

MSPO CERTIFICATION SUMMARY REPORT

**WINSOME HARVEST PALM OIL MILL
(WINSOME HARVEST GROUP MANAGER ESTATE)**

ANNUAL SURVEILLANCE 04

Audit Date: 16/11/2023 – 17/11/2023

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MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd.

Certifying Unit: Winsome Harvest Group Manager Estate

Client Number: 92-136

Audit Type: Annual Surveillance 04

Mode of Audit: Onsite

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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agricultural Practice
GPS	Global Positioning System
ISCC	International Sustainability & Carbon Certification
ISO	International Standard Organisation
MSPO	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

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1. INTRODUCTION

Winsome Harvest Palm Oil Mill Sdn. Bhd. as Group Manager for estates has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a surveillance audit for its oil palm estates according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

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

1.2. Scope

The assessment is based on the documentation established by the group of estates.

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 member. 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: 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 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 training	Successfully completed MS 2530 series standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the farm and in processing facilities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 14001 Lead Auditor course.
Completed High Conversation Value assessment	Attended and completed the HCV-HCS for producers course.
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	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Mohamad Norhisham bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Mohamad Norhisham bin Mohd Salleh	Successfully completed MS2530 series of standards for Lead Auditors.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohamad Norhisham bin Mohd Salleh	Qualified as auditor based on audit log.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Mohamad Norhisham bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 9001:2015 LA course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Mohamad Norhisham bin Mohd Salleh	Successfully completed SA 8000 Basic training	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Mohamad Norhisham bin Mohd Salleh	Successfully completed IMS ISO 14001:2015 LA course.	Yes
Completed High Conversation Value assessment	Mohamad Norhisham bin Mohd Salleh	Attended and completed the HCV-HCS for producers course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Mohamad Norhisham bin Mohd Salleh	Able to communicate in both Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

The Surveillance audit conducted onsite on 16/11/2023 – 17/11/2023 covering the following activities but not limited to below:

Onsite:

- Background investigation
- Review of documentation established but not limited to below
 - Policies
 - Estates maps
 - Land titles
 - Standard Operating Procedures;
 - Work Flow Charts;
 - Management Plans;
 - Operating licenses and approvals;
 - Operating records;
 - Training records;
 - Applicable Legislation Documents
- Onsite visit, observations and inspection of estates 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 estates are conducted according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence by means of physical inspections, observation of tasks and processes, interview workers and operation personnel, review of documentation and data. Checklists and questionnaires were used to guide the collection of information.

Based on the formula, the sample size for the estates $S = 1\sqrt{4} = 2$, therefore round up to the next integral of 2 estates. Thus, a total of 2 estates selected for the onsite assessment and inspection as listed in Table 2-1 below;

Table 2-1: Estates Selected

Name of Estates	Coordinates
My – Gains Sdn. Bhd.	4°33'18.3" N 118°21'31.0"E
Pertanian HT – Teo Sdn. Bhd.	4°31'47" N 118°19'2" 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

The certified estates are managed by Winsome Harvest Palm Oil Mill Sdn. Bhd. as Group Manager is located at Block A, Lot 40-2 Tb 15585-2, 2nd Floor, Kubota Road, 91000 Tawau, Sabah.

The details of the estates as below:

Name of Estates	Location	Coordinates
Navin Cocoa Sdn. Bhd.	Sapang, Semporna. Sabah	4°32'44.0" N 118°17'15.6"E
Pertanian HT-Teo Sdn.Bhd.	Mukim Semporna, Semporna. Sabah	4°31'47.0" N 118°19'2.0"E
My-Gains Sdn. Bhd.	Batu 68, Jalan Tawau-Semporna, Sapang Semporna, Sabah	4°33'18.3" N 118°21'31.0"E
Jiwada Sdn. Bhd.	Mukim Semporna, Semporna. Sabah	4°58'4.8" N 118°27'7.5"E

3.1. Production volume

Name of Estates	Area (Ha)		Projected FFB Production (mt) (Jan 2023 to Dec 2023)
	Total*	Production**	
Navin Cocoa Sdn. Bhd	121.08	116.54	1,560.00
Pertanian HT-Teo Sdn.Bhd	90.52	82.00	480.00
My-Gains Sdn. Bhd	78.14	77.21	960.00
Jiwada Sdn. Bhd	83.42	81.38	1,320.00
Total FFB	373.16	357.13	4,320.00

*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 Estates

Winsome Harvest Group Estates				
Year estate /	Navin Cocoa Sdn. Bhd	Pertanian Ht-Teo Sdn. Bhd	My-Gains Sdn. Bhd	Jiwada Sdn. Bhd
1994	-	12.01	-	-
1995	-	-	30.75	19.60
2000	-	-	-	-
2001	-	-	-	41.55
2002	-	-	-	-
2005	-	-	-	-
2006	-	-	-	-

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2008	-	-	-	-
2009	-	-	-	-
2013	18.01	-	-	-
2014	11.24	20.97	-	-
2015	34.73	-	-	-
2016	-	38.87	-	-
2017	-	10.15	-	-
2018	8.57	-	20.56	-
2019	43.99	-	-	-
Total Mature	72.55	82.00	51.31	61.15
2022	-	-	25.90	-
2023	-	-	-	20.23
Total Immature	0	0	25.90	20.23
Total	116.54	82.00	77.21	81.38

3.3. Replanting program for each estates

Year of replanting	Planted area (ha) in each estate				Total area to be replanted (ha)
	Navin Cocoa Sdn. Bhd	Pertanian Ht-Teo Sdn. Bhd	My-Gains Sdn. Bhd	Jiwada Sdn. Bhd	
2023	-	-	-	20.23	20.23
2024	-	-	-	-	-
2025	-	-	-	-	-
2026	-	-	-	-	-
2026	-	-	-	-	-
TOTAL	-	-	-	20.23	20.23

3.4. Maps of Estates Location



Figure 1: Navin Cocoa Sdn. Bhd.



Figure 2: Pertanian HT - Teo Sdn. Bhd.

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Figure 3: My – Gains Sdn. Bhd.



Figure 5: Jiwada Sdn. Bhd.

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4. CERTIFICATION ASSESSMENT

4.1. ASA

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

4.1.1. Surveillance:

The Surveillance audit is conducted on 16/11/2023 – 17/11/2023 covering 2 selected estates – My – Gains Sdn. Bhd. & Pertanian HT – Teo Sdn. Bhd.

During the last surveillance audit, there are five (5) Opportunities for Improvement (OFI) are 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 4.6 of this report.

4.2. Stakeholders' Consultation

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

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

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 11/10/2023 to announce the audit of the certified unit. As at audit date on 16/11/2023 there are no comments received.

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-3. The summary of the assessment as below, where the "Findings/Comments" column reflects the findings in accordance with each indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6.

