

# MSPO CERTIFICATION SUMMARY REPORT

**UNITED SAVVY SDN BHD**

**STAGE 2 – CERTIFICATION AUDIT**

Date: 05/12/2019

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# MSPO Certification Summary Report

Company Name: United Savvy Sdn Bhd

Certifying Unit: United Savvy Sdn Bhd

Client Number: 92-134

Audit Type: Stage 2 - Certification Audit



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## Abbreviations

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

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### 1. INTRODUCTION

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

#### 1.1. Objective

The objective of this certification audit is to assess United Savvy Sdn Bhd by an independent certification body with the aim for compliance of the standards.

#### 1.2. Scope

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

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

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

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

The following references are 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;

#### 1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and 1 team member. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of this report.

##### Qualification of the Lead Auditor: Muhammad Khairul Anuar Bin Azizul Hasan

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; vi) Business Management; or vii) Other relevant related fields	Graduate in Plantation Industry and management
At least five (5) years of work experience in the oil palm sector or related field in consultancy /	7 years working experience in oil palm plantations.

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Requirement	Qualifications
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)	
Successfully completed MS 2530 series of standards training	Successfully completed MS2530: 2013 LA Course.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as auditor, conducted more than 3 certification audits with total more than 15 man-days audits.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and/ or any other local language.	Able to communicate in Bahasa Malaysia and English.
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.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training and Auditor MSPO and RSPO scheme.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed IMS 9001, 14001 and 45001 LA course, Auditor for MSPO and RSPO scheme.

### Qualification of Team Member

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);	Khairul Anwar bin Ismail	Graduate in Agricultural Science	Yes

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Requirement	Assessor	Qualification	Compliance
iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; 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)	Khairul Anwar bin Ismail	5 years working experience in oil palm plantations.	Yes
Successfully completed MS 2530 series of standards training	Khairul Anwar bin Ismail	Successfully completed MS2530: 2013 LA Course.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Khairul Anwar bin Ismail	Qualified as auditor. Conducted more than 6 on-site audit with more than 20 man-days.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Khairul Anwar bin Ismail	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Khairul Anwar bin Ismail	5 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Anwar bin Ismail	5 years working experience in oil palm plantations.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Khairul Anwar bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Khairul Anwar bin Ismail	Successfully completed SA 8000 Basic training and Auditor MSPO scheme.	Yes

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Requirement	Assessor	Qualification	Compliance
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Khairul Anwar bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	

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## 2. METHODOLOGY

The audit approach consists of the following steps:

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

The certification audit is conducted in 2 stages in accordance to the certification procedure.

### Stage I:

Stage I audit is conducted on 20/08/2019 at the main office that covers desk review activities:

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



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- Assessment reporting

### Stage II:

Certification audit is conducted on 23/10/2019 to 24/10/2019 covers the following activities but not limited to below:

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

For list of all reviewed documents refer to chapter 7, Table 7-1.

### On-site Assessment

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

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

For the certification audit, United Savvy has 1 estate. Therefore, no selection required.

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

Name of Estate	Coordinates
United Savvy Sdn Bhd	6°06'10.2"N 117°06'08.7"E

### Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for Improvement (OFI) may be raised during the audit.

Major non-conformance shall be addressed and responded with 60 days from closing date of audit. For minor non-conformances raised and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be review and verify in the next audit.

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### 3. ORGANISATION INFORMATION

United Savvy Sdn Bhd is an oil palm plantation company with head office located in Sandakan and the estate is located at Sungai Sugut, Beluran, Sabah, Malaysia

The details of the estate as below:

Name of Estate	Location	Coordinates
United Savvy Sdn Bhd	Sungai Sugut, Beluran, Sabah	6°06'10.2"N 117°06'08.7"E

#### 3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Oct 2019 to Sept 2020)
	Total*	Production**	
United Savvy Sdn Bhd	123.734	100.00	2,220.00
<b>Total</b>	<b>123.734</b>	<b>100.00</b>	<b>2,200.00</b>

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

\*\*Immature + Mature Area

#### 3.2. Planting Program for Each Estate

Estate / Year	2007	2008	2012
USSB	45.44	31.84	22.72
<b>Total Mature</b>	<b>45.44</b>	<b>31.84</b>	<b>22.72</b>
<b>Total Immature</b>	-	-	-
<b>Total</b>	<b>45.44</b>	<b>31.84</b>	<b>22.72</b>

#### 3.3. Replanting program for each estate

There is no replanting programme established for the next 10 years since the palm age is below 15 years.

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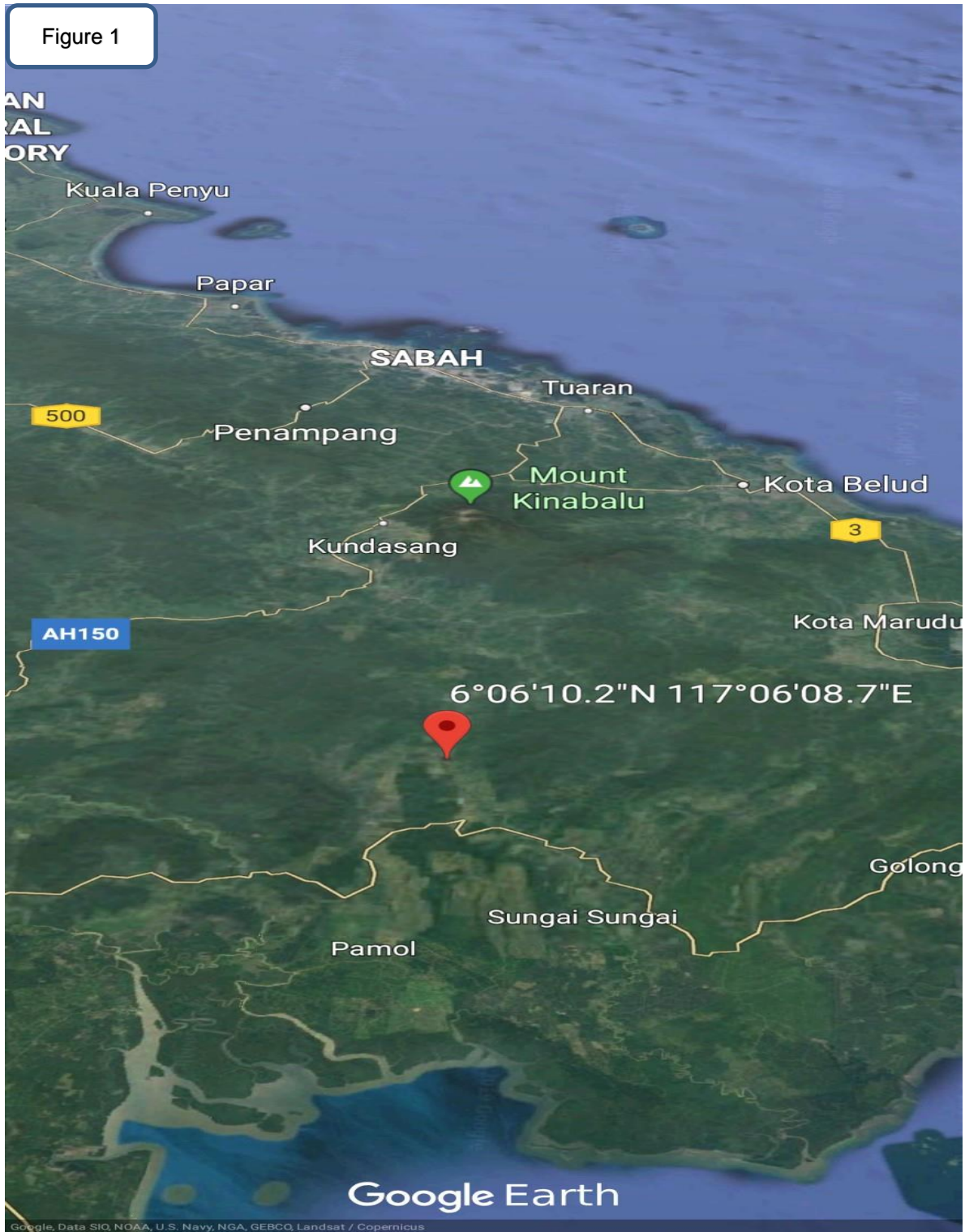
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### 3.4. Maps of Company Location and Plantations



