</p> <p>Status of review: Training on recycling carried out on 18/05/2023</p> <p>Site inspection at housing complex and landfill sighted domestic wastes are segregated and disposed accordingly.</p>	Yes
4.1.4.2	<p>TPSB established flow chart for new information, techniques, equipment etc. dated 18/10/2019.</p> <p>Site inspection and interviews with estate 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 31/10/2023.</p> <p>The list included as below:</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> 1. Neighbours (Other Plantations); 2. Suppliers; 3. Collection Centre; 4. Smallholder / Villagers; 5. NGO; 6. Government agencies. <p>Stakeholders meeting is carried out at Tanahglen Estate Office on 04/11/2023.</p> <p>Stakeholders meeting minutes dated 04/11/2023 includes attendance list of stakeholders' participants, photos and feedback.</p> <p>No negative feedback provided by external stakeholders.</p> <p>Meeting with workers is carried out separately during JCC meeting on 20/06/2023.</p>	
4.2.1.2	<p>TPSB established list of publicly available documents updated 10/11/2021. No changes in list of documents.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. MPOB license; 2. Estate Map; 3. Planting Statement. <p>TPSB established list of confidential documents updated 07/11/2022. No changes in list of documents.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Financial report; 2. 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> <ol style="list-style-type: none"> 1. Written / circular; 2. Bulletins; 3. Meeting; 4. Training / talk / briefing. <p>Field interviews with sampled estates workers informed, they had been briefed on communication & consultation procedure dated 20/06/2023.</p> <p>During site visit, observed procedures displayed at estate notice board.</p>	Yes
4.2.2.2	TPSB appoint Assistant Manager as PIC for consultation and communication dated 09/12/2019.	Yes
4.2.2.3	TPSB established the List of Stakeholders dated 31/10/2023.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The list included as below:</p> <ol style="list-style-type: none"> 1. Neighbors (Other Plantations); 2. Suppliers; 3. Collection Centre; 4. Villagers; 5. NGO; 6. Government agencies. <p>Reviewed the stakeholder's request and response record, no request lodged by stakeholders as of audit date.</p>	
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.</p> <p>Action and responsibilities of the Harvesters, FFB loaders, Tractor drivers and assistant manager in the delivery and recording of outgoing FFB from TPSB.</p> <p>Relevant records:</p> <ol style="list-style-type: none"> 1. Nota Penghantaran FFB estate; 2. Weighbridge Tickets. <p>Example:</p> <p>Nota Penghantaran Buah (FFB) from estate:</p> <ul style="list-style-type: none"> • Estate: Tanahglen Plantation Sdn Bhd; • Date: 11/12/2023; • DO: TGP/00751; • Jumlah tandan: 100 <p>Collecting Center (CC) weighbridge ticket:</p> <ul style="list-style-type: none"> • CC: KKK Agri Oils Sdn Bhd; • Date: 11/12/2023; • Ticket no: A010404; • Delivery note number: TGP/00751; • Net Weight: 1,750 Kg. 	No
4.2.3.2	<p>TPSB conducted monthly checks of the traceability documents by the assistant manager.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Document review, internal audit report dated 06/11/2023 include inspection for traceability system with no findings raised.</p> <p>The assistant manager does inspect the documents on monthly basis.</p> <p>The latest training on traceability system is carried out on 16/05/2023.</p>	
4.2.3.3	TPSB appoint assistant manager as person in-charge for traceability dated 09/12/2019.	Yes
4.2.3.4	<p>TPSB established records of sales and delivery and verify by assistant manager by monthly basis.</p> <p>Document review, TPSB maintain FFB monthly records of sales and delivery from January to November 2023.</p> <p>There is 116.94 mt sales of FFB recorded on November 2023 for TPSB.</p> <p>TPSB received FFB weighbridge ticket as a proof of FFB delivery.</p> <p>Example:</p> <p>Collecting Center (CC) weighbridge ticket:</p> <ul style="list-style-type: none"> • CC: KKK Agri Oils Sdn Bhd; • Date: 11/12/2023; • Ticket no: A010404; • Delivery note number: TGP/00751; • Net Weight: 1,750 Kg. • Transport no: SS976N/1 	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>TPSB established list of permits and licenses updated 01/11/2023.</p> <p>Example of permit and license as following:</p> <ol style="list-style-type: none"> 1. Trading license register number R9590/2007, validity period 16/01/2023 - 31/12/2023; 2. MPOB License 504289802000 validity period 01/11/2023 – 31/10/2024 3. Labour licence with validity until 29/09/2024. 	Yes
4.3.1.2	<p>The list of legal documents is updated on 31/10/2023 approved by General Manager.</p> <p>List of applicable laws include:</p> <ol style="list-style-type: none"> 1. Minimum Wages Order 2022; 2. Sabah Labour Ordinance Cap 67; 	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	3. Pesticide Act 1974.	
4.3.1.3	The list of legal documents is updated on 31/10/2023 by General Manager. The legal register states updating as and when necessary. Example: <ul style="list-style-type: none"> Minimum Wages Order 2022 	Yes
4.3.1.4	TPSB appointed General Manager as person in charge for updating list of legal documents, permits and licenses. The list updated as and when necessary.	Yes
4.3.2.1	TPSB land title is Country Lease (CL) land. No diminish of land usage, the land title issued by the Sabah Land Authority. Land usage is for cultivation of oil palm. Example: CL085331531 Date of commencement: From 01/01/1999 to 31/12/2097 for 99 years, Total hectare: 249.9 ha.	Yes
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 number with coordinates captured and crosschecked with the map. Field visit, observed boundary pack in red at block 4. Boundary is well demarcated and maintained.	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	TPSB only have country lease title issued by the Sabah Land Authority.	Yes
4.3.3.2	TPSB only have country lease title issued by the Sabah Land Authority.	Yes