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Pertanian HT-Teo Sdn. Bhd. (PHTSB) and My-Gains Sdn Bhd (MGSB) estates adopted Winsome Harvest Group Manager Estates (WHGME) MSPO Policy dated 01/09/2023 signed by Group Manager.</p> <p>MPSO policy was displayed the policy is publicly available at estates notice board and housing compound.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Document review on briefing records, MSPO policy briefing conducted as the following dates:</p> <ol style="list-style-type: none"> PHTSB estate dated 19/09/2023; MGSB estate dated 19/09/2023. <p>Field interviews with MGSB and PHTSB estates workers informed they have been briefed on MSPO policy.</p>	
4.1.1.2	<p>PHTSB and MGSB estates adopt WHGME MSPO Policy dated 01/09/2023 signed by Group Manager.</p> <p>Document review, the policy describes WHGE is committed towards sustainable development, continuous improvement and implementation of the Malaysia Sustainable Palm Oil (MSPO).</p>	Yes
4.1.2.1	<p>PHTSB and MGSB estates adopt WHGME SOP internal audit doc no: WHGSOP-MP 1, revision 0 dated 01/01/2019.</p> <p>The SOP include the internal audit process and frequency for internal audit is once a year.</p> <p>PHTSB and MGSB estates conducted internal audit dated 11/09/2023 - 12/09/2023.</p> <p>Reviewed internal audit reports identified the weak points and improvement action that include the root cause analysis.</p>	Yes
4.1.2.2	<p>PHTSB and MGSB estates adopt WHGME SOP internal audit doc no: WHGSOP-MP 1, revision 0 dated 01/01/2019.</p> <p>The SOP include internal audit process and frequency for internal audit is once a year.</p> <p>PHTSB and MGSB estates conducted Internal audit on 11/09/2023 – 12/09/2023.</p> <p>All findings have determined the root cause, corrections and corrective actions.</p> <p>Document review, Internal Audit report state with summary of strong and weak points, 0 NC and 2 OFIs been raised.</p> <p>List of OFIs raised:</p> <ol style="list-style-type: none"> Ensure the contents of the first aid kit are updated. Could improve the tidying of the genset room and install diesel generation exhaust pipe 	Yes
4.1.2.3	<p>PHTSB and MGSB estates adopt WHGME SOP internal audit doc no: WHGSOP-MP 1, revision 0 dated 01/01/2019.</p> <p>Document review, PHTSB and MGSB estates conducted management review meeting dated 21/09/2023.</p> <p>The meeting agenda include discussion of internal audit result dated 11/09/2023 -12/09/2023.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.3.1	<p>PHTSB and MGSB estates adopt WHGME Management review procedure, document number WHGSOP-MP 2 rev no: 0 dated 01/01/2019.</p> <p>The procedure stated The frequency for management review meeting is once a year.</p> <p>Review on management review minutes of meeting, PHTSB and MGSB conducted on 21/09/2023.</p> <p>The meeting agenda includes the results of internal audit conduct on 11/09/2023 - 12/09/2023, minutes for previous meeting, continuous improvement plan, Safety and Health and others.</p>	Yes
4.1.4.1	<p>PHTSB and MGSB estates adopt WHGME Continual Improvement Procedure, document number WHGSOP-MP3, rev no: 0 dated 01/01/2019.</p> <p>WHGME established Continual Improvement Plan (CIP) updated on 26/09/2023 for PHTSB and MGSB which covers topics on social, environment, safety and health.</p> <p>Example:</p> <p>PHTSB and MGSB estates: Environment</p> <p>Improvement Action: To monitor and ensure no open burning occurs;</p> <p>Action: Estate manager and mandors to provide awareness and monitoring onsite.</p> <p>Field and site visit at estate compound indicates no open burning activities conducted.</p>	Yes
4.1.4.2	<p>PHTSB and MGSB estates adopt WHGME SOP for identification and implementation of new information and techniques or new industry standards and technology, doc no: WHGSOP-MP 3, date 01/01/2019.</p> <p>The SOP describes the process for implementation of new technology:</p> <ol style="list-style-type: none"> 1. Management review any identify the opportunity of improvement; 2. Brainstorming and planning; 3. Management decision; 4. Training. <p>Field interviews with supervisors informed no new technology implemented by estates.</p>	Yes
4.1.4.3	<p>PHTSB and MGSB estates adopt WHGME SOP for identification and implementation of new information and techniques or new industry standards and technology, doc no: WHGSOP-MP 3, date 01/01/2019.</p> <p>The SOP describes the process for implementation of new technology.</p> <p>The flowchart in the SOP includes training will be conducted before the implementation of any new technology.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>PHTSB and MGSB estates adopt WHGME list of stakeholders for all estates updated 01/11/2023.</p> <p>The list of stakeholders of WHGME includes government agencies, neighboring estates, NGOs, suppliers, local villages, internal stakeholders.</p> <p>WHGME conducted stakeholder's consultation meeting for external dated 27/09/2023 via email and internal for PHTSB and MGSB dated 19/09/2023 respectively.</p> <p>The meeting minutes and slide review include topics on MSPO, prevention of diseases, social, environment, company policies and company procedures.</p>	Yes
4.2.1.2	<p>PHTSB and MGSB estates adopt WHGME list of publicly available document no WHG-SOP Pejabat, rev: 0, dated 02/12/2019.</p> <p>Example of documents publicly available:</p> <ol style="list-style-type: none"> 1. Company Policy; 2. SOP complaint; 3. Company procedures. <p>Example of confidential documents:</p> <ol style="list-style-type: none"> 1. Annual Budget; 2. Worker individual file. 	Yes
4.2.2.1	<p>PHTSB and MGSB estates adopt WHGME SOP Communication dated 22/08/2019.</p> <p>The procedure includes the flowcharts of stakeholder's consultation process.</p> <p>WHGME established SOP Information Request dated 01/01/2019.</p> <p>The procedure states that all the documents requested by stakeholders have to be recorded in and to be resolved within 15 days for non-confidential documents and for confidential documents to be resolved within 40 working days.</p> <p>Stakeholder meeting conducted as follows include SOP Information request and SOP communication:</p> <ul style="list-style-type: none"> • External stakeholders dated 27/09/2023. • Internal stakeholders meeting conducted 19/09/2023. 	Yes
4.2.2.2	<p>WHGME estates appointed respective estate managers as person in-charge for consultation and communication.</p> <p>Example appointment latter for NCSB dated 01/09/2023.</p>	Yes
4.2.2.3	<p>PHTSB and MGSB estates adopt WHGME SOP Communication dated 22/08/2019.</p> <p>WHGME conduct external stakeholders meeting on 27/09/2023.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Stakeholders meeting conducted at group level includes of estate management, suppliers, government agencies, NGOs, local villagers and all affected parties.</p> <p>WHGME conducted group stakeholders meeting once a year.</p> <p>The meeting minutes and slide review include topics on MSPO, prevention of diseases, social, environment, company policies and company procedures such as SOP Communication.</p>	
4.2.3.1	<p>PHTSB and MGSB estates adopt WHGME SOP Traceability, document number WHGSOP-MP 4, rev no. 0, effective dated 01/01/2019.</p> <p>The procedure describes:</p> <ol style="list-style-type: none"> 1. Traceability records involved such as delivery note/ FFB dispatch note and weighbridge tickets; 2. Process flow of traceability of FFB from harvesting field until mill weighbridge; 3. Records of traceability keep at least 3 years. <p>PHTSB and MGSB estates FFB delivery note or FFB dispatch note while transporting FFBs from estates to mills.</p> <p>Review in the delivery notes includes DN number, mill name, date and time delivery, vehicles number, driver name and acknowledgement.</p>	Yes
4.2.3.2	<p>PHTSB and MGSB estates conducts regular inspections of traceability system during internal audit and monthly check by the estate manager.</p> <p>The internal audit conducted on 11/09/2023 – 12/09/2023 with no findings raised on traceability.</p>	Yes
4.2.3.3	<p>WHGME appointed estates persons in-charge for traceability for respective estates dated 01/09/2023 for PHTSB and MGSB.</p> <p>Appointment letter for PHTSB dated 01/09/2023 and for MGSB dated 01/09/2023.</p>	Yes
4.2.3.4	<p>PHTSB and MGSB estates documented and maintained records of sales and FFB delivery to the mill.</p> <p>Review records of FFB delivery for PHTSB and MGSB for September 2023.</p> <p>Review in the delivery note includes DN number, mill name, date and time delivery, vehicles number, driver name and acknowledgement.</p> <p>Mill weighbridge ticket includes ticket number, date, crop supplier, lorry number, product, time, weight, DN number and acknowledgement.</p> <p>Review on the records such as delivery note (DN) from estate are maintained. Unique number of estate DN captured in mill weighbridge ticket.</p> <p>Sample ticket review for PHTSB:</p> <p>W/bridge ticket number: C193937</p>	Yes

