



# MSPO CERTIFICATION SUMMARY REPORT

WINSOME HARVEST PALM OIL MILL SDN.  
BHD

SURVEILLANCE 03

Onsite Audit Date: 28/03/2022 – 29/03/2022

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# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



## Table of Contents

1.	INTRODUCTION .....	4
1.1.	Objective	4
1.2.	Scope	4
1.3.	Appointment and Qualification of team members	4
2.	METHODOLOGY.....	8
3.	ORGANISATION INFORMATION .....	10
3.1.	Production volume	10
3.2.	Mas of Mill Location	10
4.	CERTIFICATION ASSESSMENT .....	12
4.1.	ASA 03	12
4.2.	Stakeholders' Consultation	12
4.3.	Summary of Findings	12
4.4.	Status of Non-Conformities Previously Identified	36
4.5.	Detail of Audit Findings Identified during last audit	36
4.6.	Detail of Onsite Audit Findings Identified during This Audit	36
5.	CONCLUSION	38
6.	RECOMMENDATION	39
7.	LIST OF STAKEHOLDERS	40
	Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives	42
	Annex / Enclosures	42

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite

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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>GMP</b>	Good Milling Practices
<b>GPS</b>	Global Positioning System
<b>ISO</b>	International Standard Organisation
<b>MPOB</b>	Malaysian Palm Oil Board
<b>MPOCC</b>	Malaysia Palm Oil Certification Council
<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>SDS</b>	Safety Data Sheet
<b>SIA</b>	Social Impact Assessment
<b>SOP</b>	Standard Operating Procedure
<b>WHO</b>	World Health Organization

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



## 1. INTRODUCTION

Winsome Harvest Palm Oil Mill Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct Annual Surveillance 03 audit for its Winsome Harvest Palm Oil Mill according to MS 2530-4:2013 Part 4 General principles for palm oil mills.

### 1.1. Objective

The objective of this surveillance 03 audit is to assess palm oil mill by an independent certification body with the aim for compliance of the standards.

### 1.2. Scope

The certification is based on the documentation established by Winsome Harvest Palm Oil Mill.

The supporting documents 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 2530-4:2013 Part 4 General principles for palm oil mills. 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 of the guidelines applied are checked.

1. Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mill audit guidance;
2. Palm Oil Supply Chain Traceability Requirements

### 1.3. Appointment and Qualification of team members

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

#### Qualification of the Lead Auditor: Mohd Nur Amin Bin Mohd Halim

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	Graduate in Office Management & Technology.

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Requirement	Qualifications
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)	6 years 10 months of working experience in both upstream & downstream division on managing sustainability of oil palm industry.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of 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 and appointed as lead auditor for MSPO scheme.
Good Milling Practices. Palm oil milling working experience or auditing experience	6 years 10 months of working experience in managing sustainability for oil palm industry for both upstream and downstream division.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Health and safety auditing on the mill processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 course.
Environmental and ecological auditing or experience with mill processes and activities. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 9001, 14001 & 45001 LA course.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



### Qualification of Team Member

Requirement	Name 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	Sheron Pui Ling Wui	Bachelor in Medical Science	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)	Sheron Pui Ling Wui	4 years working experience in QA, QMS and internal audit, and 2.5 years working experience in MSPO audit experience.	Yes
Successfully completed MPOCC endorsed lead auditor / auditor trainings	Sheron Pui Ling Wui	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.	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Sheron Pui Ling Wui	Qualified and appointed as auditor for MSPO scheme.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Sheron Pui Ling Wui	Successfully completed ISO 9001:2015 Lead Auditor course.	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Requirement	Name Assessor	Qualification	Compliance
Health and safety auditing on the farms processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Sheron Pui Ling Wui	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	Sheron Pui Ling Wui	Successfully completed Basic SA 8000 course.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Sheron Pui Ling Wui	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Sheron Pui Ling Wui	Able to communicate in Bahasa Malaysia, Mandarin and English.	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



## 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 with operational personnel, stakeholders and its contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

The ASA03 is conducted in single stages in accordance to the certification procedure.

### Surveillance 03:

The Surveillance 03 audit conducted onsite on 28/03/2022 – 29/03/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation
- Review of documentation established but not limited to below
  - Policies
  - Mill location map
  - Land title(s) – for standalone mill
  - Standard Operating Procedures including Mill Operation Manual
  - Work Flow Charts
  - Management Plans
  - Operating licenses and approvals
  - Operating records
  - Training records
  - Applicable Legislation Documents
- Inspection, observations and inspection of mill facilities and activities



## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite

---



- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised in last audit;
- Assessment reporting;

### On-site

The audit of the mill is conducted according to the MS 2530-4: 2013 Part 4: General principles for palm oil mills.

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

### 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 and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be reviewed and verified during the next audit.

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



### 3. ORGANISATION INFORMATION

Winsome Harvest Palm Oil Mill Sdn. Bhd is located at 36 KM Semporna Kunak Highway, Sipit Magai, Semporna, Sabah.

The mill began operation in 2006 with an operating capacity of 45 MT per hour.

Name of Mill	Location	Coordinates
Winsome Harvest POM	36 KM Semporna – Kunak Highway, Sipit Magai, Semporna, Sabah.	4.553056°N, 118.359194°E

#### 3.1. Production volume

Volume for the past year Jan 2021 to Dec 2021			Actual volumes Jan 2022 to Feb 2022			Projected volume Jan 2022 to Dec 2022		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
126,142.77	24,322.68	6,520.31	17,296.71	3,310.58	846.41	150,000.00	30,000.00	7,500.00

#### 3.2. Mas of Mill Location

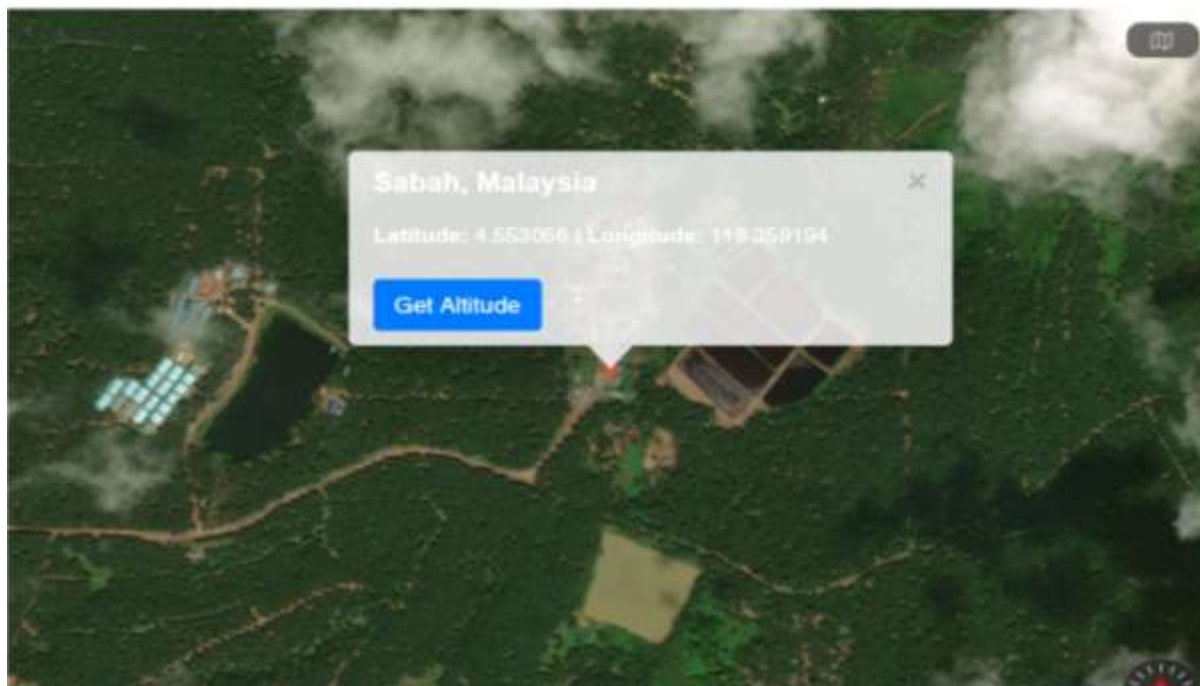


Figure 1: Winsome Harvest Palm Oil Mill coordinate on Sabah map.