4.3.3.3	TPSB only have country lease title issued by the Sabah Land Authority. Therefore, no FPIC documents.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	TPSB established SIA updated 20/11/2023. 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.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>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.</p> <p>Assistant Manager are responsible for the action and implementation.</p> <p>Example positive impact:</p> <p>Social implication: Good facilities provided by TPSB;</p> <p>Monitoring plan/ action plan: To continuous provided good facilities to all employees.</p> <p>PIC: Assistant Manager;</p> <p>Status: Continuous.</p> <p>Site verification at workers quarters confirmed, TPSB has provided free electricity and clean water for all employees.</p> <p>Example negative impact:</p> <p>Social Implication: Request that the electricity operation time be extended;</p> <p>Monitoring / action plan: The existing electricity supply is sufficient and provides safety lights for use at night;</p> <p>PIC: Assistant Manager;</p> <p>Date to be resolve: On-going;</p> <p>Status: All workers house had been provided with safety lamp to support the usage of electricity during emergency.</p> <p>Field interviews with sample harvesters and chemical sprayers informed they had been provided with emergency lamp by estate management.</p>	
4.4.2.1	<p>TPSB established Complaint and Grievance flow chart dated 03/11/2020.</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>Field interviews with sampled harvesters and chemical sprayers informed, they have been briefed on the process to make complaint or grievance when required.</p>	Yes
4.4.2.2	<p>TPSB established complaint and grievance form.</p> <p>Review complaint record, there is no complaint has been lodged by internal and external stakeholders as audit date.</p>	Yes
4.4.2.3	<p>The complaint and grievance form is available at the TPSB office that can be access by all workers.</p>	Yes
4.4.2.4	<p>TPSB carried out complaint and grievance flow chart training to workers on 03/08/2023.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on the complaint and grievance flow chart and any complaint could be lodged at any time.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.2.5	Document review on TPSB complaint record book, all complaints lodged from year 2019 till the audit date are documented.	Yes
4.4.3.1	TPSB provides job opportunity to local communities, document review on job advertisement and interview with Assistant Manager informed TPSB has provided job opportunity to local communities for general worker and office clerk.	Yes
4.4.4.1	TPSB established Safety and Health Policy dated 02/09/2019 signed by General Manager. The policy is displayed at the estate notice board. Review on the training record, safety and health policy briefing carried out on 10/04/2023.	Yes
4.4.4.2	a TPSB established Safety and Health Policy dated 02/09/2019 signed by General Manager. The safety and health policy is displayed at the TPSB notice board. Review on the training record and field interviews with sampled harvesters and chemical sprayers informed safety and health policy briefing carried out on 10/04/2023.	Yes
	b TPSB established HIRARC updated 12/10/2023 for all estate operations. HIRARC table include: activity, hazards, risk and effects, control, risk after control, PIC and review. Example: Activity: Cutting and staking of fronds; Hazard: Physical injury / cut or prick by frond thorn; Risk and effects: Cut and Injuries; Risk assessment (risk rating): C4 L2 R8; Existing control: Use safety boot and PPE; Propose control: Constant monitoring of existing controls; Risk assessment (risk rating): C3 L2 R6; PIC: Assistant Manager; Risk assessment after control: Low; Date of review: Yearly. Review the PPE issuance record dated November 2023 confirmed all workers provided with PPE as CHRA requirements. Field interviews with sampled harvesters and chemical sprayers informed they had been provided with PPE base on job task.	Yes
	c i TPSB established training programme for year 2023.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	TPSB carried out training on chemical handling to workers such as chemical spraying and premix chemical SOP carried out on 10/08/2023.	
c ii	<p>TPSB SDS is available at the chemical, fertilizer, and diesel stores.</p> <p>Example:</p> <ul style="list-style-type: none"> Ally 20DF dated review 03/01/2018; Petronas Diesel dated review 26/07/2018. <p>SDS available in English and Bahasa Malaysia.</p> <p>TPSB store is in good condition and locked. The arrangement of liquid chemical placed in tray below and powder chemical placed on top. All chemicals have original labelling.</p>	Yes
d	<p>TPSB records of PPEs issuance are maintained and reviewed.</p> <p>Example:</p> <ul style="list-style-type: none"> Safety goggle; Apron. <p>Field interviews with sampled harvesters and chemical sprayers informed they are provided with proper PPEs for the assigned task according to HIRARC and CHRA.</p> <p>TPSB CHRA report assessment dated 19/11/2019 and completed on 05/12/2019.</p>	Yes
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>The store is maintained with good ventilation and liquid chemical place in tray below.</p>	Yes
f	TPSB appointed office clerk as person in-charge for safety and health effective on 16/01/2023.	Yes
g	<p>TPSB has total of twenty three (23) workers which is below DOSH requirement to conduct quarterly safety and health meeting.</p> <p>The safety and health meeting carried out on 21/06/2023 attended by worker representative and estate management.</p> <p>The meeting includes safe working practices, PPE, hygiene, accident, safe handling of FFB transport.</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>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Emergency response training carried out on 10/04/2023.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on emergency response plan and location of assembly point.</p>	
i	<p>TPSB carried out internal first aid training on 10/04/2023.</p> <p>Contact details for emergency available at estate notice board.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed first aid kit available at office and operations site such as harvesting operation.</p>	Yes
