

MSPO CERTIFICATION SUMMARY REPORT

WINSOME HARVEST PALM OIL MILL SDN.
BHD.

SURVEILLANCE 04

Onsite Audit Date: 20/03/2023 – 21/03/2023

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MSPO Certification Summary Report

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

Certifying Unit: Winsome Harvest Palm Oil Mill Sdn. Bhd.

Client Number: 92-086

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

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1. INTRODUCTION

Winsome Harvest Palm Oil Mill Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for its 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 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 members. The team contributes to the review of documents, assessment of the project activity and preparation of this report.

Qualification of the Lead Auditor: Mohamad Norhisham Bin Mohd Salleh

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 Applied Science (Major In Agrobiology).

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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)	5 years working experience in oil palm plantations.
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	5 years working experience in oil palm plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	5 years working experience in oil palm plantations.
Health and safety auditing on the mill processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO 9001:2015 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed ISO 45001:2018 Lead Auditor course.
Environmental and ecological auditing or experience with mill processes and activities. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed Basic SA 8000 training.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme

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Qualification of Team Member

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	Navin Baskram	Bachelor in Biotechnology and Master in Environmental Management.	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Navin Baskram	Four (4) years working experience in oil palm plantation and two (2) years' experience as sustainability executive and Internal Auditor. Two (2) years' experience in RSPO accreditation for RSPO scheme accreditation body.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Navin Baskram	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.	Navin Baskram	Qualified as auditor based on audit log.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Navin Baskram	Four (4) years working experience in oil palm plantation.	Yes
Good Milling Practices. Palm oil milling working experience or auditing experience	Navin Baskram	Four (4) years working experience in oil palm plantation.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Navin Baskram	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Navin Baskram	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Navin Baskram	Successfully completed Basic SA 8000 training	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Navin Baskram	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Navin Baskram	Able to communicate in 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 with operational personnel, stakeholders and its contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

Surveillance

The surveillance audit conducted onsite on 20/03/2023 – 21/03/2023 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 mills
 - 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
- Interview operation personnel for understanding for the work assigned;

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- 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 Assessment

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.

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3. ORGANISATION INFORMATION

Winsome Harvest Palm Oil Mill located at Km 36 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 Palm Oil Mill	Km 36, Semporna-Kunak Highway, Sipit Magai, Semporna, Sabah.	4.553056°N, 118.359194°E

3.1. Production volume

Volume for the past year Jan 2022 to Dec 2022			Actual volumes Jan 2023 to Feb 2023			Projected volume Jan 2023 to Dec 2023		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
124,100.41	24,338.89	6,265.49	24,647.80	4,762.46	1,124.76	170,000.00	34,000.00	8,500.00