# MSP0 Certification Summary Report

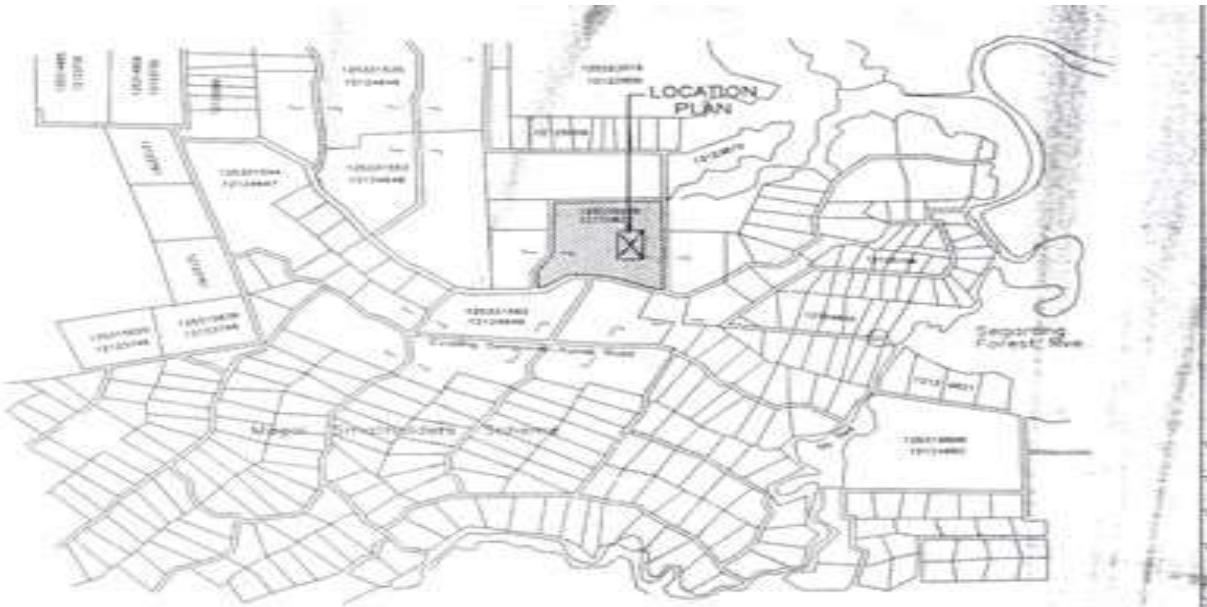
Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



**Figure 2:** WHPOM location map

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 03

The objective of the audit is to assess the activities of the mill are in compliance with MS 2530-4: 2013 Part 4: General principles for palm oil mills.

##### 4.1.1. Surveillance 03 Audit:

The surveillance 03 audit is conducted on 28/03/2022 to 29/03/2022.

During the last remote surveillance 02 audit, there one (1) Opportunities for Improvement (OFI) is raised

During this surveillance 03 audit, the opportunities for Improvement (OFI) raised in the last audit, the audit team has review by means of physical inspection of mill, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

During this surveillance 03 audit, there are three (3) Opportunities for Improvements (OFIs) were identified.

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

The number of audit findings raised in this audit refer to Section 4.6 of this audit 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 28/02/2022 to announce the audit of the certified unit. As at audit date on 28/03/2022 there are no comments received

#### 4.3. Summary of Findings

##### Principle and Criteria Assessment Summary

The assessment team conducted a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits where all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-4. The summary of the assessment can be seen 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

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Winsome Harvest Palm Oil Mill (WHPOM) established MSPO Policy dated 16/03/2020 available in both Bahasa Malaysia and English language signed by Executive Director.</p> <p>The policy statement committed for continual improvement practice and continuous production of oil palm products in a sustainable manner.</p> <p>Document verification, policy available in Bahasa Malaysia and English.</p> <p>Observed the mill notice board and company website include MSPO Policy.</p> <p>Briefing on MSPO Policy conducted for internal stakeholders on 02/03/2021 and external stakeholders dated 26/02/2022 via tele-conference-email due to COVID 19.</p> <p>Interview with workers, they informed they had been briefed on MSPO Policy.</p>	Yes
4.1.1.2	<p>WHPOM revised MSPO Policy dated 16/03/2020 signed by Executive Director.</p> <p>The policy states:</p> <p>'WHPOM is also committed for continual improvement practice by harnessing its resources of people, processes and technology in order to ensure the continuous production of oil palm products in a sustainable manner'.</p>	Yes
4.1.2.1	<p>WHPOM established Internal Audit Procedure, doc. no.: WHSOP-MP-1 dated 01/07/2019.</p> <p>The SOP describes in point 6.1 (ii) of frequency and coverage of MSPO systems audit scheduling once a year.</p> <p>WHPOM established Sustainability plan dated 20/01/2022 include program for internal audit.</p> <p>Latest internal audit conducted on 05/03/2022 with 4 OFIs.</p>	Yes
4.1.2.2	<p>WHPOM established Internal Audit Procedure, doc. no.: WHSOP-MP-1 dated 01/07/2019.</p> <p>WHPOM establish Internal audit report template, doc. no.: IAR-2020 include audit findings, details of non-conformity, audit conclusion, remarks, recommendation and strength.</p> <p>Latest internal audit conducted on 05/03/2022 with 4 OFIs.</p>	Yes
4.1.2.3	<p>WHPOM internal audit result is discussed in Management Review meeting dated 16/03/2022.</p>	Yes
4.1.3.1	<p>WHPOM Management Review Procedure, document number WHSOP-MP-2 rev 01 effective date 01/07/2018 revision date 21/01/2019.</p> <p>The procedure point 4.1 (i) describe 'Management review meeting is conducted at least once a year after internal audit was conducted.'</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The procedure point 4.4.3 describe management review meeting record will be kept for 10 years.</p> <p>WHPOM conducted Management Review Meeting dated 16/03/2022 includes agenda as follows:</p> <ol style="list-style-type: none"> <li>1. Changes, improvement or modification of Sustainability Management system;</li> <li>2. Stakeholder meeting;</li> <li>3. Internal and external audit findings;</li> <li>4. Review continual improvement status &amp; recommendation;</li> <li>5. Status of outstanding issues from previous meeting;</li> <li>6. Enquiry, complaints and grievance;</li> <li>7. Review of effectiveness in achieving quality, environmental, social, safety &amp; health objectives</li> <li>8. Compliance status on legal and other requirements.</li> <li>9. Traceability records.</li> </ol>	
4.1.4.1	<p>WHPOM established Continuous Improvement Plan doc. no.: WH-CIP rev 03 updated on 10/03/2021.</p> <p>The CIP includes mill housekeeping, social, safety and environment.</p> <p>The CIP established consist of improvement action, purpose of improvement, expected outcome, timeframe, review / monitoring, PIC and status of review.</p> <p>Example: Pollution and emission:</p> <p>Improvement action: Need to improve BOD reading for final discharge below 20mg/L as per DOE requirement;</p> <p>Purpose of improvement: DOE requirements;</p> <p>Expected outcomes: BOD reading for final discharge below 20mg/L before discharge to land irrigation</p> <p>Timeframe: 2022 to 2023;</p> <p>Responsibility: Environmental officer;</p> <p>Location: Effluent Pond;</p> <p>Status:</p> <ol style="list-style-type: none"> <li>1. Geotube in operation for anaerobic pond no.2 for desludging process.</li> <li>2. On-going recycle effluent from clarifying pond to anaerobic pond no.1.</li> </ol> <p>Document review Environment Aspect and Impact Action 2022 dated 08/02/2022 include the action to mitigate the high BOD level.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