j	<p>TPSB established record book for accidents and injuries. Records review no accident or injuries recorded.</p> <p>JKKP 8 submitted to DOSH for year 2022 on 07/01/2023 with zero accident reported.</p>	Yes
4.4.5.1	<p>TPSB established Social Policy dated 02/09/2020 signed by General Manager and the policy is displayed 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>Review on training records, social policy briefing is carried out on 01/08/2023.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they has been briefed on the social 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>Field interviews with sampled harvesters and chemical sprayers informed no discriminate case happen in the estate.</p>	Yes
4.4.5.3	<p>TPSB workers are paid either hourly rate or piece rate that are in lined with Minimum Wages Order 2022.</p> <p>The contract agreement is signed by workers and management.</p> <p>TPSB established list of piece rate implemented started in year 2022.</p> <p>Field interviews with sampled chemical sprayers and harvesters informed they had been briefed on the list of piece rate and agreed with the pay rate.</p> <p>The pay slip indicates the workers' pay in line with agreed hourly rate or list of piece rate.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.4	Field interviews with sampled chemical sprayers and estate management informed TPSB do not engage contractors for any field operations. Therefore, not required to monitor contractor worker wage.	Yes
4.4.5.5	TPSB established list of workers that contain full names, gender, date of birth, date of entry, nationality and job description.	Yes
4.4.5.6	TPSB established worker contract for every worker recruited and signed by workers and management. TPSB workers are briefed on the wages and copy is provided. Field interviews with sampled harvesters and chemical sprayers informed feedback they are briefed on the wages paid and received a copy after signed. Reviewed TPSB employment contract include the job description, method of salary payment and public holiday's entitlement for Sabah.	Yes
4.4.5.7	TPSB established 'Masa Kerja' and displayed at notice board. The working hours for estate starts from 5:30am to 1:30pm with rest time from 10:30am to 11:00am. Workers time recording via morning muster check roll. Working hours and overtime stated in working contract. 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. Field interviews with sampled harvesters and chemical sprayers informed, they have been briefed on the working hours and overtime rate however no overtime practice in the estate.	Yes
4.4.5.8	Working hours publicly available at TPSB notice board. The working hours is from 5:30 am to 1:30 pm. The break time is between 10:30 am to 11:00 am. No overtime practice in the estate Field interviews with sampled harvesters and chemical sprayers informed they have been briefed on overtime rate however no overtime practices in the estate.	Yes
4.4.5.9	TPSB established 'Masa Kerja' and displayed at the notice board. Reviewed on the pay slip of workers for working hours complied with legal regulations. Field interviews with sampled harvesters and chemical sprayers informed feedback they understand the working hours and overtime time.	Yes
4.4.5.10	TPSB provides benefits to workers such as medical care, gardening area and transportation to clinic.	Yes
4.4.5.11	TPSB workers housing according to the industry best practices.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Onsite visit at workers living quarters has basic amenities such as water, electricity and toilet.	
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>The policy is displayed at notice board.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed social policy briefing is carried out on 01/08/2023 and no complaint lodged for sexual harassment and violence issue.</p>	Yes
4.4.5.13	<p>TPSB established Social Policy dated 02/09/2020 signed by General Manager.</p> <p>Policy states:</p> <ul style="list-style-type: none"> Respect employees that have right and freedom to form or join trade union. <p>The workers meeting carried out on 20/06/2023 attended by management and workers include agenda COVID-19, hygiene, housing environment, water and electricity issues.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed feedback they have no interest to form or join any union.</p>	Yes
4.4.5.14	<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"> No children under the age of 18 years old are be employed by the company. <p>Review on the TPSB employees list, all workers are above 18 years old.</p>	Yes
4.4.6.1	<p>TPSB established training program year 2023 dated 13/12/2022.</p> <p>Example of training carried out:</p> <ul style="list-style-type: none"> MSPO and company policies training dated 01/08/2023; Harvesting SOP training dated 10/08/2023; Traceability SOP training dated 16/05/2023; First Aid Kit training dated 10/04/2023. 	Yes
4.4.6.2	TPSB established training need analysis updated 24/09/2023 for all workers. The training need analysis is based on job description.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.6.3	<p>TPSB established continuous training programme updated 01/12/2023 for year 2024.</p> <p>Example of training:</p> <ul style="list-style-type: none"> - ERP training plan on April 2024; - SOP for chemical premix training plan on September 2024; - Company policies on October 2024. 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>TPSB established Environmental Policy dated 02/09/2019 signed by General Manager.</p> <p>The policy describes TPSB is committed to conserve and minimize the environmental impact of its operation and understand the importance of conserving natural resources.</p> <p>The management strive to promote improvement whenever practical that will ensure a sustainable future 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>From document review, TPSB conduct Environmental Policy briefing to workers on 01/08/2023.</p> <p>Field interviews with sampled harvesters and chemicals sprayers informed they have been briefed and understand the company policies.</p> <p>Environmental Aspect and Impact Assessments reviewed and updated on 01/11/2023 covers compliance to legal requirements.</p>	Yes