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Figure 2

UNITED SAVVY SDN BHD  
SUNGAI SUGUT

LEGEND

- Main Road
- Field Road
- River
- Road
- Block Boundary
- Estate Perimeter Boundary

SCALE 1:2500

Acquisition Date: 20 June 2025  
Instrument: Trimble SPP 100  
Projection: Universal Transverse Mercator - Zone 50 N  
Resolution: 0.12 meter Average Ground Sampling Interval

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. Certification Audit

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

##### 4.1.1. Certification Audit:

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

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

- do not have any certification or
- those having management system certification e.g. ISO, COP.

These organization shall undergo both Stage I and II audits.

United Savvy Sdn Bhd does not has any certification, therefore, has to undergo Stage I audit.

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

The Stage I audit is conducted on 20/08/2019 at United Savvy Sdn Bhd main office covering the following activities:

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

##### 4.1.2. Certification Audit:

The certification audit is conducted on 23/10/2019 to 24/10/2019 covering 1 estate.

During the certification audit there are 9 Opportunities for Improvement (OFI) raised.

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

The audit findings if any, raised in this audit refer to Section 4.5 of this report.

#### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 24/09/2019 as to accommodate stakeholder's consultation meeting for United Savvy Sdn Bhd to provide comments. As at audit date on 23/10/2019 there are no comments received.

Invitation letters are sent on 24/09/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 23/10/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:



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

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

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:  
The stakeholders could confirm they have attended meetings with the company on MSPO certification.
2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint  
The stakeholders' advice they are informed a logbook and form is available at the office to lodge any complaints or suggestions.
3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.  
The local communities could confirm the company has provide assistance and support to communities.
4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information  
The contractors who provides maintenance and service could confirm they are briefing on MSPO requirements.

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

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

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders confirmed of MSPO audit via invitation letter received.	Positives comments through United Savvy Sdn Bhd management
2	Social issues	Stakeholders attended are local communities. They confirmed no social issues occur within the estate.	Positives comments through United Savvy Sdn Bhd management
3	Type of land title – Country Leased, Provisional Leased, Native title	Stakeholders attended are local communities. They confirmed no land issues occur within the estate.	Positives comments through United Savvy Sdn Bhd management

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders attended are local communities. They confirmed local people is hired to work in the estate.	Positives comments through United Savvy Sdn Bhd management
5	Does MSPO largely benefits the local community?	Stakeholders attended are local communities. They confirmed receiving benefits with MSPO implementation.	Positives comments through United Savvy Sdn Bhd management
6	Environmental understanding	Stakeholders attended are aware of environmental aspect and impact from stakeholders meeting briefing. They confirmed no estate practices that affect the environment and surrounding villages.	Positives comments through United Savvy Sdn Bhd management
7	Awareness towards species, habitats, and high conservation values	Stakeholders attended are aware on HCV area. They have confirmed of no hunting and killing of wildlife allowed.	Positives comments through United Savvy Sdn Bhd management
8	Are there any plantation management practices that affect you?	Stakeholders confirmed there are no management practices affecting them. Positives support given by the estate to the local communities.	Positives comments through United Savvy Sdn Bhd management
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders confirmed the estate has taken effort to meet the MSPO requirements.	Positives comments through United Savvy Sdn Bhd management
10	Do you have any suggestions for management?	Safety precautions when entering the mill.	Positives comments through United Savvy Sdn Bhd management

### 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 criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below</p>

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>United Savvy Sdn Bhd (USSB) established MSPO policy dated 01/01/2019 signed by Director.</p> <p>The MSPO policy is publicly available in file and estate notice board in Bahasa Malaysia and English languages.</p> <p>Training on MSPO policy conducted on 07/09/2019.</p> <p>Site interviewed with workers are aware of MSPO policy and its implementation.</p>	Yes
4.1.1.2	<p>The policy describe USSB strive for continual improvement by harnessing its resource of people, processes and technology in order to ensure continual production of oil palm product in sustainable manner.</p>	Yes
4.1.2.1	<p>USSB established SOP for internal audit dated 01/02/2019, doc no: USSB-MSPO-4.1.2.1.</p> <p>Internal audit to be conducted once a year as stated in the internal audit SOP.</p> <p>Internal audit conducted on 22/05/2019 by external 3<sup>rd</sup> party with 11 non-conformance and 25 OFIs raised.</p> <p>The internal audit identified both strong and weak points.</p>	Yes
4.1.2.2	<p>USSB established SOP for internal audit dated 01/02/2019, doc no: USSB-MSPO-4.1.2.1.</p> <p>SOP state the timeframe to close the NC raised is two month after audit date.</p> <p>Internal audit results identify the non-conformity, OFI, strengths and weakness points.</p> <p>Strong point: Well establishment of MSPO documents.</p> <p>Weak point: Poor pre mixing area.</p> <p>NC raised in the internal audit has been addressed accordingly in the corrective action form.</p> <p>Example;</p> <p>Issue: 4.4.4.2 (e): Tiada sebarang penilaian bahan kimia yang dijalankan ataupun CHRA report.</p> <p>Root cause: Lack of MSPO implementation in the field.</p> <p>Corrective action: USSB appoint REHPRO Scientific Sdn Bhd to conduct CHRA.</p>	Yes
4.1.2.3	<p>USSB has conducted management review meeting on 24/05/2019. Internal audit findings and results are discussed in the management review.</p>	Yes
4.1.3.1	<p>USSB conducted management review on 24/05/2019.</p> <p>Management review will be conducted once a year and after internal audit..</p> <p>Management review meeting agenda includes:</p>	Yes