<b>Principle 1: Management Commitment &amp; responsibility</b>		
Indicator	Summary of Assessment	Compliance
	<p>Document review, WHPOM had discuss the status of the issue in Management Review Meeting dated 16/03/2022 and Environmental Management Meeting dated 17/03/2022.</p> <p>Site visit at WHPOM POME area observe had taken mitigation action to apply desludging POME using geotube and recycle effluent from clarifying pond to anaerobic pond no.1 before final discharge to land irrigation.</p> <p>Document review and interview with WHPOM management informed they monitor POME final discharge with third party laboratory to conduct POME test on monthly basis. Latest test dated 16/02/2022 stated the result is above the DOE discharge limits of 20mg/l.</p>	
4.1.4.2	<p>WHPOM established SOP Continual Improvement doc. no.: WHSOP-MP 10 dated 01/07/2018 include flow chart and procedure for new information and techniques.</p> <p>Interview with the management informed no new technology implemented at WHPOM as at audit date.</p>	Yes

<b>Principle 2: Transparency</b>		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>WHPOM established Communication Procedure updated on 21/01/2019 states procedures for internal stakeholders' communication under section 5.1 and external stakeholders' communication under section 5.2.</p> <p>The procedure describe any request of information from stakeholders will be response within 30 days.</p> <p>Stakeholders list is established and updated on 10/01/2021 includes the surrounding neighbours, government agencies, NGO, suppliers and customers.</p> <p>WHPOM conducted external stakeholders meeting dated 26/02/2022 via tele-conference-email due to COVID-19.</p> <p>Stakeholders meeting includes feedback form, company polices, SOP complaint and grievance, SOP communication and SOP information request.</p>	Yes
4.2.1.2	<p>WHPOM established master list of documents updated on 01/02/2021.</p> <p>Example of publicly available documents:</p> <ol style="list-style-type: none"> <li>1. Company policies</li> <li>2. Company SOPs</li> <li>3. Permit and license</li> </ol> <p>Example of documents could be provided upon approved by management:</p> <ol style="list-style-type: none"> <li>1. MSPO Audit Report</li> </ol>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>2. CHRA and noise monitoring report</p> <p>Examples of confidential documents:</p> <ol style="list-style-type: none"> <li>1. Financial Statement</li> <li>2. Payroll</li> <li>3. Accounting reports</li> </ol>	
4.2.2.1	<p>WHPOM established SOP Communication doc. no.: WHSOP-MP 5 revision 01 dated 21/01/2019.</p> <p>The external stakeholders meeting conducted on 26/02/2022 and internal stakeholders meeting conducted on 01/03/2022 include briefing on SOP Communication.</p> <p>The SOP Communication is displayed at mill notice board.</p> <p>Onsite interview with workers informed they have been briefed of SOP Communication and the information have been displayed on the notice board.</p>	Yes
4.2.2.2	<p>WHPOM appointed production executive as person in charge for handling communication and consultation with stakeholders.</p>	Yes
4.2.2.3	<p>WHPOM established stakeholders list updated on 10/01/2021 includes the surrounding neighbours, government agencies, NGO, suppliers and customer.</p> <p>The external stakeholders meeting conducted on 26/02/2022 and internal stakeholders meeting conducted on 01/03/2022 include briefing on SOP Communication.</p> <p>Record review there is no request from stakeholders.</p>	Yes
4.2.3.1	<p>WHPOM established Traceability SOP doc. no.: WHSOP-MP3 revision 03 updated on 15/03/2021.</p> <p>The objective of the procedure is to ensure that the origin of palm product can be documented, verified and information maintained across the supply chain.</p> <p>The SOP has a flowchart describing the steps and documentation:</p> <p>FFB received:</p> <ol style="list-style-type: none"> <li>1. FFB delivery notes issued by estates or suppliers to mill</li> <li>2. Mill weighbridge ticket after received FFB</li> <li>3. Daily FFB received report</li> </ol> <p>CPO and PK delivery:</p> <ol style="list-style-type: none"> <li>1. Daily production report</li> <li>2. Delivery note and weighbridge ticket issue when delivery for CPO and PK;</li> </ol>	Yes



## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



<b>Principle 2: Transparency</b>		
Indicator	Summary of Assessment	Compliance
	<p>3. Buyer weighbridge ticket shall be retained.</p> <p>WHPOM use delivery note and weighbridge ticket while transporting CPO or PK from mill to refinery.</p> <p>Review in the weighbridge tickets includes DN number, mill name, date delivery, vehicles number, driver name and acknowledgement.</p>	
4.2.3.2	<p>WHPOM admin officer conduct daily and monthly inspection for received FFB and delivery of CPO and PK.</p> <p>The internal audit conducted on 05/03/2022 with no findings raised on traceability.</p>	Yes
4.2.3.3	<p>WHPOM appoint the admin officer to monitor the traceability documents on daily basis.</p> <p>Reviewed and verified appointment letter dated 30/12/2021.</p>	Yes
4.2.3.4	<p>WHPOM established daily summary records of FFB received and CPO and PK delivered.</p> <p>WHPOM documented and maintained records of FFB received and sales record of CPO and PK delivery to the refinery.</p> <p>Example of FFB received:</p> <p>Review in the estate delivery note includes DN number, mill name, date delivery, vehicles number, driver name and acknowledgement.</p> <p>Example of CPO delivery:</p> <p>Review in the delivery note from WHPOM include DN number, refinery name, date, product, vehicle number, seal no, weight and acknowledgment.</p> <p>Weighbridge ticket from WHPOM includes ticket number, date, supplier, vehicle number, transporter, product, time, weight, DN number, seal number and acknowledgment.</p> <p>Review on the records such as delivery note and weighbridge ticket are available. The estate DN number is the unique number captured in mill weighbridge ticket when WHPOM received the FFB.</p> <p>Traceability SOP doc. no.: WHSOP-MP-3 rev no. 03 update on 15/03/2021 clause 7.0 (iii), states retention period of documents is at least 5 years.</p> <p>Reviewed and verified records from year 2019 to 2021 records are well kept by the mill.</p>	Yes