4.5.1.2	<p>a</p> <p>TPSB established Environmental Policy dated 02/09/2019 with the objectives as below:</p> <ol style="list-style-type: none"> 1. TPSB is committed in minimizing the environmental impact of its operations and understands the importance of conserving natural resources; 2. TPSB strive to promote improvement whenever practical that will ensure a sustainable future. 	Yes
	<p>b</p> <p>Environmental Aspect and Impact Assessments reviewed and updated on 01/11/2023 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>Activities: Sewerage Management;</p> <p>Environmental aspect: Contamination of ground water with sewerage;</p> <p>Negative impact: Soil pollution, water pollution;</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Precontrol risk score: 16;</p> <p>Control measure: Maintenance of septic tanks;</p> <p>Post control risk score: 9;</p> <p>Risk descriptor: Moderate;</p> <p>Legal requirement: Yes;</p> <p>Significant: Yes.</p> <p>Field interviews with sampled harvesters and chemicals sprayers informed septic tanks are regularly monitored and are in good condition.</p>	
4.5.1.3	<p>TPSB established EMP updated on 01/11/2023 includes environment 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>Empty fertilizer bag</p> <p>Negative impact: Water pollution – fertilizer residue washed into water</p> <p>Positive impact: Reused for loose fruits collection and collecting wastes and recycle bag</p> <p>Action plan and monitoring: All empty fertilizer bags shall be recovered upon manuring, followed by clean, stack and store properly in store for future reuse as loose fruits collection bags;</p> <p>Continuous improvement plan: Training provided to the workers and continuous monitoring.</p> <p>Field interviews with sampled harvesters informed that loose fruit bags are used for loose fruit collections.</p>	Yes
4.5.1.4	<p>TPSB establish EMP updated on 01/11/2023 with CIP included to promote positive impacts.</p> <p>Example:</p> <p>Activity: Socialise RTE species to workers;</p> <p>Positive: Enhance awareness on biodiversity and wildlife protection;</p> <p>CIP: Continuous training.</p> <p>Field visit and interviews with sampled workers informed they have been regularly briefed regarding RTE protection.</p>	Yes
4.5.1.5	<p>TPSB established training program year 2023 include environmental trainings.</p> <p>There are several training carried out for environmental aspect.</p> <p>Example:</p> <p>1. Biodiversity training dated 01/08/2023;</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services											
Indicator	Summary of Assessment	Compliance									
	<p>2. Zero burning dated 03/08/2023;</p> <p>3. Buffer and riparian zone dated 15/06/2023;</p> <p>4. Waste management training dated 18/05/2023.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they have briefed on environmental awareness and policy, recycle program, zero burning, buffer and riparian zone.</p>										
4.5.1.6	<p>TPSB carried out latest environmental meeting on 22/06/2023.</p> <p>Reviewed environmental meeting minutes include topics of discussion such as environmental management, handling riparian and buffer area, pollution management, wildlife reporting, etc.</p> <p>No environmental issue raised by workers.</p>	Yes									
4.5.2.1	<p>TPSB establish baseline value for 3 years on diesel consumption from 2020 – 2022.</p> <p>The baseline value established is a guideline to monitor usage of actual diesel consumption on current year 2023.</p> <p>The actual diesel/mt usage from January to November is lower in 2023 when compared to the average baseline value for year 2020 to 2022 due to low crop production.</p>	Yes									
4.5.2.2	<p>TPSB established financial budget year 2023 – 2026 including diesel expenses.</p> <p>TPSB establish records of actual diesel consumption on monthly basis for monitoring and compare actual consumption against budgeted value.</p> <p>The actual usage is lower compared against budgeted. This is mainly due to low crop production.</p> <p>There is no contractor and grid electricity in the TPSB, thus no budgeted allocated for contractor and grid electricity to determine energy efficiency.</p>	Yes									
4.5.2.3	TPSB installed solar panel for streetlights at store, workshop and office area.	Yes									
4.5.3.1	<p>TPSB established Waste Management Plan updated on 01/09/2023.</p> <p>Identified wastes grouped into gaseous, solid and liquid.</p> <p>All wastes and sources of the pollution identified is documented and maintained.</p>	Yes									
4.5.3.2	<p>a</p> <p>TPSB established Waste Management Plan updated on 01/09/2023.</p> <p>Identified wastes grouped into gaseous, solid and liquid.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Type of Waste</th><th>Sources</th><th>Example</th></tr> </thead> <tbody> <tr> <td>Solid</td><td>Workshop</td><td>Batteries</td></tr> <tr> <td>Liquid</td><td>Workshop</td><td>Lubricant oil</td></tr> </tbody> </table>	Type of Waste	Sources	Example	Solid	Workshop	Batteries	Liquid	Workshop	Lubricant oil	Yes
Type of Waste	Sources	Example									
Solid	Workshop	Batteries									
Liquid	Workshop	Lubricant oil									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services					
Indicator	Summary of Assessment				Compliance
		Gaseous	Farm tractor	Smoke	
	b	<p>TPSB established Waste Management Plan updated on 01/09/2023. The plan has included the resource utilization and recycling of potential wastes.</p> <p>Example:</p> <p>Fertilizer bags reused for loose fruit collection.</p> <p>Site inspection at field block 03 sighted the empty fertiliser bags is reused for loose fruit collection.</p>			Yes