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Audit Type: Annual Surveillance 04

Mode of Audit: Onsite

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>Date: 06/09/2023</p> <p>Supplier: PHTSB</p> <p>Buyer: WHPOM</p> <p>Weight: 3350 kg</p> <p>Sample ticket review for MGSB:</p> <p>W/bridge ticket number: C193809</p> <p>Date: 04/09/2023</p> <p>Supplier: PHTSB</p> <p>Buyer: WHPOM</p> <p>Weight: 4200 kg</p> <p>SOP Traceability describes records keeping for 3 years retention period.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>PHTSB and MGSB estates adopt WHGME list of licenses and permits updated 23/10/2023.</p> <p>Example of list of permit and licenses:</p> <ol style="list-style-type: none"> 1. PHTSB MPOB license valid until 31/01/2024; 2. MGSB MPOB license valid until 31/10/2024; 3. PHTSB Trading license valid until 31/12/2023; 4. MGSB Trading license valid until 31/12/2023. 	Yes
4.3.1.2	<p>PHTSB and MGSB estates adopt WHGME list of legal documents updated 10/05/2022.</p> <p>Example of legal register:</p> <ol style="list-style-type: none"> 1. Minimum Wage Order (Amendment) 2022; 2. Occupational Safety and Health (Amendment) 2022 (Act A1648). 	Yes
4.3.1.3	<p>PHTSB and MGSB estates adopt WHGME list of legal documents updated 10/05/2022.</p> <p>PHTSB and MGSB estates adopt WHGME SOP of Legal date 01/01/2019.</p> <p>The procedure has a flow chart of handling for updating the list when necessary by person in-charge.</p>	Yes
4.3.1.4	<p>PHTSB and MGSB estates adopt WHGME SOP of Legal date 01/01/2019.</p> <p>WHGME assigned Sustainability Officer as person in charge for tracking changes on laws and regulations dated 01/09/2023.</p>	Yes
4.3.2.1	<p>PHTSB and MGSB estates land titles are country lease issued by Sabah Land Authority with a tenure of 99 years.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Therefore, no diminish land use rights of other users.	
4.3.2.2	PHTSB and MGSB estates land titles are country lease issued by Sabah Land Authority with a tenure of 99 years. The actual usage of land is cultivation of agricultural crops of economic value as stated in the land titles PHTSB and MGSB estates.	Yes
4.3.2.3	PHTSB and MGSB estates land titles maps included with information of total area, location and boundary stone numbering. Example: MGSB estate Field inspection at sampled field block confirmed boundary marker is marked with a boundary stone and wooden stick.	Yes
4.3.2.4	PHTSB and MGSB estates land titles are country lease issued by Sabah Land Authority. Document review, no disputes found.	Yes
4.3.3.1	PHTSB and MGSB estates land titles are country lease issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	PHTSB and MGSB estates land titles are country lease issued by Sabah Land Authority. Therefore, there are no customary right land in PHTSB and MGSB estates.	Yes
4.3.3.3	PHTSB and MGSB estates land titles are country lease issued by Sabah Land Authority. There are no native or customary sub-leased in PHTSB and MGSB estates. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	PHTSB and MYSB estates adopt WHGME Social Impact Assessment updated 25/09/2023. The survey assessment is carried out on 19/09/2023. The survey includes workers, local communities, neighbouring estate and mill. A summary of positive and negative impacts derived from the survey is documented. There is plan for mitigate the negative impact to promotes the positives ones Example: Negative impact: Unmaintained main road condition; Action plan: To do road repairing;	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Mitigation Plan: Seek cooperation from neighbouring estates;</p> <p>Indication: To make sure the road condition passable smoothly;</p> <p>Timeframe: Continuously</p> <p>PIC: Estate In-charge</p> <p>Hence, the mitigation plan established is towards the good road condition for all vehicles.</p>	
4.4.2.1	<p>PHTSB and MGSB estates adopt WHGME SOP Complaint and Grievance, doc no WHGSOP-MP8, revision 01 dated 19/09/2019.</p> <p>The flowchart describes:</p> <ol style="list-style-type: none"> 1. Purposes of complaint; 2. Scope of complaint; 3. Responsibilities; 4. Procedure (Characterize your complaint, consider resolving the complaint, report complaint, convene meeting 2 weeks after receiving report and record the outcome). <p>Site inspection at PHTSB and MGSB estates sighted the complaint and grievance flowchart is displayed at the estates notice board.</p> <p>Timeline to resolve the complaint is within 30 days.</p> <p>Person in charge of complaint and grievance is estate in charge.</p>	Yes
4.4.2.2	<p>PHTSB and MGSB estates adopt WHGME SOP Complaint and Grievance, doc no WHGSOP-MP8, revision 01 dated 19/09/2019.</p> <p>Timeline to resolve the complaint is within 30 days.</p>	Yes
4.4.2.3	<p>PHTSB and MGSB estates adopt WHGME SOP Complaint and Grievance, doc no WHGSOP-MP8, revision 01 dated 19/09/2019.</p> <p>Complaint and Grievance form doc no WHG-00 dated 01/01/2019.</p> <p>Field interviews with sampled harvesters informed they has been briefed on SOP complaint and grievances.</p> <p>Reviewed complaints logbook for PHTSB and MGSB estates verified there is no complaint lodge from year 2020 until the audit date.</p>	Yes
4.4.2.4	<p>Site inspection sighted the complaint form and box is available at PHTSB and MGSB estates.</p> <p>Field interviews with sampled harvesters informed they understand and has been briefed on complaint and grievances procedure.</p> <p>Briefing for complaints and grievances carried out for external stakeholders and internal stakeholders dated 19/09/2023.</p>	Yes
4.4.2.5	<p>Document reviewed on PHTSB and MGSB estates complaint logbook verified there is no complaint lodged from last 24 months until the audit date.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.3.1	<p>PHTSB and MGSB estates adopt WHGME Local Development, doc no: WHPGOM-Local development 01, rev 01, updated 15/10/2021.</p> <p>PHTSB and MGSB estates provide work opportunities on hiring local communities for estate operation and drivers.</p>	Yes
4.4.4.1	<p>PHTSB and MGSB estates adopt WHGE Occupational Safety and Health Policy dated 01/09/2023 signed by Group Manager.</p> <p>PHTSB and MGSB estates displayed Safety and Health policy at the estates notice boards.</p> <p>Occupational Safety and Health Policy briefing conducted as the following dates:</p> <ol style="list-style-type: none"> 1. PHTSB dated 19/09/2023; 2. MGSB dated 19/09/2023. <p>Field interviews with sampled harvesters at PHTSB and MGSB informed they has been briefed on Occupational Safety and Health Policy.</p>	Yes
4.4.4.2	<p>a</p> <p>PHTSB and MGSB estates adopt WHGME Occupational Safety and Health Policy dated 01/09/2023 signed by Group Manager.</p> <p>Site inspection sighted Occupational Safety and Health Policy displayed at the estates notice boards in dual languages, Bahasa Malaysia and English.</p> <p>Field interviews with sampled harvesters at PHTSB and MGSB informed they has been briefed on Occupational Safety and Health Policy.</p>	Yes
	<p>b</p> <p>PHTSB and MGSB estates adopt WHGE HIRARC dated 10/01/2023.</p> <p>The HIRARC assessment Includes all relevant field activities. The HIRARC table include activity, hazards, risk and effects, risk assessment (consequence, likelihood, risk rating), existing control, PIC, risk assessment after control and date review</p> <p>Example: ;</p> <p>Activity: Harvesting;</p> <p>Hazard: Fallen fronds and FFB bunch;</p> <p>Risk and Effect: Hit by FFB bunch and fronds;</p> <p>Existing Control: PPE and SOP;</p> <p>Recommended Control: First aid kit and SOP;</p> <p>PIC: Estate In-Charge / Mandore.</p> <p>Field interviews with sampled harvesters at PHTSB and MGSB informed they has been briefed on the possible risks harvesting activities in the field.</p>	Yes
	<p>c i</p> <p>PHTSB and MGSB estates adopt WHGME Safety, Health and Environmental and MSPO Programme year 2022 – 2023.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Document reviewed verified PHTSB and MGSB estates conducted chemical spraying training to chemical sprayers as follows:</p> <ol style="list-style-type: none"> 1. PHTSB dated 19/09/2023; 2. MGSB dated 19/09/2023. <p>Field interviews with sampled chemical sprayers at PHTSB and MGSB informed they has been briefed on the chemical spraying safe work practices.</p>	
c ii	<p>Site inspection sighted SDSs are available in PHTSB and MGSB estates chemical and fertilizer stores.</p> <p>Site inspection at PHTSB and MGSB estates sighted chemical stores and fertilizer stores are in good condition.</p>	Yes
d	<p>PHTSB and MGSB estates adopt WHGME records of PPEs issuance and review on the records are maintained and updated.</p> <p>Type of PPE for chemical handling is identified in accordance to HIRARC and CHRA assessment.</p> <p>Example:</p> <p>MGSB estate chemical sprayers:</p> <ul style="list-style-type: none"> • Hand glove, helmet and boots. <p>Field interviews with sampled harvesters at PHTSB and MGSB estates informed they has been briefed on PPE usage.</p>	Yes
e	<p>PHTSB and MGSB estates adopt WHGME SOP Chemical Handling, doc no: WHGSOP-OP 9 dated 01/01/2019.</p> <p>Site inspection at PHTSB and MGSB estates sighted chemical stores and fertilizer stores are in good condition.</p> <p>Training of Chemical Storage and Handling SOP has been briefed to chemical sprayers as follows:</p> <ol style="list-style-type: none"> 1. PHTSB dated 19/09/2023; 2. MGSB dated 19/09/2023. <p>Field interviews with sampled chemical sprayers informed they been briefed on chemical handling procedure.</p>	Yes
f	<p>WHGME appoints sustainability officer as person in-charge for safety and health for all estates such as PHTSB and MGSB.</p>	Yes
g	<p>PHTSB and MGSB estates adopt WHGME Safety, Health and Environmental and MSPO Programme year 2022 – 2023.</p> <p>PHTSB and MGSB estates have a total number of 11 workers. Therefore, below the minimum requirements to have an OSH committee in accordance to DOSH requirements.</p> <p>WHGME conduct centralized OSH meeting on 19/09/2023, meeting attended by PHTSB and MGSB estates managements. WHGME conducted the meeting on yearly basis.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
		OSH agenda meeting discussed are safety training, accident and injury, medical surveillance, fire extinguisher validity and other safety matters.	
	h	PHTSB and MGSB estates adopt WHGME SOP of Emergency and Accident, doc no WHG-AEP01, revision 00 dated 02/01/2019. Site inspection sighted emergency evacuation layout plans, assembly point and contact details available at PHTSB and MGSB estates notice boards.	Yes