<b>Principle 3: Compliance to legal requirements</b>		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>WHPOM established Summary of Legal register on 02/01/2019 latest review on 05/01/2022.</p> <p>Example:</p> <p>1. Malaysian Palm Oil Board Act 1998</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<p>2. Sabah Labour Ordinance Cap 67</p> <p>WHPOM established list of permit and license for year 2022.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>MPOB license validity period 01/02/2022 till 31/01/2023.</li> <li>Fire certificate validity period 02/06/2021 till 01/06/2022.</li> </ol>	
4.3.1.2	<p>WHPOM established Summary of Legal register on 02/01/2019 latest review on 05/01/2022 includes the related act and regulation applicable to mill.</p> <p>Example of legal documents:</p> <ol style="list-style-type: none"> <li>Land ordinance (Sabah cap 68)</li> <li>Occupational safety and health (Amendment) Act 2022.</li> </ol>	Yes
4.3.1.3	<p>WHPOM established Summary of Legal register on 02/01/2019 latest review on 05/01/2022 includes the related act and regulation applicable to mill.</p> <p>The update include the Occupational Safety and Health (Amendment) Act 2022.</p>	Yes
4.3.1.4	<p>WHPOM appoint mill engineer as PIC to monitor update legal register dated 26/01/2022.</p>	Yes
4.3.2.1	<p>WHPOM land title is country lease issued by Sabah Land Authority.</p> <p>Land tenure: 99 years</p> <p>The land ownership transferred from Winsome Harvest Development Sdn Bhd to Winsome Harvest Palm Oil Mill Sdn Bhd on 31/10/2005.</p> <p>Therefore, no diminish land use rights of other users.</p>	Yes
4.3.2.2	<p>WHPOM is located in Winsome Harvest Estate land area.</p> <p>The land title ownership transferred from Winsome Harvest Development Sdn Bhd to Winsome Harvest Palm Oil Mill Sdn Bhd on 31/10/2005.</p>	Yes
4.3.2.3	<p>WHPOM land title include a location map with boundary mark and size.</p> <p>Onsite visit WHPOM boundary marker is well maintained.</p>	Yes
4.3.2.4	<p>WHPOM land title is country lease issued by Sabah Land Authority.</p> <p>Therefore, no disputes found during review of land title.</p>	Yes
4.3.3.1	<p>WHPOM land title is country lease issued by Sabah Land Authority.</p> <p>Therefore, no disputes found during review of land title.</p>	Yes
4.3.3.2	<p>There is no customary right land leased or owned by WHPOM.</p> <p>Therefore, no maps established.</p>	Yes
4.3.3.3	<p>There is no customary land leased or owned by WHPOM.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Therefore, no FPIC or negotiated documents established.	