3.2. Mas of Mill Location

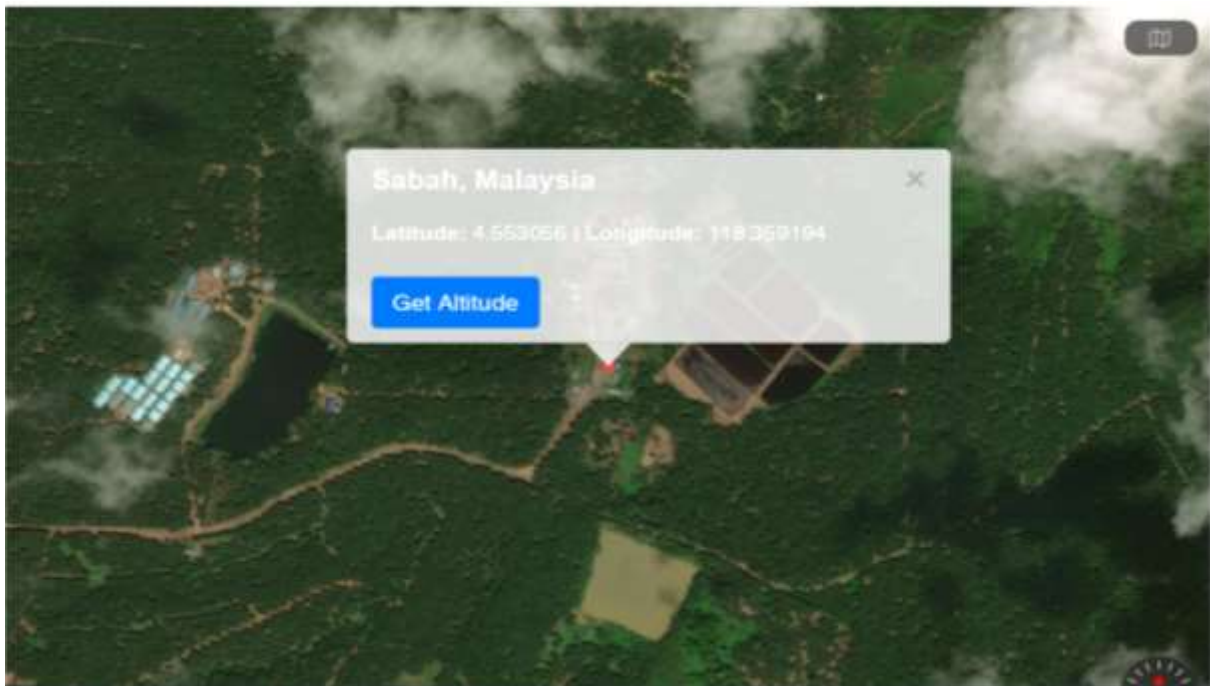


Figure 1: Winsome Harvest Palm Oil Mill coordinate on Sabah Map.

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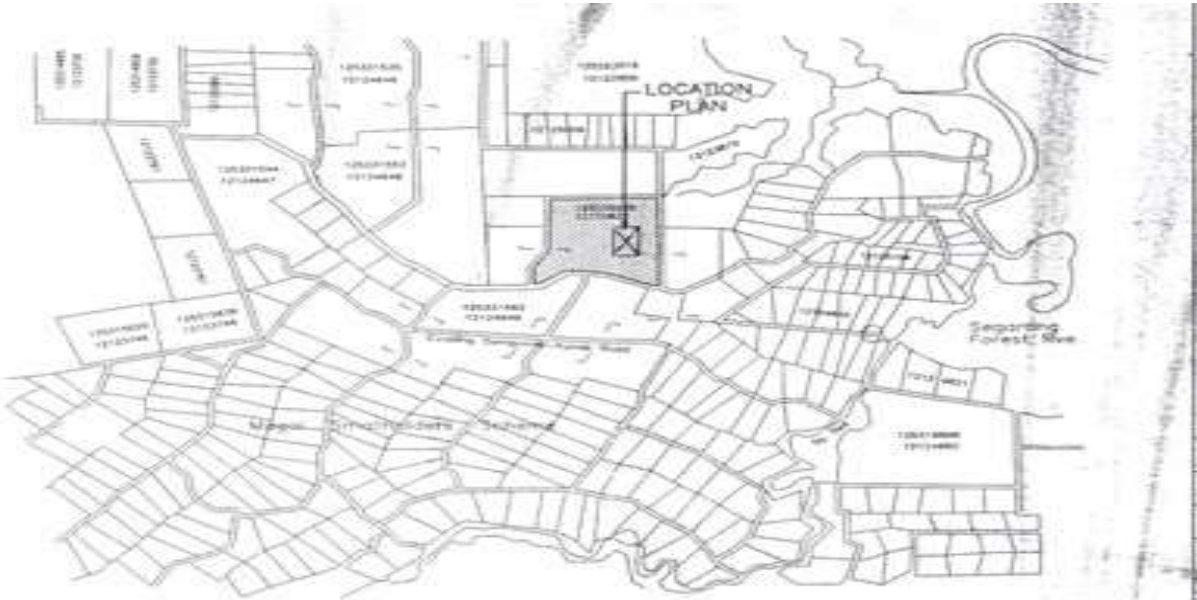


Figure 2: Winsome Harvest Palm Oil Mill location map.

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4. CERTIFICATION ASSESSMENT

4.1. ASA

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 Audit:

The surveillance audit is conducted on 20/03/2023 to 21/03/2023.

During the last onsite surveillance audit there are 3 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 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 20/02/2023 to announce the audit of the certified unit. As at audit date on 20/03/2023 there are no comments received.