	i	PHTSB and MGSB estates person incharge and mandore attended first aid training on 04/08/2022 and valid for 3 years. Site inspection sighted first aid kit available at each audited estates.	Yes
	j	PHTSB and MGSB estates adopt WHGME SOP of Accident Reporting dated 05/09/2019. The SOP describe to record and investigate any accident or injury occur. JKKP 8 form for year 2021 submitted to DOSH as follow: 1. PHTSB dated 10/01/2023; 2. MGSB dated 10/01/2023.	Yes
4.4.5.1	PHTSB and MGSB estates adopt WHGME Human Right Policy dated 01/09/2023 signed by Group Manager. The policy state the company respect and protect human rights with not supporting discriminatory practices, providing equal opportunities regardless of race, colour, gender, religion, political opinion, nationality, social origin or any other distinguishing characteristics and dignity individuals working at all levels of operations including contractor. Site inspection sighted policy is displayed at PHTSB and MGSB estates notice boards for effectively communicate to external and internal stakeholders. Field interviews with sampled harvesters informed they understand the social policy.		Yes
4.4.5.2	PHTSB and MGSB estates adopt WHGME Human Right Policy dated 01/09/2023 signed by Group Manager. Site inspection sighted the policy is publicly displayed at estates notice boards. The policy states company not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion and nationality. Field interviews with sampled harvesters at PHTSB and MGSB informed they understand the social policy.		Yes
4.4.5.3	PHTSB and MGSB estates adopt WHGME contract agreement for workers in accordance to Sabah Labour Ordinance.		Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Worker contract agreement states the daily rate of RM 57.70 per day / RM 7.21 per hour or agreeable piece rates, overtime rate (during normal overtime, rest day overtime and public holiday overtime), working hours, rest day and etc. The contract agreement are signed by workers and management.</p> <p>Reviewed PHTSB and MGSB estates sampled workers' pay slips and against check roll for the month of September 2023, the wages paid as per agreeable piece rates and daily rates for harvesters and general workers.</p>	
4.4.5.4	PHTSB and MGSB estates does not engaged contractor for estate operations. Therefore, no monitoring or contractor's worker wages required.	Yes
4.4.5.5	<p>PHTSB and MGSB estates workers list are updated 04/11/2023.</p> <p>The worker list includes name, gender, date of birth, date joined, job description and wages.</p>	Yes
4.4.5.6	<p>PHTSB and MGSB estates established contract agreement for each workers recruited and signed by both parties.</p> <p>Contract agreement details in accordance to Sabah Labour requirements that include annual leave, public holidays, sick leave, maternity leave and working hours.</p> <p>Field interviews with sampled harvesters at PHTSB and MGSB informed they has been briefed on the contract terms and conditions and received a signed copy.</p>	Yes
4.4.5.7	<p>PHTSB and MGSB estates established attendance record book to monitor workers reporting work and working hours for each day.</p> <p>Site inspection sighted working hours is publicly displayed at the notice board.</p> <p>Overtime rate according to Sabah Labour Ordinance 1967 requirement of 1.5 times hourly rate for normal overtime and 2.0 times hourly rate for rest day.</p> <p>Field interview with sampled harvesters at PHTSB and MGSB informed they understand working hours and overtime rates and they are briefed when signed the contract agreement.</p>	Yes
4.4.5.8	<p>PHTSB and MGSB estates working hours are complying with Sabah Labour Ordinance 1950 (Chapter 67).</p> <p>Site inspection sighted working hours is publicly displayed at the PHTSB and MGSB estates notice boards.</p> <p>Standard working hours as follows: Working hours: 6.00 am to 3.00 pm Break time: 11.00 am to 12.00 pm</p> <p>Field interviews with sampled harvesters at PHTSB and MGSB informed they have been briefed on estate working hours and overtime rates.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.9	<p>PHTSB and MGSB estates provide pay advice to all workers documenting wage for the month and any overtime performed.</p> <p>Workers are paid either piece rate or hourly rate.</p> <p>Field interviews with sampled harvesters at PHTSB and MGSB informed they understand the working hours and overtime rates, however, no OT provided in the estate operation.</p>	Yes
4.4.5.10	<p>PHTSB and MGSB estates provides benefits for both local and foreign workers such as medical cost, annual leave, sick leave, SOCSO and public holidays as listed in the employment contract.</p>	Yes
4.4.5.11	<p>PHTSB and MGSB estates adopts Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) the housing includes water, electricity and gardening area provided.</p> <p>Site inspection at housing area observed housing compound includes basic amenities such as free water and electricity.</p>	Yes
4.4.5.12	<p>PHTSB and MGSB estates adopt WHGME Sexual Harassment Policy dated 01/09/2023 signed by Group Manager.</p> <p>Site inspection sighted the policy is displayed at PHTSB and MGSB estates notice boards.</p> <p>The policy describes estate is strongly committed to provide an environment that is conducive, safe and free from sexual harassment.</p> <p>Complaint record is review, no related complaint lodged for sexual harassment and violence.</p>	Yes
4.4.5.13	<p>PHTSB and MGSB estates adopt WHGME Human Right Policy dated 01/09/2023 signed by Group Manager.</p> <p>The policy describe;</p> <ol style="list-style-type: none"> To respect the workers to join the trade union; To provide the fair work opportunities for all workers. <p>WHGME upholds the right of all personnel's, if they so wish to form and join trade unions of their choice and to bargain collectively.</p> <p>Freedom of association and collective bargaining are respected.</p> <p>Field interview with mandore and harvesters at PHTSB and MGSB informed there is no union formed in the estates.</p> <p>However, workers informed the internal stakeholders meeting conducted annually as communication tools between workers and management team.</p>	Yes
4.4.5.14	<p>PHTSB and MGSB estates adopt WHGME Social Policy dated 01/09/2023 signed by Group Manager.</p> <p>Site inspection sighted the social policy is publicly displayed at the PHTSB and MGSB estates notice boards.</p> <p>The policy describe:</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> No children or person below age of 18 years old is allowed to be hired. <p>Reviewed list of workers and site inspection at PHTSB and MGSB estates verified, there are no workers below 18 years old been hired.</p>	
4.4.6.1	<p>PHTSB and MGSB estates adopt WHGME training programme for year 2023 dated 30/01/2023.</p> <p>Training programme conducted include company policies, company SOPs, safety and health, social and environment.</p> <p>WHGME has carried out centralised training as follows:</p> <ol style="list-style-type: none"> PHTSB dated 19/09/2023; MGSB dated 19/09/2023. 	Yes
4.4.6.2	<p>PHTSB and MGSB estates adopt WHGME training need analysis for year 2023 for each of the workers follow type of work.</p> <p>The training includes MSPO training, safe working procedure, environment awareness, waste and chemical, first aid, Emergency Response Procedure, traceability and safety awareness to relevant job description.</p> <p>Example:</p> <ul style="list-style-type: none"> Harvester: Training on harvesting, company policies, ERP, complaint and grievance SOP. 	Yes
4.4.6.3	<p>PHTSB and MGSB estates adopt WHGME training plan for year 2023 for all estates.</p> <p>The training were planned once a year according to the established activity SOP, which include social, environmental and safety aspects.</p> <p>Hence, the incoming training programme to be carried out at PHTSB and MGSB estates is on September 2024:</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>PHTSB and MGSB estates adopt WHGME Environment policy dated 01/09/2023 signed by group manager.</p> <p>The policy states committed to act in accordance with current plantations industry approaches.</p> <p>Site visit verify WHGME Environmental policy is available in estates housing compound and estates notice boards</p> <p>PHTSB and MGSB estates adopt WHGME Environment Management Plan, Doc No. WHG-EMP revision 04, updated 20/10/2022 include aspect, positive impact, negative impact, action plan, PIC, timeframe.</p> <p>Example:</p> <p>Solid waste</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services															
Indicator	Summary of Assessment			Compliance											
	Aspect: Chemical containers generated from chemical spraying activities; Negative impact: Land pollution Action plan: Reused as rubbish bin and flower pot; PIC: Estate in charge/ mandore; Time frame: Continuously. Briefing on environmental policy to workers conducted on 19/09/2023 for PHTSB and MGSB.														
4.5.1.2	a	PHTSB and MGSB estates adopt WHGME Environment policy dated 01/09/2023 signed by group manager. The management is committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environments whenever practical that will ensure a sustainable future.		Yes											
	b	PHTSB and MGSB estates adopt WHGME Environment Management Plan, Doc No. WHG-EMP revision 04, updated 20/10/2022 include aspect and impacts analysis for estate operations. Example: <table><tr><th>Aspect</th><th>Impact</th><th>Mitigation plans</th><th>PIC</th></tr><tr><td>Chemical spillage</td><td>Water pollution</td><td>Monitoring chemical application on field.</td><td>Estate Manager/ Mandore</td></tr><tr><td>Oil leakage from farm tractor</td><td>Land pollution</td><td>To perform regular maintenance</td><td>Estate Manager/ Mandore</td></tr></table>		Aspect	Impact	Mitigation plans	PIC	Chemical spillage	Water pollution	Monitoring chemical application on field.	Estate Manager/ Mandore	Oil leakage from farm tractor	Land pollution	To perform regular maintenance	Estate Manager/ Mandore
Aspect	Impact	Mitigation plans	PIC												
Chemical spillage	Water pollution	Monitoring chemical application on field.	Estate Manager/ Mandore												
Oil leakage from farm tractor	Land pollution	To perform regular maintenance	Estate Manager/ Mandore												
4.5.1.3	PHTSB and MGSB estates adopt WHGME Environment Management Plan, Doc No. WHG-EMP revision 04, updated 20/10/2022 include the negative and positive impact. Example: Negative impacts Aspect: Oil leaked from tractors; Negative impact: land and water pollution; Plan: To ensure regular maintenance; PIC: estate manager / mandore; Remarks: Continuously.			Yes											