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>WHPOM updated SIA on 24/03/2022 include feedbacks from internal and external stakeholders.</p> <p>A summary of positive and negative impacts, mitigation plan promotes with timeline and PIC are included.</p> <p>Example:</p> <p>Positive impact: All workers aware the location of complaint and grievance box</p> <p>Action plan: Provide briefing to workers</p> <p>Timeframe: On-going</p> <p>PIC: Safety officer.</p> <p>Review the briefing record dated 01/03/2022 include briefing for SOP complaint and grievance. Further verify through interview with workers informed they have been trained and understand location to assess complaint form and box.</p> <p>Negative impact: Overgrown lawn or grass at housing area</p> <p>Action plan: Always mowing the lawn or conduct gotong-royong at housing area.</p> <p>Timeframe: On-going</p> <p>PIC: Supervisor.</p> <p>Document review and onsite interview gotong- royong is conducted latest on 20/03/2022. Onsite review the lawn at housing area is well maintained at ankle level.</p>	Yes
4.4.2.1	<p>WHPOM established Complaint and Grievance SOP and flow chart doc. no.: WHSOP-MP 4 dated 01/07/2018.</p> <p>SOP describes person responsible handling complaint and grievances is human resource.</p> <p>Timeline to resolve grievance within 30 days.</p> <p>The complaint form and box are available at Mill office.</p> <p>Briefing on complaint and grievances SOP conducted on 01/03/2022 for internal stakeholders and 26/03/2022 for external stakeholders.</p> <p>Onsite interview with workers inform they understand the process to make complaint.</p>	Yes
4.4.2.2	<p>WHPOM established Complaint and Grievance SOP and flow chart doc. no.: WHSOP-MP 4 dated 01/07/2018.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
	<p>Complaint and Grievance SOP describe the timeline to resolve is within 30 days.</p> <p>Complaint record is review, there is no complaint lodge from year 2019 till the audit date.</p>		
4.4.2.3	<p>WHPOM established complaint form dated 01/07/2018.</p> <p>Onsite verification the complaint form and box availability at mill office.</p>	Yes	
4.4.2.4	<p>WHPOM Complaint and Grievance SOP and flow chart displayed at main gate notice board and mill office's notice board.</p> <p>Briefing on complaint and grievances procedure conducted on 01/03/2022 for internal stakeholders and 26/02/2022 for external stakeholders.</p> <p>Onsite interview with workers informed they understand the Complaint and Grievance SOP.</p>	Yes	
4.4.2.5	<p>WHPOM complaint records from 2019 to 2022 is reviewed, there is no complaint lodge as of audit date.</p>	Yes	
4.4.3.1	<p>WHPOM contributes to local communities' development by hiring local communities as mill operators and office administrative staffs and engage local communities to operate the mill canteen.</p>	Yes	
4.4.4.1	<p>WHPOM revised Occupational Safety and Health Policy on 01/03/2020 signed by Executive Director.</p> <p>Review on policy available in Bahasa Malaysia, English and display at mill office notice board.</p> <p>The Occupational Safety and Health Policy briefing conducted to internal stakeholders on 01/03/2022 and external stakeholders on 26/02/2022.</p> <p>Interview with mill workers, they had been briefed of the Safety and Health Policy.</p>	Yes	
4.4.4.2	a	<p>WHPOM revised Occupational Safety and Health Policy on 01/03/2020 signed by Executive Director.</p> <p>Occupational Safety and Health Policy briefed internal stakeholders on 01/03/2022 and external stakeholders on 26/02/2022.</p> <p>Interview with mill workers informed they had been briefed on of company Occupational Safety and Health Policy.</p>	Yes
	b	<p>WHPOM established HIRARC for respective operation activities applicable to the mill based on the risk assessment table updated 08/02/2022.</p> <p>The table with headings: Activity, Hazard, Risk and Effects, Initial Risk Assessment (Consequences, Likelihood, Risk Risking), Risk Control (Existing Control, PIC), Risk Assessment after Control</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>(Consequences, Likelihood, Risk rating, Description) and Date Review.</p> <p>The HIRARC for Workshop updated to include a new activity on changing bearing due to incident occurred on 29/07/2021.</p> <p>Example: Workshop station</p> <p>Activity: Changing bearing.</p> <p>Hazard: Closed area.</p> <p>Causes and Effect: Hammered hand.</p> <p>Existing Risk Control: Safe work briefing.</p> <p>Risk Analysis: 2 (L) x 2 (S) = 4 (low risk).</p> <p>Recommended Control: Continuously briefed Safe Work before start work.</p> <p>Risk after recommend control: 1 (L) x 2 (S) = 2 (low risk).</p> <p>Document review on training records, WHPOM conduct the Safe Work for Mechanical to workshop operators dated on 25/08/2021.</p>	
c. i	<p>WHPOM established Sustainability Program for Year 2022 updated on 20/01/2022 includes:</p> <ol style="list-style-type: none"> <li>1. Safety &amp; Health Meeting</li> <li>2. Medical surveillance</li> <li>3. Audiometric Test</li> <li>4. DOSH inspection factory and machineries</li> <li>5. BOMBA inspection</li> </ol> <p>Training plan for year 2022 updated on 17/01/2022 includes:</p> <ol style="list-style-type: none"> <li>1. Chemical handling on 04/02/2022</li> <li>2. Safe work at laboratory on 04/02/2022</li> </ol>	Yes
c. ii	<p>WHPOM maintained relevant SDSs for chemicals and lubricants at mill office and storage facilities of chemicals, lubricants, water treatment plant, and workshop.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Chemical Soda Ash revision date December 2019.</li> </ol> <p>Document review on the SDS of Chemical Soda Ash available in dual language, English and Bahasa Malaysia.</p> <p>Onsite visit observed chemicals and lubricants are in original label packaging and stored in proper storage facilities with sufficient ventilation.</p>	Yes
d	<p>WHPOM provides appropriate PPE to workers such as helmets, safety vest, safety boots, safety glass, gloves and earplugs.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Issuance records maintain for each employee.</p> <p>Document review on the issuance records, verify WHPOM issued PPE to workers with latest issued on 01/03/2022.</p>	
e	<p>WHPOM established SOPs for safe handling and storage of chemicals as below:</p> <ol style="list-style-type: none"> <li>Document 'WHSOP-OP35' 'Pengendalian Bahan Kimia', rev no: 02, dated 03/03/2020;</li> <li>Document 'WHSOP-OP20' 'Pengendalian Bahan Buangan Terjadual' rev no: 02, dated 03/03/2020.</li> </ol> <p>Site visit observed chemicals and lubricants are in original label packaging and stored in proper storage facilities with sufficient ventilation.</p>	Yes
f	<p>Document review on appointment letter, WHPOM appoint acting safety officer as PIC for health and safety dated 04/08/2018.</p>	Yes
g	<p>WHPOM established Safety &amp; Health Committee represented by both management and workers representatives.</p> <p>Document reviewed on minute of meeting confirmed Safety and Health Committee meeting conducted in quarterly basis dated 22/02/2021, 14/04/2021, 12/07/2021 and 10/02/2022 respectively</p> <p>Agenda discuss in meeting are PPE usage, COVID-19 Pandemic, accident and injury records.</p> <p>One (1) accident happened on 29/07/2021 with four (4) days MC is reported and discuss in the OSH meeting dated 15/10/2021. WHPOM has submit the JKKP 6 to DOSH on 31/07/2021.</p>	Yes
h	<p>WHPOM established SOP Incident Reporting and Investigation WHSOP-MP-7 rev 00 dated 01/07/2018.</p> <p>Objectives of SOP:</p> <ol style="list-style-type: none"> <li>To ensure all OSH incidents are reported;</li> <li>To ensure all OSH incidents are investigated appropriately with a view to prevention of similar occurrences;</li> <li>To ensure compliance with legal requirements for incidents notification to DOSH.</li> </ol> <p>WHPOM established Emergency Response and Preparedness Procedure, WHSOP-MP-8 rev 00 dated 01/07/2018 include the contract details for responsible person.</p> <p>Onsite verification observed the emergency contact details display at key operation areas in the mill.</p> <p>Latest fire emergency training conducted on 01/13/2022.</p> <p>Onsite interview with mill operators informed they had been informed on of the emergency response plan.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
i	<p>WHPOM establish list of trained first aider with name and contact numbers who had attended first aid training has been displayed at mill notice board.</p> <p>During onsite visit at stores, workshop, engine room, laboratory and office area sighted first aid kit is available.</p>	Yes
j	<p>WHPOM established SOP Incident Reporting and Investigation, WHSOP-MP-7 rev 00 dated 01/07/2018.</p> <p>The SOP describe to record and investigate any accident or injury occur.</p> <p>Annual accident report JKKP 8 for year 2021 submitted to DOSH dated 03/01/2022 with one accident case with 4 lost days.</p> <p>JKKP 6 report had been submitted for one accident dated 31/07/2021.</p> <p>Reviewed the workers' payslip, the medical leaves had paid on daily rate.</p> <p>The incident on 29/07/2021 reported and review in OSH meeting held on 15/10/2021.</p> <p>Document review on the accident record is well maintained.</p>	Yes
4.4.5.1	<p>WHPOM revised Social Policy updated on 01/03/2020 signed by Executive Director.</p> <p>The policy states:</p> <ol style="list-style-type: none"> <li>Promote and enhance quality of life and wellbeing of the employees and communities</li> <li>Prohibit any form of domestic violence.</li> </ol> <p>Briefing on the policy conducted on 01/03/2022 for internal stakeholders and 26/02/2022 for external stakeholders.</p> <p>Onsite interview with workers informed they have been briefed on the Social Policy.</p>	Yes
4.4.5.2	<p>WHPOM revised Recruitment and Selection Policy dated 01/03/2020 signed by Executive Director.</p> <p>The policy states:</p> <ol style="list-style-type: none"> <li>Actively promotes equality of opportunity for all with the right talent, skills and potential and welcome application from a wide range of candidates including those with criminal record.</li> <li>Commit to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, responsibility for defendants, age, physical and or mental disability or offending background.</li> </ol> <p>Briefing on the policy conducted on 01/03/2022 for workers.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Onsite interview with workers informed they have been briefed on the policy and no discrimination occurs in the mill.	
4.4.5.3	<p>WHPOM established workers contract agreement and pay slips in accordance with Sabah Labour Ordinance and Minimum Wage Order 2020 with a monthly rate of RM 1,100 as the mill is not located at the City Council area stipulated in the Order.</p> <p>Both local and foreign workers are provided with copies of workers contract agreements and pay slips.</p> <p>Contract agreement signed by management and workers.</p> <p>Worker's pay slip for the month of January 2022 was review is in compliance with legal requirement.</p>	Yes
4.4.5.4	<p>WHPOM monitor CPO and PK transport contractor worker wage by monitoring the pay slip provided by contractor based on verbal agreement rates between contractor and worker. This is further verify via onsite interview with contractor worker.</p> <p>Review on contractor worker pay slip for November 2021 is in accordance with agreed rates and acknowledge by contractor worker and contractor.</p>	Yes
4.4.5.5	<p>WHPOM established list of workers with latest update on 01/03/2022.</p> <p>List of workers includes:</p> <ol style="list-style-type: none"> <li>1. Name of workers</li> <li>2. Identification number / passport number</li> <li>3. Gender</li> <li>4. Date of joint</li> <li>5. Birthday</li> <li>6. Job description</li> <li>7. Basic salary</li> <li>8. Period of employment</li> </ol>	Yes
4.4.5.6	<p>WHPOM established worker contract for every worker recruited and signed by both parties.</p> <p>Work Contract details in accordance to Sabah Labour Ordinance requirements that include overtime pay rate, annual leave, public holidays, sick leave and working hours.</p> <p>Workers are briefed on the terms and conditions, wage, position of the work contract and copy is provided.</p> <p>Onsite interview with workers informed they briefed on the contract terms and conditions and received a signed copy.</p>	Yes



## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions														
Indicator	Summary of Assessment	Compliance												
4.4.5.7	<p>WHPOM use thumbprint and check roll for monitoring of working hours for both staff and workers.</p> <p>Onsite review the working hours is display at the notice board.</p> <p>Overtime rate according to Sabah Labour Ordinance requirement of 1.5 times hourly rate for normal overtime and 2.0 times hourly rate for rest day.</p> <p>Onsite interview with workers informed they understand working hours and overtime rates.</p> <p>Workers informed they are briefed on the working hours when they sign the contract agreement.</p>	Yes												
4.4.5.8	<p>WHPOM established working hours for mill operations.</p> <p>Example:</p> <p>Process section:</p> <table border="1"> <thead> <tr> <th>FFB received (Mt)</th> <th>Shift A</th> <th>Shift B</th> </tr> </thead> <tbody> <tr> <td>Below 550</td> <td>9.00 am – 5.00 pm</td> <td>5.00pm – 1.00 am</td> </tr> <tr> <td>600 – 750</td> <td>9.00am – 7.00 pm</td> <td>7.00pm- 3.00am</td> </tr> <tr> <td>800 above</td> <td>7.00am – 7.00pm</td> <td>7.00pm-7.00am</td> </tr> </tbody> </table> <p>Workers are allowed rest time of 45 minutes within the working hours.</p> <p>Onsite interviews with operators informed the working hours is based on above schedule as and when necessary.</p> <p>Example:</p> <p>Lab section:</p> <p>Working hours start from 7.00 am until 5.00 pm with 2 hours rest time in between. Onsite interview with laboratory workers informed they understand and able to explain the working hours and overtime provided.</p>	FFB received (Mt)	Shift A	Shift B	Below 550	9.00 am – 5.00 pm	5.00pm – 1.00 am	600 – 750	9.00am – 7.00 pm	7.00pm- 3.00am	800 above	7.00am – 7.00pm	7.00pm-7.00am	Yes
FFB received (Mt)	Shift A	Shift B												
Below 550	9.00 am – 5.00 pm	5.00pm – 1.00 am												
600 – 750	9.00am – 7.00 pm	7.00pm- 3.00am												
800 above	7.00am – 7.00pm	7.00pm-7.00am												
4.4.5.9	<p>WHPOM pay workers' wages based on Minimum Wage Order 2018 of RM1,100 month.</p> <p>Review worker's pay slip describes details include total paid, over time rate and total hours or day working for daily and rest day.</p> <p>Onsite interview with workers informed they understood the wages and overtime pay and they are given copy of payslips for their reference.</p>	Yes												
4.4.5.10	<p>WHPOM 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>WHPOM workers housing follow the industry best practices.</p>	Yes												