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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

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 02/03/2023 and external stakeholders dated 27/02/2023 via email.</p> <p>Site interviews with mill operators, 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 10/01/2023 include program for internal audit.</p> <p>Latest internal audit conducted on 14/02/2023 – 15/02/2023 with 5 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>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Latest internal audit conducted on 14/02/2023 – 15/02/2023 with 5 OFIs.	
4.1.2.3	WHPOM internal audit result is discussed in Management Review meeting dated 03/03/2023.	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> <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 03/03/2023 includes agenda as follows:</p> <ol style="list-style-type: none"> 1. Results of internal & external audits; 2. Internal & external stakeholders feedback; 3. Complaints and grievances; 4. Continual improvement plan; 5. Review on resource & training requirement; 6. Compliance status on legal requirements; 7. Traceability inspection record. 	Yes
4.1.4.1	<p>WHPOM established Continuous Improvement Plan doc. no.: WH-CIP rev 05 updated on 16/03/2023.</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: Installation of EFB roofed storage;</p> <p>Purpose of improvement: DOE requirements;</p> <p>Expected outcomes: Stored EFB within 14 days.</p> <p>Timeframe: 2023;</p> <p>Responsibility: Environmental officer;</p> <p>Location: EFB plant;</p> <p>Status: Approved PO has been sent to contractor Kejuruteraan Sabah Sdn. Bhd. PO dated 15/03/2023 WH/PO 0049/03/23.</p>	Yes
4.1.4.2	WHPOM established SOP Continual Improvement doc. no.: WHSOP-MP 10 dated 01/07/2018 include flow chart and procedure for new information and techniques.	Yes

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Principle 1: Management Commitment & responsibility

Indicator	Summary of Assessment	Compliance
	Interview with the management informed no new technology implemented at WHPOM as at audit date.	

Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>WHPOM established Communication Procedure revised on 21/01/2019 states procedures for internal stakeholders' communication under section 5.1 and external stakeholders' communication under section 5.2.</p> <p>Reviewed information request procedure established on 01/07/2018 document number: WH-PP1-001. The procedure states any request of information from stakeholders will be responded within 30 days.</p> <p>Stakeholders list revised on 10/03/2022 includes the surrounding neighbours, government agencies, NGO, suppliers and customers.</p> <p>WHPOM conducted external stakeholders meeting via email communication. The stakeholder meeting and response carried out from 27/02/2023 to 02/03/2023. The decision to carry out external stakeholder meeting via email was due to poor turn out by parties for physical meeting.</p> <p>There were five (5) responses from external stakeholders. All responses were positive.</p> <p>Internal stakeholder meeting carried out on 02/03/2023. The meeting was carried out physically and participated by workers.</p> <p>Stakeholders meeting includes feedback form, company policies, 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">1. Company policies;2. Company SOPs;3. Permit and license;4. Training plan. <p>Example of documents could be provided upon approved by management:</p> <ol style="list-style-type: none">1. MSPO Audit Report;2. CHRA and noise monitoring report;3. Environment Impact Assessment (EIA); <p>Examples of confidential documents:</p> <ol style="list-style-type: none">1. Financial Statement;2. Accounting reports.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
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>During mill visit, observed Communication SOP displayed at mill notice board.</p> <p>WHPOM conducted external stakeholders meeting via email communication. The stakeholder meeting and response carried out from 27/02/2023 to 02/03/2023.</p> <p>Internal stakeholder meeting carried out on 02/03/2023. The meeting carried out physically and participated by workers.</p> <p>Onsite interviews with sampled mill operators informed they were briefed of SOP Communication and the information have been displayed on the notice board.</p> <p>Mill operators informed they were frequently informed regarding consultation and communication during muster prior to work commencement on a daily basis.</p>	Yes
4.2.2.2	<p>WHPOM appointed sustainability safety & health executive as person in charge for handling communication and consultation with stakeholders.</p> <p>Reviewed appointment letter dated 10/01/2023.</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>WHPOM conducted external stakeholders meeting via email communication. The stakeholder meeting and response carried out from 27/02/2023 to 02/03/2023. The decision to carry out external stakeholder meeting via email was due to poor turn out by parties for physical meeting.</p> <p>There were five (5) responses from external stakeholders. All responses were positive.</p> <p>Internal stakeholder meeting carried out on 02/03/2023. The meeting was carried out physically and participated by workers.</p> <p>Stakeholders meeting includes feedback form, company policies, SOP complaint and grievance, SOP communication and SOP information request.</p> <p>Reviewed meeting minutes. Internal stakeholders have four (04) request currently reviewed by the mill management.</p>	Yes
4.2.3.1	<p>WHPOM established Traceability SOP doc. no.: WHSOP-MP3 revision 03 revised on 15/03/2021.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<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"> 1. FFB delivery notes issued by estates or suppliers to mill; 2. Mill weighbridge ticket after received FFB; 3. Daily FFB received report; <p>CPO and PK delivery:</p> <ol style="list-style-type: none"> 1. Daily production report; 2. Delivery note and weighbridge ticket issue when delivery for CPO and PK; 3. Buyer weighbridge ticket shall be retained. <p>WHPOM use delivery note and weighbridge ticket while transporting CPO or PK from mill to refinery.</p> <p>Example:</p> <p>FFB delivery note:</p> <p>Smallholder;</p> <p>Date: 09/02/2023;</p> <p>Product: Fresh Fruit Bunches;</p> <p>Delivery Order no: 6455.</p> <p>Mill weighbridge ticket:</p> <p>Date: 09/02/2023;</p> <p>Ticket no: B254473;</p> <p>DO Number: 6455;</p> <p>Material: Fresh Fruit Bunches;</p> <p>Weight: 5840 Kg.</p>	
4.2.3.2	<p>WHPOM admin officer conducts daily and monthly inspection for received FFB and delivery of CPO and PK.</p> <p>The internal audit conducted from 14/02/2023 to 15/02/2023 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 latest appointment letter dated 10/01/2023.</p>	Yes