4.5.3.3		<p>TPSB established SOPs for handling, storage and disposal of used chemical as below:</p> <ol style="list-style-type: none"> 1. '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; 2. '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; 3. '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>In addition, SDS is adopted for handling and storage of the chemicals.</p> <p>Site visit, verified SDS validity is within 5 years.</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> <ol style="list-style-type: none"> 1. All empty containers must go for triple rinse process and punctured; 2. Rinsed water will be reused for chemical spraying activity; 3. All chemical containers will be marked and labelled before reused; 4. Only authorized contractor appointed to collect the empty container. <p>Site visit observed empty chemical containers were triple rinsed and marked with "X" in red at chemical store for premixing.</p> <p>Document review verified training records for empty chemical container disposal has been carried out dated 10/07/2023.</p>			Yes
4.5.3.5		<p>TPSB established WMP updated on 01/09/2023 and include management for domestic wastes.</p> <p>Example:</p> <p>Waste identification: Domestic waste;</p> <p>Source: Housing;</p> <p>Disposal method: Land fill.</p>			Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field visit, observed latest landfill opened on 27/08/2023. Landfill is in good condition. Domestic waste collection schedule is four times per month.	
4.5.4.1	TPSB established WMP updated on 01/09/2023. Type of wastes identified grouped into gaseous, solid and liquid. Established WMP includes disposal and treatment method of the wastes identified. Example: Solid waste 1. Waste: Fertilizer bag; 2. Source: Agriculture activity; 3. Treatment: Washed and reused for loose fruit collection. Example: Gaseous waste 1. Waste: Fumes / smoke 2. Source: Farm tractor 3. Type of gaseous: Carbon monoxide (CO), Nitrogen Oxides (N ₂ O _x); 4. Treatment: Regular farm tractor maintenance.	Yes
4.5.4.2	TPSB established action plan to reduce identified pollutants and emissions. Example: Source of waste: Empty fertilizer bags; Waste generated: Fertilizer application; Action Plan: All empty fertilizer bags reused for loose fruit collection and rubbish collections. Site visit observed all empty fertilizer bags are collected and kept for loose fruit collection and rubbish collections. Field, observed harvesters using empty fertilizer bags for loose fruit collection.	Yes
4.5.5.1	a TPSB established Water Management Plan (WMP) updated on 03/10/2023 described the source and usage as follows: The usage of water is generally for domestics and operational usage. Example: Water source: Rain water and pond; Water usage: Domestic and operational;	Yes
	b During field visit, observed Togoron river passing through the estate area. Water quality test carried out once a year by third party for in and out going water.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Latest water analysis test result reported on 22/09/2023 and the results are within permissible level.	
c	<p>TPSB established WMP updated on 03/10/2023.</p> <p>TPSB monitor rainfall data for water optimizing planning usage in operation and workers housing.</p> <p>Rain water harvesting is practiced at premixing area and workers housing. The record is monitored by daily, monthly and yearly basis.</p> <p>Site visit observed premixed area is well maintained with practice of reusing rinsed water for chemical application.</p> <p>TPSB using complaint form to obtained report if any leakage or maintenance of water tank.</p>	Yes
d	<p>TPSB established WMP updated on 03/10/2023 include water conservation and protection.</p> <p>Field visit observed Togoron river is passing through the estate area.</p> <p>Site inspection sighted Riparian buffer zones is well maintained.</p> <p>Field interviews with sampled chemical sprayers informed they have been briefed on conserve buffer zone are from any chemical application.</p>	Yes
e	<p>TPSB maintained buffer zone at the stream passing through the estate.</p> <p>Field visit observed no vegetation removed from buffer zones.</p>	Yes
f	TPSBs did not use bore well, therefor this is not applicable.	Yes
4.5.5.2	<p>During field visit, observed Togoron river passing through the estate area.</p> <p>No construction of bunds, weirs or dams across the stream.</p>	Yes
4.5.5.3	<p>TPSB practice rain water harvesting for domestic use and operational use.</p> <p>Field interviews with sampled workers informed rain water harvesting practice at the labour quarters and operational activities.</p>	Yes
4.5.6.1	<p>a</p> <p>TPSB established Biodiversity Assessment Report updated on 30/11/2023.</p> <p>Document review verified TPSB has identified the HCV habitats and type of wildlife within the estate.</p> <p>TPSB established monitoring records of wildlife sighted.</p> <p>Field interviews with sampled workers informed, they had been briefed on wildlife awareness.</p> <p>Training on wildlife has been carried out dated 01/08/2023.</p>	Yes
	<p>b</p> <p>TPSB established Biodiversity Assessment Report updated on 30/11/2023, which includes all types of wildlife species listed including conservation status according to Malaysian RED List.</p> <p>Example of wildlife found:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Date: 30/09/2023;</p> <p>Wildlife: <i>Boiga cynodon</i> (Ular kucing) at Block 03.</p>	
4.5.6.2	<p>a TPSB established Biodiversity Assessment Report updated on 30/11/2023 includes information of wildlife.</p> <p>The report describes that TPSB will continuously maintain human wildlife harmony, to minimize chemical application, to practice no burning, no hunting, wildlife protection and workers awareness.</p> <p>During field visit, observed TPSB displayed the 'Protected Wildlife' and 'No Hunting' information which penalty of RM50, 000 or 5 years in prison at notice board.</p> <p>Field interviews with sampled workers informed, they had been briefed on wildlife awareness.</p> <p>Training on wildlife has been carried out dated 01/08/2023.</p>	Yes
	<p>b TPSB established Biodiversity Assessment Report updated on 30/11/2023.</p> <p>During field visit observed TPSB installed signage notice board to communicate with external and internal stakeholders on no hunting and capturing of any wildlife.</p>	Yes