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"><li>1. Tindakan susulan terhadap mesyuarat semakan pengurusan terdahulu.</li><li>2. Keputusan audit</li><li>3. Cadangan penambahbaikan.</li></ol>	
4.1.4.1	<p>USSB established CIP dated 28/05/2019.</p> <p>CIP topics:</p> <ol style="list-style-type: none"><li>1. Management commitment and responsibility</li><li>2. Transparency</li><li>3. Compliance to legal requirements</li><li>4. Social responsibility, health safety and employment condition.</li><li>5. Environmental, natural resources and ecosystem services</li><li>6. Best practices.</li></ol> <p>The CIP table consist of action / activity, expected outcome, frequency, timeframe / deadline, responsibility, resources/budget needed.</p>	Yes
4.1.4.2	<p>USSB established flowchart for new technology information and technique dated 28/05/2019.</p> <p>The flowchart describe the initial part of communication with new technology supplier or product until the implementation and monitoring for further improvement.</p>	Yes
4.1.4.3	<p>USSB established flowchart for new technology information and technique dated 28/05/2019.</p> <p>The flow charts describe:</p> <ul style="list-style-type: none"><li>• Call supplier to introduce product</li><li>• Proposal of product</li><li>• Planning-location of pilot study</li><li>• Demo schedule</li><li>• Evaluation of pilot study</li><li>• Decision to proceed</li><li>• Established work procedure</li><li>• Implementation</li><li>• Monitoring for further improvement.</li></ul> <p>The flow chart states to train the operators or employees involved in implementations, techniques and equipment.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>USSB established the latest stakeholders list on 21/05/2019.</p> <p>Stakeholders includes villagers, neighboring estates, government agencies, suppliers, mills, contractors and employees.</p> <p>USSB establish SOP 'Pengurusan komunikasi pihak berkepentingan', doc no: USSB-MSPO-4.2.2.1 dated 01/02/2019.</p> <p>Stakeholders meeting conducted at estate office on 24/07/2019 and headquarter office on 25/07/2019.</p> <p>Stakeholders meeting topics:</p> <ol style="list-style-type: none"><li>1. Taklimat ringkas MSPO oleh wakil perunding</li><li>2. Keperluan undang-undang</li><li>3. Komitmen dan tanggungjawab pihak berkepentingan</li><li>4. Hal-hal lain</li><li>5. Complaint and grievances SOP.</li></ol> <p>Stakeholders interviewed are aware of complaint procedure to lodge a complaint.</p>	Yes
4.2.1.2	<p>USSB established list of publicly available and confidential documents dated 26/06/2019.</p> <p>Public documents:</p> <ol style="list-style-type: none"><li>1. Policies</li><li>2. SOPs</li><li>3. SIA</li><li>4. License</li><li>5. Complaint and grievance records</li></ol> <p>Confidential documents:</p> <ol style="list-style-type: none"><li>1. Profit and loss account</li><li>2. Internal audit</li><li>3. Business plan</li></ol>	Yes
4.2.2.1	<p>USSB established SOP 'Pengurusan komunikasi pihak berkepentingan', doc no: USSB-MSPO-4.2.2.1 dated 01/02/2019.</p> <p>Stakeholders meeting conducted on 22/07/2019 and 25/07/2019 include briefing on SOP consultation and communication.</p>	Yes
4.2.2.2	<p>USSB appointed estate in charge as a PIC to handle consultation and communication.</p> <p>Stakeholders interviewed confirmed the person in charge for consultation and communication.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.2.3	USSB established the latest stakeholders list dated 21/05/2019.  Sighted request from Kampung Monopod stakeholder dated 11/02/2019 for site preparation to build community hall is attended on 15/04/2019.	Yes
4.2.3.1	<p>USSB established the SOP 'Kebolehkesanan' doc no: USSB-MSPO-4.2.3.1 dated 01/02/2019.</p> <p>The SOP has a flowchart for FFB traceability starting from harvesting, block number, no. of bunches, tractor numbe, driver name, lorry number, driver name, DN and weighbridge ticket from collecting centre / mill.</p> <p>USSB use 4 different documents as records for traceability. .</p> <ol style="list-style-type: none"> <li>1. Harvesting Chit</li> <li>2. FFB delivery note</li> <li>3. Weighbridge ticket</li> <li>4. Daily record of sales / delivery of FFB</li> </ol> <p>From estate to ramp documents:</p> <ul style="list-style-type: none"> <li>– The traceability form with the date, harvester name, block number, farm tractor number and FFB quantities</li> </ul> <p>From ramp to collecting centrrre documents:</p> <ul style="list-style-type: none"> <li>– FFB delivery note, date, collecting centre, vehicle number, name and IC number.</li> </ul> <p>From collecting centre to estate documents:</p> <ul style="list-style-type: none"> <li>– Weighbridge ticket issued by collecting centre,, date, lorry number and net weight.</li> </ul>	Yes
4.2.3.2	USSB conducted internal audit on 22/05/2019 that include inspection of traceability system with no findings raised.	Yes
4.2.3.3	USSB appoints estate in charge as PIC for traceability system dated 08/11/2019.	Yes
4.2.3.4	<p>USSB established SOP 'Kebolehkesanan' doc no: USSB-MSPO-4.2.3.1 dated 01/02/2019.</p> <p>The SOP describes retention period of documents is 3 years.</p> <p>All FFB sales and delivery records are maintained on daily basis and a monthly summary is generated.</p> <p>Summary records for September 2019 is reviewed</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>USSB established list of licenses and permits dated 10/06/2019.</p> <p>Example;</p> <ol style="list-style-type: none"> <li>1. MPOB license number 579607002000 validity from 01/01/2019 to 31/12/2019</li> <li>2. Trading license: R25192/2013 validity until 31/12/2019.</li> </ol>	Yes
4.3.1.2	<p>USSB established legal register dated 10/06/2019.</p> <p>Example;</p> <ul style="list-style-type: none"> <li>– MPOB license regulation 2005</li> <li>– Minimum wage order 2018</li> <li>– Employment Act 1955</li> <li>– Sabah labour ordinance Cap 67</li> <li>– Pesticide Act 1974</li> <li>– Occupational safety and health Act 1994</li> </ul>	Yes
4.3.1.3	<p>USSB established legal register updated on 10/06/2019..</p> <p>Example:</p> <p>Employees Social Security Act 1969</p>	Yes
4.3.1.4	<p>USSB appoints admin clerk as person in-charge for monitoring and updates of laws and regulations.</p>	Yes
4.3.2.1	<p>USSB land titles are native titles issued by Director of Lands and Surveys, Sabah.</p> <p>Land usage for cultivation of agriculture crop of economic value.</p>	Yes
4.3.2.2	<p>The land titles are issued by Director of Land and Surveys, Sabah .Actual land usage describe in the land titles for cultivation of agriculture crop of economic value.</p>	Yes
4.3.2.3	<p>USSB land titles include maps with title number and size in hectare.</p> <p>The boundary marker is included in the land titles map.</p> <p>Site observation the boundary markers are well maintained and crosscheck with the land title map.</p>	Yes
4.3.2.4	<p>USSB land titles are native titles issued by Director of Lands and Surveys, Sabah. There are no disputes and FPIC not required</p>	Yes
4.3.3.1	<p>USSB land titles are native titles issued by Director of Lands and Surveys, Sabah. There are no customary rights issues.</p>	Yes
4.3.3.2	<p>USSB land titles are native titles issued by Director of Lands and Surveys, Sabah with maps and size.</p>	Yes

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### Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.3.3	USSB land titles are native titles issued by Director of Lands and Surveys, Sabah. Therefore no FPIC required.	Yes

### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>USSB established SIA report doc no: USSB/SIA-01 dated 30/07/2019.</p> <p>The survey assessment is conducted on 24/07/2019 and 25/07/2019. The survey involved workers, local communities, estates, mill, suppliers and contractors.</p> <p>The SIA has a summary of positive and negative impacts and time bound plan to monitor for completion.</p> <p>The table of assessment and action plan includes impacts, positive/negative, action plan, PIC, timelines, status.</p> <p>The SIA will be review once a year with feedback from stakeholders.</p>	Yes
4.4.2.1	<p>USSB established SOP 'Aduan, Cadangan dan Rungutan, doc no: USSB-MSPO- 4.4.2.1, dated 01/02/2019 signed by Management Advisor.</p> <p>The SOP describes the responsible person in charge of the complaint and grievances is the Estate In charge (EIC) and Top Management (TM).</p> <p>Procedure describes</p> <p>'Pengadu yang ingin membuat aduan perlu mengisi BA dalam 8 hari dari tarikh berlakunya kejadian membuat berasa tidak puas hati atau keluhan serta rungutan. EIC yang berkaitan akan menerima BA dan cuba untuk menyasat, memberi penyelesaian, penerangan atau membuat sebarang keputusan terhadap aduan dalam masa 1 minggu dari tarikh aduan terima"</p> <p>"Sekiranya pengadu masih tidak berpuas hati terhadap penyelesaian yang di berikan oleh EIC atau tiada sebarang jawapan serta tindakan terhadap aduan dalam masa 1 minggu. Pengadu boleh mengemukakan dan membawa aduan ke pihak TM. TM akan membuat penyiasatan dan memneri penyelesaian, penerangan atau membuat keputusan dalam 1 bulan waktu bekerja selepas aduan telah di berikan kepada TM"</p> <p>"Jika Pekerja masih tidak berpuasa hati dengan keputusan/ penyelesaian yang di berikan oleh TM atau sekiranya berlaku kegagalan oleh TM untuk menyelesaikan aduan dalam tempoh 1 bulan bekerja, pekerja boleh membangkitkan isu dengan Jabatan Tenaga Kerja."</p> <p>Site interviewed with workers they are aware of the compliant procedure.</p> <p>The complaint and grievance form and complaint box is made available at estate office.</p>	Yes
4.4.2.2	USSB established SOP 'Aduan, Cadangan dan Rungutan, doc no: USSB-MSPO- 4.4.2.1, dated 01/02/2019 signed by Management Advisor.	Yes

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Indicator	Summary of Assessment		Compliance
	<p>A flow chart in the SOP describing the process and responsible person for the complaint and ensure the complaint to be solve within 7 working days by Estate In – charge or 30 days by top management .</p> <p>The SOP defines the type of complaints and grievances with applicable forms.</p> <p>Complaint logbook is review with a complaint received on 08/07/2019 and resolved on 10/07/2019.</p> <p>Interview with workers and dependents they are aware of the complaint flow and grievances SOP.</p>		
4.4.2.3	Complaint and grievances form and complaint box is available at the estate office.		Yes
4.4.2.4	<p>The stakeholders were briefed on the complaint and grievances SOP during the stakeholders consultation conducted on 24/07/2019.</p> <p>Workers interviewed are aware on the complaints and grievances SOP. The complaint box is available at the estate office.</p>		Yes
4.4.2.5	<p>Complaint and grievances records are reviewed. .</p> <p>All complaint and grievances received during the period 03/02/2019 to 08/07/2019 are documented and maintained</p>		Yes
4.4.3.1	USSB provides job opportunities to local communities for office and field operations and engage local contractors for FFB delivery.		Yes
4.4.4.1	<p>USSSB establish Occupational safety and health (OSH) policy dated 01/01/2019 signed by Director.</p> <p>The policy is available at estate notice board.</p> <p>Stakeholders consultation conducted on 24/07/2019 includes briefing of Occupational safety and health (OSH) policy.</p> <p>Workers are brief on OSH policy on 07/9/2019</p> <p>Workers interviewed are aware of the OSH policy</p>		Yes
4.4.4.2	a	<p>Occupational safety and health (OSH) policy is display at notice board.</p> <p>Briefing of Occupational safety and health (OSH) policy to workers on 07/09/2019 and stakeholders on 24/07/2019</p> <p>Workers interviewed are aware of the OSH policy.</p>	Yes
	b	<p>USSB established HIRARC for all operation activities dated 24/11/2018 and reviewed on 05/09/2019.</p> <p>HIRARC table describe the activity, hazards, consequences, risk analysis, risk control and person in-charge.</p>	
	c i	<p>USSB established training programme dated 22/05/2019.</p> <p>Training conducted as below:</p>	

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> <li>1. First Aid on 28/06/2019</li> <li>2. Penggunaan PPE on 29/07/2019</li> <li>3. Briefing on Safety for harvesting and spraying activities on 28/06/2019</li> </ol> <p>Workers interviewed are aware of safe work practices.</p>	
c ii	<p>SDSs for chemicals and fertilizers are available at chemical store</p> <p>Example</p> <ol style="list-style-type: none"> <li>1. Ansar HC</li> <li>2. Ally Y 20 DF</li> <li>3. Sentry (Glyphosate)</li> </ol> <p>Chemicals and fertilizers are stored in stores with proper ventilation.</p>	
d	<p>USSB provides PPEs for all estate operations in accordance to CHRA and HIRARC assessment such as gloves, safety glasses, face mask, apron and boots.</p> <p>During site visit workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA</p>	
e	<p>USSB established SOP for handling of chemical and storage dated 23/11/2018</p> <p>The SOP describe storage requirements, type of PPE and method to handle chemical leakage.</p> <p>USSB CHRA Assessment dated 08/08/2019 include the procedure for chemical storage.</p>	
f	<p>USSB appoints the estate in charge as person in charge of safety and health dated 02/05/2019.</p>	
g	<p>USSB management meeting dated 14/10/2019 include the discussion on safety issue.</p> <p>The meeting act as a platform to update the accident status and other related safety issues.</p>	
h	<p>USSB established accident and emergency procedure dated 23/11/2018</p> <p>Accident and emergency procedure and emergency contact number displayed at office notice board.</p> <p>Stakeholders consultation conducted on 25/07/2019 includes briefing on accident and emergency procedure.</p> <p>Fire drill conducted on 24/11/2018. The next fire drill training for 2019 will be conducted in November.</p>	
i	<p>First aid training conducted by St John Ambulance Malaysia on 28/06/2019 and 29/06/2019</p>	