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Review on vehicle maintenance records conducted regularly to ensure estate vehicles condition are good.</p> <p>Positive impacts</p> <p>Aspect: Plastic bottle generated from line site;</p> <p>Positive impact: Landscape;</p> <p>Plan: Recycle programme for each estate and building of recycling centre;</p> <p>PIC: estate manager / mandore;</p> <p>Remarks: Continuously.</p>	
4.5.1.4	<p>PHTSB and MGSB estates established CIP dated 26/09/2023.</p> <p>CIP: To provide the recycle bins;</p> <p>PIC: Estate manager / mandore.</p> <p>Positive impacts; To ensure only domestic waste are collected at landfill.</p> <p>Site visit on estates housing area observed recycle bins are provided by management.</p> <p>Field interviews with sampled harvesters informed they understand on the recycling program.</p>	Yes
4.5.1.5	<p>PHTSB and MGSB estates adopt WHGME training program for year 2023 dated 30/01/2023 include trainings for environment.</p> <p>Example:</p> <p>MGSB conduct trainings for safe handling chemicals and handling of empty chemical containers on 19/09/2023.</p> <p>Field interviews with sampled harvesters informed they understand on the environmental aspects, safety and health and impact on environments.</p>	Yes
4.5.1.6	<p>PHTSB and MGSB estates conduct once a year environmental meetings with staff and workers representative.</p> <p>WHGME conduct environmental meeting for PHTSB and MGSB on 19/09/2023 include the agenda of MSPO, company policies and environmental issues.</p>	Yes
4.5.2.1	<p>PHTSB and MGSB estates established records of diesel baseline from year 2018 - 2021 and actual diesel consumption record for year 2022 dated 09/01/2023.</p> <p>Diesel usage monitored on monthly and annual basis, compared against the baseline and actual usage.</p> <p>Example:</p> <p>For PHTSB, review on the diesel usage records indicate total usage for year 2022 (3.28) is lower against the baseline (4.94) due to higher FFB yield.</p> <p>For MGSB average fuel efficiency is higher than baseline due to replanting programme.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.2.2	<p>WHGME established monthly energy consumption report to monitor the usage of diesel.</p> <p>Example:</p> <p>MGSB and PHTSB established budget for fuel consumption for year 2023. The actual diesel usage for the month of January until September 2023 is recorded and maintained.</p> <p>Review on the fuel consumption records and interview with the estate manager informed the actual fuel usage is lower against the budgeted due to lower crop production out in 2023 and replanting at MGSB.</p>	Yes
4.5.2.3	MGSB practice renewable energy using solar power to generate electricity at housing area.	Yes
4.5.3.1	<p>PHTSB and MGSB estates adopt WHGME Waste Management Plan doc no: WHEst-WsMP, rev no: 2, updated 26/10/2022 includes of type of wastes solid, liquid and gas. The WMP includes the sources of waste</p> <p>Example:</p> <p>Solid waste</p> <p>Item: Used oil filter;</p> <p>Source: Maintenance genset.</p> <p>Liquid</p> <p>Item: Used lubricant oil;</p> <p>Source: Gear box motor & Genset turbine.</p> <p>Gases</p> <p>Item: Carbon Dioxide.</p> <p>Source: Smoke emission from heavy machineries (backhoe).</p>	Yes
4.5.3.2	<p>a PHTSB and MGSB estates adopt WHGME Waste Management Plan doc no: WHEst-WsMP, rev no: 2, updated 26/10/2022 includes identification source of waste and pollutions.</p> <p>Example:</p> <p>Type of waste: Solid waste;</p> <p>Source: Chemical spraying activities;</p> <p>Impact: Land pollution;</p> <p>Plan: Triple rinsing and reuse for chemical premix activity.</p> <p>Field interviews with sampled chemical sprayers informed they have been briefed on triple rinsed and will reused the empty chemical containers for chemical spraying and premix activities.</p>	Yes
	<p>b PHTSB and MGSB estates adopt WHGME Waste management plan doc no: WHEst-WsMP, rev no: 2, updated 26/10/2022 includes re-cycle, reuse and reduced of waste.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Solid waste</p> <p>Item: Empty chemical containers;</p> <p>Source: Chemical spraying application;</p> <p>Plan: Reused for chemical premix activity;</p> <p>Site inspection at worker housing area sighted empty chemical container re-used for flower pots.</p> <p>Field interviews with sampled harvesters informed after triple rinsing the empty chemical containers will be reused for chemical premix activities.</p>	
4.5.3.3	<p>PHTSB and MGSB estates adopt WHGME SOP chemical handling doc no. WHG-Chemical Handling revision 0, dated 02/01/2019.</p> <p>The SOP describes on handling, storage and issuing of chemicals in estate.</p> <p>PHTSB and MGSB estates adopt WHGME SOP for Scheduled Waste, Doc no.: WHSOP-OP17 dated 01/01/2019 describe empty chemical containers to be punctured and stored.</p> <p>PHTSB and MGSB scheduled waste records are available, maintained and review.</p>	Yes
4.5.3.4	<p>PHTSB and MGSB estates adopt WHGME SOP Empty Chemical Handling, doc. no.: WHG-Ech SOP dated 02/01/2019 describes handling on empty chemical containers.</p> <p>Field interviews with sampled chemical sprayers informed empty chemical containers will be triple rising, punctured and stored at designated area.</p>	Yes
4.5.3.5	<p>PHTSB and MGSB estates domestic waste generated from estates are disposed at designated landfill sites with distance far from housing area.</p> <p>Example:</p> <p>PHTSB and MGSB landfill located 300 meter away from worker housing area.</p> <p>Site visit to estates landfills observed PHTSB and MGSB installed signage include details of opening and closing date and only domestic wastes disposed in the landfills.</p>	Yes
4.5.4.1	<p>PHTSB and MGSB estates adopt WHGME Waste Management Plan doc no: WHEst-WsMP, rev no: 1, updated 28/10/2022 includes list of waste and source generated with category solid, liquid and gaseous.</p> <p>Example:</p> <p>Greenhouse gas emission: Carbon Monoxide from farm tractors.</p>	Yes
4.5.4.2	<p>PHTSB and MGSB estates adopt WHGME Waste Management Plan doc no: WHEst-WsMP, rev no: 1, updated 28/10/2022 includes action plan to reduce significant pollutants and emissions.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
	Source: FFB tractor; Fuel: Diesel; Mitigation measure: Regular inspection and maintenance on FFB tractors; Remarks: Continuous monitoring.		
4.5.5.1	a	PHTSB and MGSB estates adopt WHGME Water Management Plan doc no: WHEst-WtMP revision 1, dated 01/10/2019 include the source of water and usage of water. Example: PHTSB and MGSB Water source: Rain water; Water usage: Domestic and field operations.	Yes
	b	There is no water ways in PHTSB and MGSB. Site visit and interviewed with estate manager and workers informed there is no water ways within the estates. Reviewed estate maps and site visit at PHTSB and MGSB, there is no water ways within the estates.	Yes
	c	PHTSB and MGSB estates established rainfall records to manage water usage for domestic and field operations. Empty chemical containers rinsing water recycle for chemical premix.	Yes
	d	PHTSB and MGSB estates adopt WHGME SOP Riparian area, Doc no WHEst-Riparian dated 01/10/2019 describes no fertilizer and chemical spraying activities at buffer zone areas. There are no water ways within PHTSB and MGSB. However, field interviews with sampled harvesting and chemical sprayers formed they aware that no chemical and fertilizer application activities at buffer zone area.	Yes
	e	PHTSB and MGSB estates adopt WHGME SOP Riparian area, Doc no WHEst-Riparian dated 01/10/2019 describe the SOP describe the buffer zone shall be conserved with indigenous vegetation to serve as filter from estate operations into river. There are no water ways within PHTSB and MGSB. Therefore, no vegetation removed at PHTSB and MGSB.	Yes
	f	PHTSB and MGSB estates adopt WHGME Water Management Plan describe source of water supplies are from rain water and pond. Site visit to housing compound and interviews with estate in-charges and workers inform water source are from rainwater and ponds. No use of bore well in the estate.	Yes
4.5.5.2	There are no water ways within PHTSB and MGSB		Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Reviewed the estate maps, site visit and interview with estate manager and workers informed there are no waterways within the estate area. Therefore, no construction of bund or weir.	
4.5.5.3	PHTSB and MGSB estates practices rain harvesting for domestics used. Ponds and pits are dug to capture rainwater for field operations. Example: Site visit to workers housing at all estates of WHGME observed rain water was used for domestic usage.	Yes