4.5.6.3	<p>TPSB established patrolling record book to monitor wildlife sighted in the estate area.</p> <p>Example of wildlife found:</p> <p>Date: 30/09/2023;</p> <p>Wildlife: <i>Boiga cynodon</i> (Ular kucing) at Block 03.</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> <ol style="list-style-type: none"> 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. <p>During field visit, observed 'No Burning' signage installed at workers housing and estate notice boards.</p> <p>Workers are briefed on zero burning on 03/08/2023.</p> <p>Field interviews with sampled harvesters and chemical sprayers informed they understand on prohibition of burning in the estate.</p>	Yes
4.5.7.2	<p>TPSB established Zero Burning Policy dated 01/09/2019 signed by General Manager.</p> <p>The policy describes;</p> <p>"There shall be no open burning of any kind except where deemed necessary with prior approval of relevant authorities".</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	During field visit and interview with assistant manager informed, there are no serious palm diseases that require burning. Therefore, no special approval for open burning from relevant authorities.	
4.5.7.3	TPSB established Zero Burning Policy dated 01/09/2019 signed by General Manager. The policy describes; “There shall be no open burning of any kind except where deemed necessary with prior approval of relevant authorities”. Field visit and interview with assistant manager informed, there are no serious palm diseases that require burning. Therefore, no application for approval for controlled burning.	Yes
4.5.7.4	TPSB established Zero Burning Policy dated 01/09/2019 signed by General Manager. The policy describes: 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. Document review on replanting program, replanting is carried out in 2022. There is no replanting carried out in year 2023. Replanting year 2022 is carried out at block 01. During field visit, observed no signs of burning activities at replanting area.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	TPSB established SOPs for estate operation best practices. Example: 1. Harvesting, TG/SOP/004 updated on 20/10/2020; 2. Manuring, TG/SOP/001 updated on 22/10/2020; 3. Spraying, TG/SOP/002 updated on 22/10/2020; 4. Driving farm tractor, TG/SOP/006 updated on 20/10/2020. Document review, TPSB conduct briefing to workers as below: 1. Harvesting dated 07/08/2023; 2. Manuring dated 08/08/2023; 3. Spraying dated 10/08/2023.	Yes
4.6.1.2	TPSB established procedure for Soil Conservation Measures for Planting at Slope dated 03/09/2020. The procedure includes information of slope class, impact, action and goal.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>TPSB is not hilly and there are slope of less than 10 degrees. Altitude verification of terrace using tool 'GPS Coordinate Malaysia' is 62 m from sea level, which is in line with code of practices provided by MPOB for best agricultural practices.</p> <p>Fronds are staked along the lips of the terrace to prevent soil erosion and fertilizer run-off.</p>	
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>Block marker is installed as below:</p> <p>Block: 01;</p> <p>Planted ha.: 38.88 ha;</p> <p>Planting year: 2022;</p> <p>Material: DxP IJM.</p>	Yes
4.6.2.1	<p>TPSB established 4 years business plan from year 2023 to 2026 dated 08/02/2023.</p> <p>The budget includes:</p> <ol style="list-style-type: none"> 1. Crop projection; 2. Estimate FFB, CPO & PK price; 3. Operational expenses; 4. Capital expenditure; 5. Production cost per ton of FFB; 6. Replanting cost; 7. Net income. <p>Site interview with assistant manager informed implementation of budget allocated are monitored closely to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>TPSB established 3 years replanting program updated 02/11/2023 as below:</p> <ol style="list-style-type: none"> 1. 2024: 56.52 ha; 2. 2026: 60.77 ha. 	Yes
4.6.2.3	<p>TPSB established 4 years business plan from 2023 to 2026 dated 08/02/2023.</p> <p>The budget includes:</p> <ol style="list-style-type: none"> 1. Crop projection; 2. Estimate FFB, CPO & PK price; 3. Operational expenses; 4. Capital expenditure; 5. Production cost per ton of FFB; 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>6. Replanting cost;</p> <p>7. Net income.</p>	
4.6.2.4	<p>TPSB established monthly monitoring report on operational cost and FFB production.</p> <p>TPSB submit a monthly analysis report, FFB actual vs budget report to office.</p> <p>The previous month actual performance used to monitor the following month performance.</p> <p>Site interview with assistant manager informed, TPSB are monitoring and ensuring the cost within the budget limit.</p>	Yes
4.6.3.1	<p>TPSB purchase machinery, chemical, fertilizer and any products with delivery order and invoices from suppliers.</p> <p>Example:</p> <p>Delivery order for machinery equipment, dated 17/10/2023 stated the particulars, unit price and amount.</p> <p>Document review, invoice dated 17/10/2023 from supplier describes the product pricing and payment terms.</p>	Yes
4.6.3.2	<p>TPSB purchase machinery equipment stated the particulars, unit price and amount.</p> <p>Review on the invoice includes total amount, product and date of purchase.</p> <p>Example:</p> <p>Date: 17/10/2023;</p> <p>Invoice no.: IN2310/053;</p> <p>Product: Machinery equipment;</p> <p>DO No: DO2310/0042.</p>	Yes
4.6.4.1	<p>TPSB do not engage contractors. Therefore, no documents established.</p> <p>Review on stakeholders list and interviews with assistant manager informed, there is no contractor engaged by TPSB.</p>	Yes
4.6.4.2	<p>TPSB do not engage contractors. Therefore, no documents established.</p> <p>Review on stakeholders list and interviews with assistant manager informed, there is no contractor engaged by TPSB.</p>	Yes
4.6.4.3	<p>TPSB do not engage contractors.</p> <p>Review on stakeholders list and interviews with assistant manager informed, there is no contractor engaged by TPSB.</p> <p>Therefore, no documents establish for review accept MSPO approved auditors to verify assessments through a physical inspection.</p>	Yes
4.6.4.4	TPSB do not engage contractors.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Review on stakeholders list and interviews with assistant manager informed, there is no contractor engaged by TPSB.</p> <p>Therefore, no documents establish to review the control points to the tasks performed by the contractor.</p>	