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
	<p>First aid kits available work site and office.</p> <p>Site visit verification confirm the first aid kits are made available at chemical spraying and harvesting activities.</p>	
j	<p>USSB established records of injuries and accidents and reported in quarterly management meeting.</p> <p>Annual JKPP reporting for year 2018 submitted on 17/01/2019.</p> <p>There are no accidents or injuries with more than 4 days of medical leave from January to September 2019.</p>	
4.4.5.1	<p>USSB establish the Social and Human Right policy dated 01/01/2019 and signed by Director.</p> <p>The Policy states</p> <p>“USSB bersetuju dengan Deklarasi Hak Asasi Manusia yang di nyatakan, Bhawa pengiktirafan terhadap martabat yang wujud dan hak-hak yang sama dan tidak dapat dipertanggungjawabkan oleh semua ahli keluarga manusia adalah asas kebebasan, keadilan dan keamanan di dunia. Syarikat komited untunk memastikan bahawa hak asasi manusia semua pekerja di hormati dan di tegakkan.</p> <p>All the policies are display at office notice board</p> <p>Stakeholders consultation conducted on 25/07/2019 include briefing of Social and Human Right policy.</p> <p>Workers are briefed on Social and Human Right policy on 07/09/2019.</p> <p>Workers interviewed are aware Social and Human Right policy.</p>	Yes
4.4.5.2	<p>USSB establish the Social and Human Right policy dated 01/01/2019 and signed by Director.</p> <p>The policy states:</p> <p>USSB will not discriminate on the basis of race, color, gender, religion, political opinion, nationality, social origin or any other distinguishing characteristics and other status protected by the country's laws. The company committed to practice equal opportunities.</p> <p>The policy is display at office notice board.</p> <p>During site interview workers are aware of social and human right policy and confirmed no discrimination practice at work place.</p>	Yes
4.4.5.3	<p>USSB pay and wages according minimum wage order (Amendment) 2018.</p> <p>USSB establish worker contract agreement according to “Kontrak Pekerjaan Seksyen 18 Ordinan Buruh Sabah Bab 67 (Pindaan) 2005 for both local and fforeign workers.</p> <p>The contract states:</p> <p>Majikan bersetuju membayar gaji pekerja dengan amaun yang tidak kurang daripada RM 42.32 sehari.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Reviewed workers pay slip and check roll confirmed the wage paid meet the minimum wages order (Amendment) 2018.	
4.4.5.4	USSB monitors contractor workers are paid according to minimum wage order 2018 of RM1,100/month or RM42.31/hour. Contractor workers' wages pay slip is review and according to minimum wage order.	Yes
4.4.5.5	USSB established list of workers contains name, date of birth, date of join, wage, position and nationality. All workers hired are permanent.	Yes
4.4.5.6	USSB established worker contract for every employee hired and signed by worker and management. The workers are briefed on the contract agreement terms and conditions. Onsite interview with workers confirmed they have a copy of contract and understand the contents.	Yes
4.4.5.7	USSB use the check roll to capture workers and staff reporting for work and working hours for each day. The working hours is display in at the office notice board. Morning Muster: 5.30 am – 6.00 am Working hours: 6.00 am – 10.00 am Rest Time: 10.00 am – 10.30 am Working hours: 10.30 am – 2.30 pm Overtime is paid based on 1.5 times hourly rate for normal days and 2.0 times for rest days and Sundays according to Sabah Labour Ordinance. Workers are brief on the working hours when they siign the contract agreement. On-site interview with workers they are aware on working hours and overtime rates	Yes
4.4.5.8	USSB working hours are publicly available at office notice board Morning Muster: 5.30 am – 6.00 am Working hours: 6.00 am – 10.00 am Rest Time: 10.00 am – 10.30 am Working hours: 10.30 am – 2.30 pm On-site interview with workers they are aware of working hours and overtime if required to perform.	Yes
4.4.5.9	USSB provide payslip to all workers documenting wage for the month and any overtime performed. Overtime rates are paid according to Sabah Labour Ordinance of 1.5 times for normal day and 2 times for rest days and weekends.	Yes

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
	<p>Pay records are reviewed and paid according to work performance for the month.</p> <p>Interview with workers understand the wage and overtime rates.</p>	
4.4.5.10	<p>USSB provide benefits to both local and foreign workers.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Medical</li> <li>2. Annual bonus</li> <li>3. Transportation</li> </ol>	Yes
4.4.5.11	<p>USSB adopts industry best practices for living quarters. The housing compound are well maintained. Clean water, electricity, recreational area, shop and gardening area are provided</p>	Yes
4.4.5.12	<p>USSB established Sexual Harassment, violence and gender policy dated 01/01/2019 signed by Director.</p> <p>The policy is display at the estate notice board.</p> <p>Stakeholders consultation conducted on 25/07/2019 include briefing of Sexual Harassment, violence and gender policy.</p> <p>Workers are brief on Sexual Harassment, violence and gender policy on 07/09/2019</p> <p>Workers feedback there is no practice or related case on sexual harassment or violence at workplace.</p>	Yes
4.4.5.13	<p>USSB established Social and Human Right policy dated 1/01/2019 and signed by Director.</p> <p>The policy states</p> <p>USSB upholds the right of all personnel's, if they so wish to form and join trade unions of their choice and to bargain collectively. Freedom of association and collective bargaining are respected.</p> <p>No union form by workers currently.</p> <p>USSB conduct Internal Stakeholder meeting between workers and management on 24/07/2019 as a two-way communication to discuss workers issues.</p>	Yes
4.4.5.14	<p>USSB established Social and Human Right policy dated 1/01/2019 and signed by Director.</p> <p>The policy states No child as defined by Malaysia law shall be employed.</p> <p>Sighted employees list all workers are above 18 years. No child and young worker sighted during site visit.</p>	Yes
4.4.6.1	<p>USSB established training needs and training program dated 22/05/2019 for health, safety and environment for year 2019</p>	Yes

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
	<p>Training provided to workers such as MSPO policy, SOP for Safe Working Procedure, Chemical handling procedure, PPE usage, Fire drill/emergency Response plan, waste management, Social and Human rights, sexual harassment.</p> <p>Stakeholders consultation conducted on 25/07/2019 include briefing of MSPO policy, company policy, complaint and grievances procedure</p> <p>Sighted training records:</p> <ol style="list-style-type: none"> <li>1. PPE usage on 29/07/2019</li> <li>2. Environment on 29/09/2019</li> <li>3. Social Policy on 07/09/2019</li> </ol> <p>The training attendance and photos are documented and maintained.</p>	
4.4.6.2	<p>USSB established training needs analysis and training matrix for staff, mandore and workers dated 22/05/2019.</p> <p>The training needs analysis is based on job description.</p> <p>Example of training needs</p> <ol style="list-style-type: none"> <li>1. Harvesting Safe working Procedure</li> <li>2. PPE Usage</li> <li>3. Environmental Awareness</li> <li>4. Waste Management awareness</li> <li>5. Riparian Zone, Protected Animal, Zero Burning</li> <li>6. MSPO Policy</li> <li>7. Social and human right awareness</li> <li>8. Sexual harassment awareness</li> </ol>	Yes
4.4.6.3	<p>USSB establish annual training programme for health, safety environment and social for year 2019</p>	Yes

### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>USSB established environmental policy dated on 01/01/2019 signed by Director.</p> <p>The policy states</p> <p>USSB is committed to implement palm oil production practices that are environmentally sound, reduce greenhouse (GHG) Emission and protect forest and biodiversity.</p> <p>The policy includes protection of HCV, buffer zone area, rare, threatened and endangered species (RTE), no open burning, minimize or prevent land, air</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>and water pollution and create awareness among internal and external stakeholders.</p> <p>USSB established the Environmental Management plan dated 15/07/2019.</p> <p>The EMP include the relevant laws and regulations as below:</p> <ol style="list-style-type: none"> <li>1. Environmental Quality Act 1974</li> <li>2. Wildlife Conservation Enactment 1987</li> <li>3. Water Resources Enactment 1998</li> <li>4. Pesticide Act, 1974</li> <li>5. Environmental Quality (Scheduled waste) Regulation 2005</li> </ol> <p>EMP describes the Activity, Environment Aspect, Environment Impact, risk assessment, mitigation or improvement plan, monitoring, timelines and PIC.</p> <p>Example in EMP:</p> <p>Activities: Upkeep Spraying</p> <p>Environment Aspect: Over spraying or spraying near creeks or drains lead to water contamination</p> <p>Environment Impacts: Pollution to water courses and land</p> <p>Risk assessment: High</p> <p>Mitigation/improvement plan: Prevention and follow the spraying SOP</p> <p>Monitoring plan: Continuously monitored and follow SOP</p> <p>Responsibility: Estate In-charge</p> <p>Stakeholders consultation conducted on 25/07/2019 include briefing of Environmental policy.</p> <p>Workers are brief on Environmental policy on 07/09/2019</p> <p>During site interview with workers they are aware of Environmental management plan.</p>	
4.5.1.2	<p>a USSB establish environmental policy dated 01/01/2019 signed by Director.</p> <p>The objectives included inside the EMP are:</p> <ol style="list-style-type: none"> <li>1. Create awareness of environmental policy</li> <li>2. Monitor Energy use to optimize non-renewable energy use</li> <li>3. Proper Waste management and disposal</li> <li>4. Restriction of pollution and emission</li> <li>5. Maintain quality and availability of Natural Water resources and protection of river reserves</li> <li>6. Protection of RTE and High Biodiversity areas</li> <li>7. Prohibits the use of fire for oil palm cultivation</li> </ol>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b USSB EMP has a table describing the Activity, Environment Aspect, Environment Impact, risk assessment, mitigation or improvement plan, monitoring, timelines and PIC.</p> <p>EMP covered all operation activities in estate especially at Nursery, Replanting, Maintenance, Harvesting, Vehicle &amp; machinery, store and housing.</p> <p>Example in EMP:</p> <p>Activities : Upkeep Spraying</p> <p>Environment Aspect: Over spraying or spraying near creeks or drains leading to soil erosion</p> <p>Environment Impacts: Pollution to water courses and land</p> <p>Risk assessment: High</p> <p>Mitigation/improvement plan: Prevention and follow the spraying SOP</p> <p>Monitoring plan: Continuously monitored and follow SOP</p> <p>Responsibility Estate In charge</p>	Yes
4.5.1.3	<p>The environmental aspect and impact table in the EMP, list the aspects and impacts analysis by activity</p> <p>Mitigation for negative impact and promotion for positive impact describe in the Environment plan.</p> <p>Example:</p> <p>Activities: Replanting</p> <p>Negative Impact:</p> <p>Contamination of water course from run off, erosion, grading, sedimentation, and graveling.</p> <p>Mitigation plan</p> <p>Conduct water sampling to identify the water pollution</p> <p>Prepare the water conservation point to reduce sedimentation</p> <p>Activities: Fertilizer application</p> <p>Positive Impact:</p> <p>Fertilizer improve palm growth and crop</p> <p>Plan to promote: Use Fertilizer programme to control the fertilizer dosage and application.</p>	Yes
4.5.1.4	<p>USSB include promoting of positive impacts in the CIP</p> <p>For example: Waste management</p> <p>Positive Impacts</p> <p>Reduction of waste and removal of contamination risk</p> <p>Plan to promote:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Recycle the empty pesticide container Continual Improvement plan to promote the positive impact had been sighted dated 22/05/2019.	
4.5.1.5	USSB established Training program 2019 dated 22/05/2019. Example of training related to environmental plan: 1. Environmental policy conducted on 07/09/2019 2. Environment protection conducted on 29/07/2019 Stakeholders consultation conducted on 25/07/2019 include briefing of Environmental policy. During site interview workers are aware of Environmental policy	Yes
4.5.1.6	USSB conducted quarterly meeting for environmental quality. Latest meeting conducted on 14/10/2019. The meeting had discussed issue related to environmental such as Buffer zone monitoring update, environmental training programmed and waste management and zero burning	Yes
4.5.2.1	USSB monitors the usage diesel consumption vs FFB ₹ tonnage on annual basis for operations and transporting FFB to mill. The baseline establish by the management to closely monitor fossil fuel usage Energy management plan to reduce usage of diesel and electricity are established. Optimization of non-renewable energy (diesel) use is currently through monitoring of actual usage compared to budget.	Yes
4.5.2.2	USSB established the 2019 annual budget for diesel consumption and monthly compared with the actual consumption.	Yes
4.5.2.3	USSB does not practice renewable energy currently.	Yes
4.5.3.1	USSB established Waste management plan dated 17/07/2019 Wastes generated identified based on solid, gas and liquid type. The waste identification included the source, location and disposal method. Example: 1. Type of Waste : Used Engine Oil 2. Source: Vehicle, gearbox 3. Location: Workshop 4. Disposal method: Competent Contractor USSB had established the monitoring record to manage listed waste such as use engine oil record stored inside the scheduled waste store.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.2	<p>a USSB established Waste management plan dated 17/07/2019</p> <p>The sources of waste and pollution had been identified and monitored</p> <p>For example</p> <p>Waste identification: Engine Oil / lubricants</p> <p>Source: Vehicle, Gearbox</p> <p>Location: Workshop</p> <p>Disposition method: Disposed by competent contractor</p> <p>Monitoring Plan: Proper monitoring, storage and disposal as schedule waste, Constant checks on storage drum for any leakages</p> <p>Document related: Used Engine Oil Record</p> <p>Responsibility: Estate in charge</p> <p>Pollution: Soil Pollution, Water Pollution</p> <p>Used engine oil record had been sighted dated on 10/10/2019.</p>	Yes
	<p>b USSB waste management plan identify of any wastes generated that could be reduce, reuse &amp; re-cycle for other used</p> <p>Example:</p> <p>Source of Waste: Fertilizer Bag</p> <p>Method: Reused</p> <p>Remarks: Use for loose fruit collection</p>	
4.5.3.3	<p>USSB established Manual Procedure of used chemical management dated 01/01/2019 and waste management procedure dated 01/02/2019.</p> <p>All scheduled wastes generated from estate identified and listed inside the Environmental Management plan according to legal requirement.</p> <p>Example</p> <ol style="list-style-type: none"> <li>1. Used Engine / motor oil (SW 305)</li> <li>2. Used battery (SW 102)</li> <li>3. Contamination Soil (SW 408)</li> </ol> <p>The scheduled waste will be collected by DOE authorized collector.</p> <p>The scheduled wastes are below 20 mt and within 180 day of storage.</p>	Yes
4.5.3.4	<p>USSB establish SOP for empty chemical containers management in the Manual Procedure of used chemical management dated 01/01/2019.</p> <p>All rinsed water discharged from empty chemical container will be collected and reused for spraying activity in field.</p>	Yes
4.5.3.5	<p>USSB domestic waste disposed at landfill</p> <p>Landfill is located away from housing and water ways. The area is fenced and marked (together with opening and closing date).</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.4.1	<p>USSB establish pollution aspects and impacts. The document is attached together with Environment Management plan dated on 15/07/2019.</p> <p>The disposal and treatment method for each type of waste generated had been listed as below example:</p> <p>Waste identification: Engine Oil/ lubricants</p> <p>Source: Vehicle, Gearbox</p> <p>Location: Workshop</p> <p>Disposition method: Disposed by competent contractor</p> <p>Monitoring Plan: Proper monitoring, storage and disposal as scheduled waste, Constant checks on storage drum for any leakages</p> <p>Document related: Used Engine Oil Records</p> <p>Responsibility: Estate in charge</p> <p>Pollution: Soil &amp;, Water</p> <p>Used engine oil records dated 10/10/2019 sighted</p> <p>Sighted the list of identified GHG</p> <p>For Example:-</p> <p>EFB/fronds - Methane (CH<sub>4</sub>)</p> <p>Diesel - Carbon Monoxide (CO)</p> <p>Fertilizer – Methane</p>	Yes
4.5.4.2	<p>The action plan to reduce identified significant pollutants is established in the GHG action plan dated on 17/07/2019</p> <p>Example of the action plan:</p> <p>Objective: Reduction of fossil fuel use</p> <p>Action Plan: More stringent control and monitoring of vehicles, machineries and generator and vehicle maintenance</p> <p>Time Frame: Quarterly basis</p> <p>Responsibility: Estate In charge</p>	Yes
4.5.5.1	<p>a</p> <p>USSB establish water management plan dated 19/08/2019.</p> <p>The plan covered the water usage and sources of supply.</p> <p>Example:</p> <p>Source of water: Rain</p> <p>Usage: Chemical application and domestic usage.</p>	Yes
	<p>b</p> <p>Sungai Gusi flowing through UUSB. Therefore, monitoring of in and out water required.</p> <p>USSB conducts water quality test to monitor in and outgoing water to ensure no contamination of waterways.</p>	