4.5.6.1	a PHTSB and MGSB estates adopt WHGME biodiversity report, doc no: WHG-Biodiversity, rev 00 dated 22/10/2022 include the list of animals found in estate and plan of management. Example: Squirrel, woodpecker, lizard. WHGME conducted environmental meeting on 19/09/2023 involved management, workers representative and staff include the agendas for MSPO, company policies, and environment matters. Site visit to estates area confirm signage of no illegal hunting are installed in the estates. Field interviews with sampled harvesters informed they understand on the wildlife protection, any sighted wildlife they will report to management.	Yes
	b Site visit on estates observed that PHTSB and MGSB estates displayed the policy and type of protected animal species according to Sabah Wildlife Scheduled 1, 2 & 3 and location of potential HCV at the respective estates notice boards.	Yes
4.5.6.2	a PHTSB and MGSB estates adopt WHGME biodiversity report, doc no: WHG-Biodiversity, rev 00 dated 22/11/2019 include the 'Enakmen Pemuliharaan Hidupan Liar 1997'. The report describes illegal hunting is not allowed in accordance to "Enakmen Pemeliharaan Hidupan Liar 1997" and related punishment. Field visits to estates observed signboard on no hunting and type of wildlife is installed and displayed as respective estates. Field interviews with sampled harvesters and informed they understand no illegal hunting in the estate by workers.	Yes
	b PHTSB and MGSB estates adopt WHGME Environment Policy dated 01/04/2019. The policy states to educate and increase awareness related to environmental protection and biodiversity through continuous communication and training to all relevant stakeholders. Company policies and wildlife information is briefed to workers in environment meeting conducted.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.3	PHTSB and MGSB estates monitor wildlife in and surrounding of the estates. WHGME estates established Laporan Biodiversity updated 05/09/2023. The report includes observation on estates surrounding and notification on species found in estate areas.	Yes
4.5.7.1	PHTSB and MGSB estates adopt WHGME Zero Burning Policy dated 01/09/2023 signed by group manager. A zero burning is practices in relation to new planting, replanting or other developments. Site visit to housing areas and landfill areas observed no sign of burning practised.	Yes
4.5.7.2	There are no serious palm diseases observed during field visit at PHTSB and MGSB estates that require burning. Therefore, no special approval for open burning from the relevant authorities	Yes
4.5.7.3	PHTSB and MGSB estates adopt WHGME Zero Burning Policy, dated 01/04/2019 signed by group manager. Interview with WHGME estate in-charge and field visit confirm no disease observed at field operations that required burning method for treatment. There are no application documents for approval sighted for controlled burning.	Yes
4.5.7.4	PHTSB and MGSB estates adopt WHGME Replanting procedure, doc no WHGSOP-MP-10, rev 00, dated 22/11/2019. The procedure describes the replanting is by felled or chipped process. Site visits and field interviews with estate in-charge and workers, no burning practised and old palms was chipped before stacking in a row.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	PHTSB and MGSB estates adopted WHGME SOP for its estate operations. Examples: 1. SOP harvesting doc no. WHGSOP-OP1; 2. SOP loading / unloading FFB doc no. WHGSOP-OP3; 3. SOP Chemical handling doc no. WHGSOP-OP12; 4. SOP chemical mixing doc no. WHGSOP-OP11; 5. SOP Chemical disposal empty container doc no WHGSOP-OP14. Document review of trainings records, WHGE conducted estates procedures training to workers for PHTSB and MGSB on 19/09/2023.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.2	<p>PHTSB and MGSB estates adopted WHGME established document no: WHGSOP-MP 10 dated 22/11/2019.</p> <p>The SOP describe in Point no 4, Pelaksanaan kaedah Teres:</p> <ul style="list-style-type: none"> ‘Jarak diantara teres adalah 7.8 m hingga 9.0 m mengikut kecuraman bukit dan diukur berdasarkan base line manakala jarak tanaman 7.2 m hingga 8.4m. Jalan bagi kawasan bukit hendaklah dibentuk bagi mendapatkan jalan yang berkecuraman tidak melebihi kecerunan 6° bagi jalan utama dan tidak melebihi daripada 8° bagi jalan kumpul.’ <p>From altitude reading using tool ‘GPS Coordinate Malaysia’ and ‘Topographic Map Malaysia’, NHTSB estate planting on slope is approximately 48 meters after sea level that is in line with code of practices provided by MPOB for best agricultural practices.</p>	Yes
4.6.1.3	<p>PHTSB and MGSB estates established permanent block markers for each block that include block number, block size, date of planting and planting material.</p> <p>Field inspection has confirm block marker is installed as below:</p> <p>PHTSB estate: Block 14B, 13.95 Ha, Planted 2016.</p>	Yes
4.6.2.1	<p>PHTSB and MGSB estates established long term management plan (details income statement) for 5 years from 2021 to 2025, effective dated: 01/01/2021.</p> <p>The content of financial plan includes;</p> <ol style="list-style-type: none"> 1. FFB Projection; 2. Long Term Management Plans; 3. Oil Palm Mature – Budget & Projection Operation Cost; 4. Replanting programme. <p>Site interviews with PHTSB and MGSB estates managers informed implementation of budget allocated are monitored closely to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>PHTSB and MGSB estates adopted WGHME Replanting program program established 2021 – 2025.</p> <p>The Five years replanting programme stated block and hectarage to be replanted.</p>	Yes
4.6.2.3	<p>PHTSB and MGSB estates adopt WHGME long term management plan (details income statement) for 5 years from 2021 to 2025, effective dated: 01/01/2025</p> <ol style="list-style-type: none"> 1. Planting materials; 2. Crop projection: site yield potential, age profile, FFB yield trends; 3. Cost of projection: cost / mt, cost / ha; 4. Price forecast; 5. Expenses; 	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Profit and lost.	
4.6.2.4	<p>PHTSB and MGSB estates monitors monthly on FFB production, income, expenses and price per ton / FFB.</p> <p>PHTSB and MGSB estates submit a monthly analysis report, FFB actual vs budget report to WHGME office.</p> <p>An annual review of the budget, actual achieved and compared against previous year.</p> <p>Site interviews with estate managers informed they are monitoring and ensuring the cost within the budget limit.</p>	Yes
4.6.3.1	<p>PHTSB and MGSB estates purchase chemical, fertilizer or equipment with purchase orders from suppliers.</p> <p>Example:</p> <p>MGSB estate</p> <p>Delivery order for Amine, dated 19/10/2023 stated the particulars, unit price and amount.</p> <p>From document review, invoice from supplier describes the product pricing and payment terms.</p>	Yes
4.6.3.2	<p>PHTSB and MGSB estates purchase chemical, fertilizer or equipment with purchase orders from suppliers.</p> <p>The invoice for the month of October 2023 from supplier describes the product pricing and payment terms.</p> <p>Document review on invoice issued to supplier is paid as per purchase orders.</p>	Yes
4.6.4.1	<p>PHTSB and MGSB estates does not engage contractors. Thus, no contract agreement available for review.</p> <p>Document review on stakeholders list and field interviews with PHTSB and PHTSB estates managers informed does not engage contractors.</p>	Yes
4.6.4.2	<p>PHTSB and MGSB estates does not engage contractors.</p> <p>Therefore, no agreement established.</p> <p>Document review on stakeholders list and field interviews with PHTSB and MGSB estates managers informed does not engage contractors.</p>	Yes
4.6.4.3	<p>PHTSB and MGSB estates does not engage contractors.</p> <p>Document reviewed on stakeholders list and field interviews with NCSB, JSB and MGSB estates managers informed does not engage contractors. Therefore, no documents establish for review accept MSPO approved auditors to verify assessments through a physical inspection.</p>	Yes
4.6.4.4	<p>PHTSB and MGSB estates does not engage contractors.</p> <p>Document reviewed on stakeholders list and field interviews with PHTSB and MGSB estates managers informed does not engage contractors.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Therefore, no documents establish to review the control points to the tasks performed by the contractor.	