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	TPSB planting statement dated 08/02/2023 is review and there are no new planting carried out within the estate. The 1 st and last planting is carried out on 2001 and 1 st replanting is in year 2015. Therefore, no biodiversity assessment required.	Yes
4.7.1.2	TPSB planting statement dated 08/02/2023 is review and there are no new planting carried out within the estate. The replanting carried out in year 2022 for an area of 60.30 ha that is less than 100ha. Therefore, no PMM required.	Yes
4.7.2.1	TPSB planting statement dated 08/02/2023 is review and there is no peat land. Therefore, no soil map established.	Yes
4.7.3.1	TPSB planting statement dated 08/02/2023 is review and there is no new planting carried out within the estate. Therefore, no SEIA carried out.	Yes
4.7.3.2	TPSB planting statement dated 08/02/2023 is review and there is no new planting carried out within the estate. Therefore, no SEIA carried out.	Yes
4.7.3.3	TPSB planting statement dated 08/02/2023 is review and there is no new planting carried out within the estate. Therefore, no SEIA carried out.	Yes
4.7.3.4	There are no smallholder's scheme in TPSB. Therefore, not applicable.	Yes
4.7.4.1	TPSB planting statement dated 08/02/2023 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 08/02/2023 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 08/02/2023 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 08/02/2023 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 08/02/2023 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 08/02/2023 is review and there is no new planting carried out within the estate. Therefore, no FPIC carried out and no communities affected.	Yes