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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Certificate of analysis dated on 04/10/2019 reviewed and results within the National Water Quality Standards For Malaysia (NWQSM) – Class IIB.</p> <p>c The practiced of rain harvesting and reuses of triple rinsing water implemented by USSB as part of water optimization plan.</p> <p>Rain harvesting is practice at housing and facilities area for domestic use.</p> <p>Chemical containers washing and rinsing water is reuse for pre-mix usage.</p> <p>Water from catchment ponds used for domestic usage.</p> <p>d USSB water management plan dated 19/08/2019 include the protection of water courses</p> <p>Buffer zones are maintained at stream, rivers and surrounding of water catchment area.</p> <p>All natural vegetation are preserved and prohibited any plantation maintenance activities such as manuring and spraying.</p> <p>Training for buffer zone conducted on 29/07/2019.</p> <p>e From field observation, riparian zones are well maintained and no natural vegetation removed.</p> <p>Quarterly riparian zones monitoring records conducted is reviewed.</p> <p>f There are no bore wells constructed to extract ground water.</p>	
4.5.5.2	<p>There are no bunds or weirs or dams constructed across rivers.</p> <p>This could be confirm during field visit observation.</p>	Yes
4.5.5.3	<p>Water harvesting is practice throughout the facilities and housing area</p> <p>There are natural ponds within estate for domestic usage.</p>	Yes
4.5.6.1	<p>a USSB established Biodiversity Assessment and identification report dated 24/07/2019 to identify the wildlife &amp; ecosystems and provide biodiversity management &amp; monitoring recommendation to protect the RTE.</p> <p>The report identified Sungai Sugut and Sungai Gusi as biodiversity sensitive areas.</p> <p>The identification of the RTE divided into 2 main species which are flora and fauna.</p> <p>Below are examples of identified wildlife:</p> <ol style="list-style-type: none"> <li>1. Kera (<i>Macaca Fascicularis</i>)</li> <li>2. Burung Punai Tanah (<i>Chalcophaps Indinca</i>)</li> <li>3. Bangau Cina (<i>Egretta Eulophotes</i>)</li> <li>4. Ular Senduk (<i>Naja Naja</i>)</li> </ol>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Training for Biodiversity conducted on 29/07/2019.</p> <p>Site visit interview confirmed worker are aware of wildlife protection and legal penalty.</p>	
	<p>b The identified wildlife in the estates as below:</p> <ol style="list-style-type: none"> <li>1. Kera (<i>Macaca Fascicularis</i>)</li> <li>2. Burung Punai Tanah (<i>Chalcophaps Indinca</i>)</li> <li>3. Bangau Cina (<i>Egretta Eulophotes</i>)</li> <li>4. Ular Senduk (<i>Naja Naja</i>)</li> </ol> <p>Wildlife pictorial list display on prohibiting trapping, hunting and penalty of harming RTE species based on wildlife conservation enactment 1997 states mandatory RM50,000 or imprisonment for 5 years or both.</p> <p>Training for wildlife conducted on 29/07/2019.</p> <p>During workers interview they are aware of wildlife protection and legal requirements.</p>	
4.5.6.2	<p>a Signage implemented describe prohibiting trapping, hunting and penalty of harming RTE species based on wildlife conservation enactment 1997 with mandatory RM50,000 or imprisonment for 5 years or both.</p> <p>Training on biodiversity, wildlife protection and legal requirements conducted on 29/07/2019.</p>	Yes
	<p>b USSB conducted training on biodiversity, wildlife protection and penalty on 29/07/2019 and stakeholders are briefed at the stakeholders' consultation on 25/07/2019.</p> <p>During workers interview are aware of wildlife protection and legal requirements.</p>	
4.5.6.3	<p>Management plan to protect wildlife and RTE is included in the Biodiversity Assessment and identification report dated 22/07/2019</p> <p>Sighted monitoring records to monitor any illegal or inappropriate hunting, fishing or collecting activities and type of wildlife within the estate and buffer zones.</p>	Yes
4.5.7.1	<p>USSB established Environmental policy dated on 01/01/2019 signed by Director.</p> <p>The policy states;</p> <p>"USSB is against uncontrolled, illegal or irresponsible burning for the purpose of land preparation for new and re-planting, pest and disease control, waste management and sanitation (No Burning)."</p> <p>Training for open burning awareness conducted on 29/07/2019.</p> <p>Site visit interview confirmed workers are aware of no open burning.</p> <p>No burning sighted in landfill and housing area during site verification.</p>	Yes

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### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment	Compliance
4.5.7.2	There are no serious palm diseases sighted during the field visits that require burning. Therefore, no special approval for open burning from the relevant authorities	Yes
4.5.7.3	USSB does not allowed any controlled burning as stated in the Environmental policy dated on 01/01/2019 sign by Director  The policy states; "USSB is against uncontrolled, illegal or irresponsible burning for the purpose of land preparation for new and re-planting, pest and disease control, waste management and sanitation (No Burning)."	Yes
4.5.7.4	No replanting activities observed during site visit. Therefore, no sighting of palm felled, chipped and mulched.	Yes

### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	USSB adopted the Field Book Oil palm planting volume 1, 2 & 3 as SOP. Training SOPs for harvesting, spraying and manuring conducted on 24/11/2018.  Latest training conducted end of October 2019 sighted.	Yes
4.6.1.2	USSB adopted Field Handbook Immature Series for soil conservation measures.  The SOPs describes; <ol style="list-style-type: none"> <li>1. Minimize soil erosion</li> <li>2. Reduce rainwater runoff and nutrient losses</li> <li>3. Increase water infiltration</li> <li>4. Conserve moisture and increase water infiltration</li> <li>5. Areas where the slope exceeds 40° should not be planted.</li> </ol> Planting of Legume Cover Plants to prevent soil erosion, erosion control, improved soil condition, reduced soil temperatures and reduced surface water runoff.	Yes
4.6.1.3	USSB established block marking for each block. Information in the block marker re block no., size, year planted, type of seedlings.	Yes
4.6.2.1	USSB has established 10 years business plan from 2019 to 2028.  The business plan cover crop projection for 10 years, cost of production and Cash flow projection.	Yes
4.6.2.2	USSB planting statement is review. All palm are below 15 years. Thus, there is no replanting program established for the next 10 years.	Yes
4.6.2.3	USSB has established 10 years business plan from 2019 to 2028.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>The business plan includes;</p> <ol style="list-style-type: none"> <li>1. Planting material.</li> <li>2. Crop projection for 10 years</li> <li>3. Cost of FFB production/mt.</li> <li>4. Price forecast</li> <li>5. Cumulative cash flow</li> </ol>	
4.6.2.4	<p>USSB established monthly progress report for monitoring of monthly costing.</p> <p>Monthly progress report September 2019 sighted listing</p> <ol style="list-style-type: none"> <li>1. Manpower</li> <li>2. FFB production</li> <li>3. Work programme</li> <li>4. Diesel usage</li> </ol>	Yes
4.6.3.1	<p>USSB purchased fertilizer through tendering process to select the supplier</p> <p>USSB issue local purchased order, for fertilizer purchasing.</p> <p>Sighted in the Local purchased order is fertilizer name, quantity, unit price and total price.</p> <p>All purchased products are documented and records maintained.</p>	Yes
4.6.3.2	<p>USSB purchased fertilizer through tendering system to select the supplier..</p> <p>USSB issue local purchased order to the selected supplier based on the agreed tender price, terms and conditions.</p> <p>The payment terms stated in the invoice is 60 days and payment is within timeline.</p>	Yes
4.6.4.1	<p>USSB established contract agreement with FFB transporter dated 02/01/2019 for FFB delivery.</p> <p>The contract agreement includes MSPO requirements;</p> <ul style="list-style-type: none"> <li>- Contractor undertakes that they have been briefed on MSPO requirements</li> <li>- To ensure contractor operations relating to the company are in compliance of the MSPO standard.</li> </ul> <p>The contractor workers are briefed on MSPO requirements;</p> <ul style="list-style-type: none"> <li>- MSPO awareness and Policies training conducted on 06/10/2019</li> <li>- Training on PPE on 11/07/2019</li> <li>- Training on Safe working procedure on 24/08/2019</li> </ul>	Yes
4.6.4.2	<p>USSB established contract agreement with FFB transporter dated 02/01/2019 for FFB delivery.</p>	Yes

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### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
	Contract agreement is duly agreed and signed by both parties.	
4.6.4.3	USSB established contract agreement with FFB transporter dated 02/01/2019 for FFB delivery.  The contract agreement has includes MSPO statements and agreed by both parties. The agreement describe; <ul style="list-style-type: none"><li>Contractor agree to be assessed by MSPO approved auditors and will allow access to visit its premise.</li></ul>	Yes
4.6.4.4	USSB use FFB daily sales and delivery for monitoring of contractor progress work.  Sighted records from 06/09/2019 to 30/09/2019 for FFB delivery are maintained.	Yes

### Principle 7: Development of new planting

Indicator	Summary of Assessment	Compliance
4.7.1.1	USSB Planting statement is review. There is no new planting within the estate.  The 1 <sup>st</sup> planting in 2007 and the latest planting on 2012.	Yes
4.7.1.2	USSB Planting statement is review. There is no new planting d within the estate.  The 1 <sup>st</sup> planting in 2007 and the latest planting on 2012.  There is no new planting or replanting. Therefore, no PMM required.	Yes
4.7.2.1	USSB planting statement and map is review. There is no peat land sighted.  Site observation indicates there is no peat land occur within the estate.	Yes
4.7.3.1	USSB planting statement is review and there is no new planting.  Therefore, no SEIA conducted.	Yes
4.7.3.2	USSB planting statement is review and there is no new planting.  Therefore, no SEIA conducted.	Yes
4.7.3.3	USSB planting statement is review and there is no new planting.  Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholders scheme in USSB certification.  Therefore, not applicable.	Yes
4.7.4.1	USSB planting statement is review and there is no new planting.  Therefore, no soil map established.	Yes
4.7.4.2	USSB planting statement is review and there is no new planting.  Therefore, no topography map established.	Yes
4.7.5.1	USSB planting statement is review and there is no new planting.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Therefore, no map established and no permit available.	
4.7.5.2	USSB planting statement is review and there is no new planting. Therefore, no plan established.	Yes
4.7.5.3	USSB planting statement is review and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	USSB planting statement is review and there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	USSB planting statement is review and there is no new planting. There is no sacred sites, therefore no management plan established.	Yes
4.7.6.3	USSB planting statement is review and there is no new planting. Therefore, no SOP established.	Yes
4.7.6.4	USSB planting statement is review and there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	USSB planting statement is review and there is no new planting. Therefore, no assessment established.	Yes
4.7.6.6	USSB planting statement is review and there is no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	USSB planting statement is review and there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	USSB planting statement is review and there is no new planting. Therefore, no communities affected.	Yes

### 4.4. Status of Non-Conformities Previously Identified

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

*Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.*

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

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

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

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

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

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

No.	Indicator	Location	Opportunity for Improvement
1.	4.1.2.1	Office	Management could consider improve in identifying the strong and weak points in the internal audit
2.	4.2.1.1	Office	Management could consider to include NGOs in the stakeholders list.
3.	4.2.2.3	Office	Management could consider improve the communication records as per request form established.
4.	4.4.1.1	Office	Management could consider improve the summary of SIA assessment table.
5.	4.4.4.2 (b)	Office	Management could consider improve HIRARC identification of working at terrace area.
6.	4.4.5.4	Office	Management could consider improve the monitoring of contractor worker wage.
7.	4.5.1.6	Office	Management could consider include more participants involved in the environmental meeting..
8.	4.6.1.1	Office	Management could consider improve the training frequency to promote the effectiveness of field operations.
9.	4.6.4.3	Office	Management could consider improve the implementation for reducing the pollutants and emissions.

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### 5. CONCLUSION

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

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

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

Total certified number of estates:	1	
Total certified production area:	100	Ha
Certified FFBs January to September 2019:	1,229.63	Mt
FFB Projections October 2019 to December 2019:	700.00	Mt
FFB Projections January to December 2020	2,200.00	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

<input checked="" type="checkbox"/>	Recommended for Certification
<input type="checkbox"/>	Recommended for Continuity of Certification
<input type="checkbox"/>	Recommended for Suspension of Certification

Puchong, 05/12/2019

Muhammad Khairul Anuar bin Azizul  
Hasan  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 05/12/2019

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

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### 7. LIST OF INTERVIEWEES

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

No.	Name	Organisation / Function
1	Patrick Dahalan	Kilang Kelapa Sawit Furtuna Sdn Bhd
2	Asmawati Ardi	Kilang Kelapa Sawit Furtuna Sdn Bhd
3	Sardi bin Unsoi	Kampung Monopod
4	Japar bin Katong	Kampung Gusi

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

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

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

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

Salvo clause:

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

The objective (goal) of the audit is to establish compliance of the management system of the aforementioned organization with the requirements of the aforementioned standard in order to achieve or maintain certification through an independent and accredited certification body.

Identification of possibilities to improve the management system can also be a component of the audit and is considered simply to be an enhancement; it does not constitute consultancy or advice with regard to the management system.

### Annex / Enclosures

Annex /  
corresponding audit documentation

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