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>PHTSB first planting in year 1994, latest replanting in year 2017 with total 10.15 ha.</p> <p>MGSB first planting in year 1995, latest replanting in year 2022 with total of 25.90 ha.</p> <p>Field inspection verified no high biodiversity area within or bordering with the estates. Therefore, no biodiversity assessment conducted.</p>	Yes
4.7.1.2	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>PHTSB first planting in year 1994, latest replanting in year 2017 with total 10.15 ha.</p> <p>MGSB first planting in year 1995, latest replanting in year 2022 with total of 25.90 ha.</p> <p>Therefore, no PMM or EIA established.</p>	Yes
4.7.2.1	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there, there is no peat land.</p>	Yes
4.7.3.1	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>Therefore, no SEIA conducted.</p>	Yes
4.7.3.2	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>Therefore, no SEIA conducted.</p>	Yes
4.7.3.3	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>Therefore, no SEIA conducted.</p>	Yes
4.7.3.4	<p>There is no smallholder's scheme in PHTSB and MGSB estates certification.</p>	Yes
4.7.4.1	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>Therefore, no soil map established.</p>	Yes
4.7.4.2	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>Therefore, no soil and topographic map establish.</p>	Yes
4.7.5.1	<p>PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting.</p> <p>Therefore, no topographic map establish.</p>	Yes