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4.7.6.2	TPSB planting statement dated 08/02/2023 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 08/02/2023 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 08/02/2023 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 08/02/2023 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 08/02/2023 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 08/02/2023 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 08/02/2023 is review and there is no new planting carried out within the estate. Therefore, no communities affected.	Yes

4.4. Use of Marks and/or Any Other References to Certification

The audit team leader has reviewed and confirmed that there are no usage of mark/logo in Tanahglen Plantations Sdn Bhd operation or any on/off-products claim.

4.5. Status of Non-Conformities Previously Identified

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

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4.6. Detail of Audit Findings in last audit

AUDIT OUTCOME		
During last Audit	2	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number 1			
Indicator # and Description:	4.3.1.3 The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.		
Location:	Office		
Description of Finding / Objective Evidence:			
The list of legal document is updated on 31/10/2022.			
However, Minimum Wages Oder 2022 effective from 01/05/2022 was not included in the list.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Navin Baskram	Date Raise:	15/12/2022
Deadline for implementation		14/02/2023	
Root Cause Analysis (by company):			
There was a miscommunication between the PIC Legal Documents and the management of the fields.			
Correction (by company):			
Improved List of legal documents 2022.			
Corrective / Preventive Action (by company)			
Improve communication between the legal PIC and the estate manager.			
Review of Correction & Corrective / Preventive Action			
Reviewed and verified revised list of legal documents dated 19 December 2022.			
The document includes latest Minimum Wages 2022.			
The corrective action and correction is deemed sufficient to close the non-conformity.			
Further implementation to be reviewed during the next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Auditor: Navin Baskram		Date of Closure: 17/01/2023	
Review of Implementation			
Document review on list of legal document updated on 31/10/2023 has includes latest Minimum Wages Order amendment 2022.			
The document is established and well maintained.			
Thus, the implementation is deemed sufficient.			
Name of Lead Auditor: Ariff Bin Lokman		Date of Review: 13/12/2023	

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Non Conformity Number 2			
Indicator # and Description:	4.4.5.3 Management shall ensure that employees pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.		
Location:	Office		
Description of Finding / Objective Evidence:			
Review worker's employment contract and payslips for the month of November 2022, the payment made are not in accordance with Minimum Wages Order 2022 and list of piece rate.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Khairul Anwar Bin Ismail	Date Raise:	15/12/2022
Deadline for implementation		14/02/2022	
Root Cause Analysis (by company):			
The farm administrators have not aware there will be a change in the 2022 minimum wages.			
Correction (by company):			
Improvements to the November 2022 checkroll with a new rate as well as improvements to worker contracts with a minimum wages order rate of 2022.			
Corrective / Preventive Action (by company)			
Improve communication between legal PICs and field administrators and monitor changes in minimum wages orders.			
Review of Correction & Corrective / Preventive Action			
Reviewed the employment contract dated 30/12/2022, the minimum wages order 2022 salary had been stated.			
Reviewed the payslips for the month of December 2022 dated 07/01/2023, the overdue salary for November 2022 had been included to comply with minimum wages order 2022 and list of piece rate.			
The document are accepted and sufficient to close the non-conformity raised.			
The implementation will be verify on 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 Auditor: Khairul Anwar Bin Ismail		Date of Closure: 17/01/2023	
Review of Implementation			

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Non Conformity Number 2

TPSB established Minimum Wages Order Amendment 2022 stated in the new contract agreement. Review of sampled workers pay slips for October 2023 confirmed the amount paid is according to Minimum Wages Order amendment 2022 and list of piece rate.

Example:

Worker A: RM 1,720.91

Worker B: RM 2,432.52

Field interview with sampled harvesters informed the salary are paid based on Minimum Wages Order 2022 and latest pay rate.

Thus, based on documents provided the implementation is deemed sufficient.

Name of Lead Auditor:

Ariff Bin Lokman

Date of Review:

13/12/2023

4.7. Detail of Onsite Audit Findings Identified during this audit

ONSITE AUDIT OUTCOME

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.4.2	i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite	Office	TPSB could improve in monitoring first aider certificate.
2.	4.5.3.2	b. Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products	Office	TPSB could improve resource recycling of potential wastes in the waste management plan (WMP).
3.	4.6.1.1	Standard operating procedures shall be appropriately documented and implemented consistently and monitored.	Field	TPSB could improve on the following activities as per SOP requirements; <ul style="list-style-type: none"> - Loose fruit collection - Weeds management - Pruning

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5. CONCLUSION

Tanahglen Plantations Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance 04 audit consisting of 1 (one) estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

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

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

Total certified number of estate:	1	
Total certified production area:	225.00	Ha
Certified FFBs January 2023 to November 2023:	1,280.71	Mt
Project FFBs December 2023:	120.00	Mt

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6. RECOMMENDATION

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

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

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

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity that this management system certification be

	Recommended for Certification
X	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 22/12/2023



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

Puchong, 27/12/2023



Mohamad Norhisham Bin Mohd Salleh
TUV NORD (Malaysia) Sdn. Bhd.
Certifier / Approver

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7. LIST OF STAKEHOLDERS

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

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

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

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

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

Salvo clause:

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

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

Annex / Enclosures

Annex /
corresponding audit documentation

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