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Onsite verification the worker living quarters provided with clean water, electricity and basic amenities.	
4.4.5.12	<p>WHPOM revised Social Policy dated 01/03/2020 signed by Executive Director.</p> <p>The policy states ensure to prevent sexual harassment and any other forms of violent against women, workers and community.</p> <p>The policy is displayed at mill notice board.</p> <p>WHPOM established flow chart of Sexual Harassment reporting flow dated 01/07/2018 to handle for sexual harassment reporting cases.</p> <p>Policy and sexual harassment flow chart briefing to workers on 01/03/2022.</p> <p>Complaint record review no related complaints lodged as of audit day.</p> <p>Onsite interview with workers informed there is no practice of violence or sexual harassment at workplace.</p>	Yes
4.4.5.13	<p>WHPOM established Social Policy dated 01/03/2020 signed by Executive Director.</p> <p>The policy states in clause no.10 'Maintain and provide open transparent methods for communication and consultation between company and employees, local communities and other affected or interested parties'.</p> <p>Internal stakeholder meeting conducted 01/03/2022 attended by workers and management.</p> <p>Onsite interview with workers informed they are understand on their right and freedom to join trade union. They informed communication between workers and employer will be held during stakeholders and safety meetings.</p>	Yes
4.4.5.14	<p>WHPOM revised Social Policy dated 01/03/2020 signed by Executive Director.</p> <p>The policy states to ensure no child or young person shall be, or required or permitted to be engaged in any employment other that those allowed by the laws.</p> <p>Review the employees list verify there is no employment of children or young persons in the mill.</p> <p>Reviewed the summary list of workers and onsite interview with workers informed there is no employment of children or young persons in the estate. All workers are above 18 years prior joining WHPOM.</p>	Yes
4.4.6.1	<p>WHPOM established training programme year 2021 and 2022.</p> <p>The training program includes:</p> <ol style="list-style-type: none"> <li>1. Company polices</li> <li>2. Safe work SOPs</li> </ol>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
	<p>3. Complaint and Grievance SOP</p> <p>4. Communication SOP.</p> <p>Example of training conducted:</p> <p>1. Safe work practices at lab dated 04/02/2022</p> <p>2. Scheduled wastes dated 04/02/2022</p> <p>3. Company policies dated 01/03/2022.</p>	
4.4.6.2	<p>WHPOM established training need analysis according to type of job.</p> <p>Example process team allocated for process SOPs, company policies, SOP complaint and grievance, SOP communication, fire drill, firefighting, safety data sheet, working in confined space and machinery hazard.</p>	Yes
4.4.6.3	<p>WHPOM established continuous training program for year 2021 and 2022.</p> <p>The trainings are planned for whole year according to the established activity SOP, which include social, environmental and safety aspects.</p>	Yes