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4.7.5.2	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no monitoring management plan for fragile and marginal soil established.	Yes
4.7.5.3	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no identification of fragile and marginal soil established.	Yes
4.7.6.1	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no FPIC established.	Yes
4.7.6.2	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. There are no sacred sites. Therefore, no management plan established.	Yes
4.7.6.3	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no customary land established.	Yes
4.7.6.4	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no assessment to identify customary right established.	Yes
4.7.6.6	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no system established for calculating the compensation for distribution.	Yes
4.7.6.7	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	PHTSB and MGSB estates planting statements and estate maps are reviewed, there is no new planting. 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 Winsome Harvest Group of Estates 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.
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	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.
X	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i></p>	

4.6. Detail of Audit Findings in last audit

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

4.7. Detail of Onsite Audit Findings Identified during this audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	Office	Management could improve assessment on empty chemical containers in the EIA report.
2.	4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	PHTSB / MGSB	<p>Management could improve on the following activities as per SOP requirements;</p> <ul style="list-style-type: none"> - Loose fruit collection - Weeds management - Harvesting

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5. CONCLUSION

Winsome Harvest Palm Oil Mill Sdn Bhd as Group Manager for respective estates has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit consisting of 2 selected estates 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 estates:	4
Total certified production area:	357.13 Ha
Certified FFBs January to October 2023:	3,881.79 Mt
Project FFBs November to December 2023:	720.00 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, 24/11/2023



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

Puchong, 30/11/2023



Ariff Lokman
 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	<input checked="" type="checkbox"/> P&C Audit Report / Checklists <input checked="" type="checkbox"/> Audit Plan
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