<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>WHPOM established Environmental Policy dated 01/03/2020 in dual languages of English and Bahasa Malaysia.</p> <p>The policy describe:</p> <p>1. Compliance with legal and statutory frameworks;</p> <p>2. Zero burning at mill;</p> <p>3. Precautions on use of chemicals;</p> <p>4. To comply with best milling practices;</p> <p>5. Manage and reduce environmental impacts and pollutants;</p> <p>6. Apply appropriate planning to protect community and environment from mill activity impacts;</p> <p>7. Educating and enhancing awareness pertaining to protection of environment.</p> <p>Briefing of Environmental Policy has been conduct to workers during internal stakeholder meeting on 01/03/2022.</p> <p>WHPOM established Environment Management Plan, Continuous Improvement Plans updated 17/03/2022.</p> <p>Onsite interviewed with mill workers, they have been briefed on company Environmental Policy and environmental impact in mill.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.2	<p>a</p> <p>WHPOM Environmental Policy established dated 01/03/2020. The policy is available in dual languages which are English and Bahasa Malaysia.</p> <p>WHPOM established Environmental Management Plan for year 2021 updated on 17/03/2021.</p> <p>Environmental Policy and objective has been included in the Environmental Management Plan.</p> <p>The objectives are:</p> <ol style="list-style-type: none"> <li>1. To comply with environmental legal and regulation;</li> <li>2. To ensure personal are aware of usage of handling and disposal of chemicals;</li> <li>3. To ensure a continuous awareness of the need to check and monitor key environmental components for WHPOM and take appropriate measures to avoid any effect on environment.</li> </ol>	Yes
	<p>b</p> <p>WHPOM established Environmental Aspect and Impact Identification Analysis (EAIIA) updated on 17/03/2022 included list of activities, aspects, impacts towards environment, action plan and improvement plan.</p> <p>The assessment includes the following activities:</p> <ol style="list-style-type: none"> <li>1. POME</li> <li>2. EFB</li> <li>3. Production of fiber / shell / boiler ash</li> <li>4. Scheduled wastes</li> <li>5. Transport of CPO &amp; PK</li> <li>6. Smoke emissions from mill stack and vehicles.</li> </ol> <p>Example:</p> <p>Activities: Handling and storing of scheduled waste;</p> <p>Aspect: Leakage of lubricant when it being used for maintenance</p> <p>Environmental Impact: Water and land pollution;</p> <p>Assessment condition: Normal activity;</p> <p>Control measure: Applicable compliance regulation on EQA 1974, Scheduled Waste Regulation 2005;</p> <p>Control measure: Scheduled waste management / Housekeeping;</p> <p>Risk level: Significant;</p> <p>PIC: Environmental Officer.</p> <p>During document review, e-SWIS monitoring records are documented and maintained as at March 2022.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	During site visit, scheduled waste store is managed properly and scheduled wastes are labelled and stored separately.	
4.5.1.3	<p>WHPOM Environmental Management Plan include action to mitigate negative impact and promote positive impacts.</p> <p>Example:</p> <p>Issue: Used lubricant oil;</p> <p>Negative impact: Leakage causing contamination of soil;</p> <p>Mitigation of negative impact:</p> <ol style="list-style-type: none"> <li>1. Proper schedule waste management are conducted as required in legal EQA (Schedule Waste) 2005.</li> <li>2. Authorised contractor is appointed to conduct the collection at mill. Collection were made every 180 days or 6 month as per requirement.</li> </ol> <p>Positives impact: Used oil can be reused for the purpose of lubricating.</p> <p>Document review, e-SWIS monitoring records are documented and maintained as at March 2022.</p> <p>During site visit at scheduled waste store, WHPOM managed properly all scheduled waste with labelled and locked.</p>	Yes
4.5.1.4	<p>WHPOM established CIP document no. WH-CIP updated on 17/03/2022.</p> <p>The CIP included Environmental Management Plan as part of improvement to promote positive impacts.</p> <p>Example:</p> <p>Environmental Aspect: Empty fruit bunch (EFB) and pressed empty bunch (PEB).</p> <p>Environmental Impacts:</p> <ol style="list-style-type: none"> <li>1. Positive Impacts: Use as organic fertilizer for oil palm plantation</li> <li>2. Negative impacts: Accumulate at land and overflow at storage area can cause land contamination.</li> </ol> <p>Action Plans: Plans and monitoring programme: Regular delivery to nearest estate for application.</p> <p>Continuous Improvement Plan: Continuously supply EFB and PEB to estate to reduce fertilizers accordingly on a yearly basis.</p> <p>Responsibility: Mill Manager</p> <p>Timeframe: Continuously.</p> <p>Document review, EFB delivery record to Winsome Harvest Development estate for month of March 2022 is documented and maintained.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.5	<p>WHPOM established training programs titled Environmental List of Trainings for the year 2022.</p> <p>The trainings include SOP training on chemical handling, scheduled waste, effluent treatment plant, domestic and recycle waste.</p> <p>Training records including pictorial evidences on cleanliness of compound has been carried out on 21/10/2021 has been reviewed and verified.</p> <p>Onsite interview with sampled workers consisting of maintenance, miscellaneous and laboratory workers informed they understand the company's SOP related to their job scope.</p>	Yes
4.5.1.6	<p>WHPOM latest Environmental committee meeting was conducted on the 17/03/2022. The frequency of the environmental meetings are biannually.</p> <p>The meetings were participated by the Mill management and workers representatives.</p> <p>From document review of meeting minutes and agenda. The meeting on the 17/03/2022 covered topics such as effluent management, scheduled waste and store management.</p>	Yes
4.5.2.1	<p>WHPOM established records of diesel per to FFB for five years from 2016 to 2020.</p> <p>Baseline values for diesel usage has been set based on the average of the respective years.</p> <p>Diesel consumption per ton FFB for the year 2021 is higher compared to the average baseline value from 2016 to 2020.</p> <p>This is due to high usage of diesel for shovels and generator set to supply electricity to mill and housing but with low of FFB process.</p> <p>Monitoring of usage of electricity and diesel is on monthly basis.</p>	Yes
4.5.2.2	<p>Reviewed and verified WHPOM budget for electricity and diesel consumption for the year for year 2021.</p> <p>Actual usage of fuel is higher compared to average of five years 2016 to 2020. This is due to high usage of diesel for shovels and generator set to supply electricity to mill and housing but with low of FFB process.</p> <p>Monitoring of diesel and electricity usage per ton FFB process is on annual basis while there are records of monitoring on a monthly basis.</p>	Yes
4.5.2.3	<p>WHPOM use fiber and kernel shell as renewable fuel for boiler to generate for steam for mill operation and power generation.</p>	Yes
4.5.3.1	<p>WHPOM established Waste Management Plan which includes identification of all waste products, source of pollutions and monitoring.</p> <p>Example of sources and waste products: Solid</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Process: Deprecaper station</p> <p>Waste: Fiber.</p> <p>Liquid</p> <p>Process: Sterilizer station</p> <p>Waste: Sterilizer condensate.</p> <p>Gaseous</p> <p>Process: FFB tractors</p> <p>Waste: Smoke with Carbon Dioxide (CO)</p>	
4.5.3.2	<p>a</p> <p>WHPOM established Waste Management Plan updated on 21/03/2022.</p> <p>Example:</p> <p>Type of waste: Boiler Ash</p> <p>Source: Boiler Operation</p> <p>Pollutions: Land Pollution, Air Pollution.</p> <p>Monitoring plan: Use for estate road repair.</p> <p>PIC: Mill Engineer.</p>	Yes
	<p>b</p> <p>WHPOM wastes generated from milling operation are identified and documented in the waste management plan.</p> <p>Stated in the plan palm kernel shell, mesocarp fibre, EFB are recycled to reduce dependency on non-renewable energy such as fossil fuel and supplied for field application as nutrient supplements for palms.</p> <p>Example:</p> <p>Palm kernel shell used as fuel for boiler.</p> <p>Mesocarp used as fuel for boiler operation.</p> <p>EFB used as for field application at plantation.</p> <p>Sighted records of Empty Fruit Bunch, dispatch records for field application and sold to power producers.</p> <p>Document review on palm shell sales record dated 28/01/2022 is 22.64mt.</p>	Yes
4.5.3.3	<p>WHPOM established SOP for Scheduled Waste Management document no: WHSOP-OP 20, rev 02, dated 03/03/2020.</p> <p>The procedure describe handling and storage; issuing of chemical; exposure control and PPE; first aid measure; related record; management of chemical waste and spillage; and disposal of scheduled waste.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

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Principle 5: Environment, natural resources, biodiversity and ecosystem services						
Indicator	Summary of Assessment	Compliance				
	<p>Scheduled waste inventory is updated using E-SWIS system.</p> <p>Document review on the consignment note of authorized contractor, the latest collection of scheduled waste is on 03/03/2022.</p> <p>Example of scheduled wastes disposed: SW 109, SW305, SW110, SW 422, and SW 409.</p>					
4.5.3.4	<p>WHPOM domestic wastes disposed at landfill.</p> <p>Distance of landfill to nearest waterways is approximately 700 m while landfill to workers quarters is approximately 1.5 KM.</p>	Yes				
4.5.4.1	<p>WHPOM established Waste Management Plan updated on 21/03/2022, including solid wastes, liquid wastes and gaseous waste.</p> <p>Example:</p> <p>Category: Solid Source: Boiler Waste: Chemical containers and bags Disposal / treatment method: 3<sup>rd</sup> party authorized scheduled wastes collector.</p> <p>Category: Liquid Source: Laboratory Waste: Chemical Disposal / treatment method: 3<sup>rd</sup> party authorized scheduled wastes collector.</p> <p>Category: Gaseous Source: FFB trucks &amp; farm tractors Waste: Smoke emission Disposal / treatment method: Regular maintenance of machines.</p> <p>GHG emission release:</p> <table border="1"> <tbody> <tr> <td>EFB, POME</td> <td>CH4</td> </tr> <tr> <td>Diesel usage, FFB trucks, Farm Tractors</td> <td>CO</td> </tr> </tbody> </table>	EFB, POME	CH4	Diesel usage, FFB trucks, Farm Tractors	CO	Yes
EFB, POME	CH4					
Diesel usage, FFB trucks, Farm Tractors	CO					
4.5.4.2	<p>WHPOM plans for reduction of pollution and emission has been reviewed and verified.</p> <p>Source of waste: POME final discharge Environment Aspect: Discharge of effluent liquid Environment Impact: High BOD Value Mitigation: In-plant control to ensure final effluent liquid conveyed to treatment ponds</p>	Yes				



## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Monitoring Plan: No direct discharge into watercourse</p> <p>Record of implementation: Final effluent meter reading record.</p> <p>Timeline: Daily.</p> <p>Document review of Daily Effluent Discharge Record, WHPOM monitor discharge effluent for land irrigation with latest dated 26/02/2022.</p> <p>Document review Environment Aspect and Impact Action updated 08/02/2022 and Continuous Improvement Plan updated 10/03/2022, WHPOM include the action to mitigate the high BOD level.</p>	
4.5.4.3	<p>WHPOM POME is treated by traditional open ponding system before final discharge to land irrigation.</p> <p>WHPOM engage with 3<sup>rd</sup> party laboratory to conduct final discharge POME on 16/02/2022.</p> <p>Document review WHPOM discharge test result, the BOD level exceeds the DOE requirement of 20mg/l for the period from April, May, June, September, November and December in year 2021 and February for year 2022.</p> <p>Document review Environment Aspect and Impact Action updated 08/02/2022 and Continuous Improvement Plan updated 10/03/2022, WHPOM include the action to mitigate the high BOD level.</p> <p>Mitigation action taken by WHPOM is to apply desludging POME using geotube and recycle effluent from clarifying pond to anaerobic pond no.1 before final discharge to land irrigation.</p>	Yes
4.5.5.1	<p>a</p> <p>WHPOM established Water Management Plan updated on 21/03/2021.</p> <p>The purpose of the water management plan is to maintain and monitor quality and availability of surface and ground water by addressing the effects of their use of water and effects of their activities on local water resources.</p> <p>The plan describes source of water from catchment pond and rainwater harvesting.</p> <p>The plan has identified source of water and water usage.</p> <p>Source of water: Water catchment pond</p> <p>Water usage: Mill processing activities</p> <p>Source of water: Water catchment pond and rain water</p> <p>Water usage: Domestic use.</p> <p>Interview with workers informed that water supply is sufficient.</p> <p>Document review on water quality test on 18/10/2022 is within the limit of Class IIB and Class III under National Water Quality Standard for Malaysia.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example result:</p> <p>pH: 7.6</p> <p>E-Coli: Negative.</p> <p>During site visit of WHPOM housing area observed each houses provided with water tanks.</p>	
b	<p>WHPOM established Water Management Plan updated on 21/03/2021.</p> <p>WHPOM conduct monthly POME final discharge water test by external third party for land irrigation.</p> <p>Document review, final discharge POME analysis conducted by external laboratory dated 16/02/2022, the result exceed the DOE requirement of 20mg/l.</p> <p>Final discharge is monitored on a monthly basis and reported to DOE.</p>	Yes
c	<p>WHPOM established Water Management Plan updated on 21/03/2021.</p> <p>WHPOM monitor water usage for mill operation and domestic.</p> <p>The water usage per ton of FFB process is monitor on monthly basis.</p> <p>Document reviewed the water usage record dated March 2022.</p>	Yes
4.5.5.2	<p>WHPOM POME is treated using traditional ponding system.</p> <p>WHPOM wastewater are discharged for land irrigation at nearby estate.</p> <p>Review CIP updated 17/03/2022, WHPOM has planned to install biogas system to capture methane by 2024.</p> <p>Onsite inspection at final discharge point, WHPOM discharge POME effluent for land irrigation.</p>	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>WHPOM establish Mill Operation Procedures Master List for mill operations updated on 15/03/2021.</p> <p>Example SOPs for work operations:</p> <ol style="list-style-type: none"> <li>1. LOTO, Rev 01 updated on 06/02/2021;</li> <li>2. Sterilizer, WHSOP-OP3 Rev.01 updated on 17/04/2020;</li> <li>3. Chemical Handling, WHSOP-OP 35 Rev.01 updated on 15/04/2019.</li> </ol> <p>Training conducted:</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>1. Chemical handling 04/20/2022.</p> <p>Onsite interview with workers informed they understand the SOP and workflow.</p>	
4.6.1.2	<p>WHPOM Implement best practices to comply with legal requirements:</p> <ol style="list-style-type: none"> <li>Stack measurement for dust particulates and smoke emissions using CEMS an online monitoring system in accordance to DOE requirements.</li> <li>Emissions report dated 15/02/2022 for monitoring measured on 26/01/2022 is reviewed.</li> <li>Document review, final discharge test dated 16/02/2022 the BOD level exceeded the DOE discharge limits of 20 mg/l.</li> </ol>	Yes
4.6.2.1	<p>WHPOM establish Summary of Budget year 2022 that includes:</p> <ol style="list-style-type: none"> <li>Production cost which covers CPO production, PK production, FFB price average, PK price average, OER, KER and FFB purchase;</li> <li>Fixed cost which covers CPO and PK transport, CPO CESS and Sales tax;</li> <li>Milling cost which covers administrative cost, manufacturing cost and variable cost.</li> </ol>	Yes
4.6.3.1	<p>WHPOM established documentation for product purchasing.</p> <ol style="list-style-type: none"> <li>Purchase order</li> <li>Invoice</li> <li>Good.</li> </ol> <p>Example purchase order for Refined Salt x 25kg dated 11/03/2022 is review.</p> <p>Information stated in purchase order is product description of service, quantity, unit price and amount.</p> <p>Sighted delivery order and invoice as evidence of payment an in accordance with purchase order.</p>	Yes
4.6.3.2	<p>WHPOM established contractor agreement with CPO, PK, Kernel Shell and Empty Fruits Bunch transporter.</p> <p>The term and condition in the contract is agreed and duly signed by both parties thus indicates the contract as fair and transparent.</p>	Yes
4.6.4.1	<p>WHPOM conduct meeting with contractors dated engage transport contractor for CPO, PK, Kernel Shell and Empty Bunch delivery.</p> <p>Reviewed on contract agreement section 19 states contractor to understand and agree to fulfill the MSPO requirements and all policies of WHPOM.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.4.2	WHPOM use third party services for transporting CPO, PK, Kernel Shell and Empty bunch.  Contract agreement between WHPOM and third party CPO, PK Kernel Shell and Empty Bunch transporter dated 02/01/2022 signed by both parties.	Yes
4.6.4.3	WHPOM established contract agreement with CPO, PK, Kernel Shell and Empty bunch transporter.  Stated in the contract agreement date 02/01/2022;  'The carrier shall allow MSPO Certification Bodies Auditor to check the relevant MSPO documents'.	Yes

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

	The stage 1 audit findings of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have been 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.
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>	

### 4.5. Detail of Audit Findings Identified during last audit

AUDIT OUTCOME		
During last Audit	0	<b>MAJOR Non-Conformities</b>
	0	<b>MINOR Non-Conformities</b>

### 4.6. 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	<b>MAJOR Non-Conformities</b>
	0	<b>MINOR Non-Conformities</b>

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.4.2 (b)	The risks of all operations shall be assessed and documented	Documentation	WHPOM may consider improve HIRARC on workshop station for additional control measure.
2	4.4.4.2 (g)	The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employee's safety, health and welfare are discussed openly. Records from such meetings shall be kept and the concerns of the employees and any remedial actions taken shall be recorded	Documentation	WHPOM may consider improve the agenda discuss in OSH meeting.
3.	4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.	Documentation	WHPOM could improve the MSPO training to contractor workers.

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



### 5. CONCLUSI

Winsome Harvest Palm Oil Mill Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance 03 audit according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

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 2530-4:2013. Part 4 General principles for palm oil mills.

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

Certified CPO January to December 2021:	12,632.88	mt
Certified PK January to December 2021:	3,402.63	mt
Projected CPO January to December 2022:	30,000	mt
Project PK January to December 2022:	7,500	mt

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



### 6. RECOMMENDATION

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

The structure of the audit was in accordance with the audit plan included in to this summary report.

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

Puchong, 11/04/2022

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

Puchong, 14/04/2022

Cheong, Chun Yuen (Robert)  
TUV NORD (Malaysia) Sdn Bhd  
Certifier / Approver

## **MSPO Certification Summary Report**

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite

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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.





## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn. Bhd

Certifying Unit: Winsome Harvest Palm Oil Mill

Client Number: 92-086

Audit Type: ASA 03

Mode of Audit: Onsite



### 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 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 / Checklist
- Audit Plan