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Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
4.2.3.4	<p>WHPOM established daily summary records of FFB received, CPO and PK delivered.</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>Example:</p> <p>Date: 30/11/2019;</p> <p>Weighbridge ticket number: B218829;</p> <p>Buyer: Sawit Kinabalu Edible Oil;</p> <p>Delivery number: 60140;</p> <p>DO number: 21919;</p> <p>Material: Crude Palm Oil;</p> <p>Weight: 38260 Kg;</p> <p>Vehicle number: SU7728E.</p>	Yes

Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>WHPOM established Summary of Legal register on 02/01/2019 latest review on 18/05/2022.</p> <p>Example:</p> <ol style="list-style-type: none">1. Malaysian Palm Oil Board Act 19982. Sabah Labour Ordinance Cap 67.3. Minimum Wages Order 2022. <p>WHPOM established list of permit and license for year 2022.</p> <p>Example:</p> <ol style="list-style-type: none">1. MPOB license no 508310104000 validity period 01/02/2023 till 31/01/2024.2. JTK permit pemotongan gaji valid form 20/09/2022 until 19/09/2024.3. Lesen berniaga from Pejabat Daerah Semporna valid until 31/12/2023.	Yes
4.3.1.2	<p>WHPOM established Summary of Legal register on 02/01/2019 latest review on 18/05/2022 includes the related act and regulation applicable to mill.</p> <p>Example of legal documents:</p> <ol style="list-style-type: none">1. Land ordinance (Sabah cap 68)2. Occupational safety and health (Amendment) Act 2022.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.3	WHPOM established Summary of Legal register on 02/01/2019 latest review on 18/05/2022 includes the related act and regulation applicable to mill. The update include the Occupational Safety and Health (Amendment) Act 2022.	Yes
4.3.1.4	WHPOM appoint safety officer as PIC to monitor update legal register dated 10/01/2023.	Yes
4.3.2.1	WHPOM land title is country lease issued by Sabah Land Authority. Land tenure: 99 years The land ownership transferred from Winsome Harvest Development Sdn Bhd to Winsome Harvest Palm Oil Mill Sdn Bhd on 31/10/2005. Therefore, no diminish land use rights of other users.	Yes
4.3.2.2	WHPOM is located in Winsome Harvest Estate land area. The land title ownership transferred from Winsome Harvest Development Sdn Bhd to Winsome Harvest Palm Oil Mill Sdn Bhd on 31/10/2005.	Yes
4.3.2.3	WHPOM land title include a location map with boundary mark and size. Onsite visit WHPOM boundary marker is well maintained.	Yes
4.3.2.4	WHPOM land title is country lease issued by Sabah Land Authority. Therefore, no disputes found during review of land title.	Yes
4.3.3.1	WHPOM land title is country lease issued by Sabah Land Authority. Therefore, no disputes found during review of land title.	Yes
4.3.3.2	There is no customary right land leased or owned by WHPOM. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by WHPOM. 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	WHPOM updated SIA on 16/03/2023 include feedbacks from internal and external stakeholders. A summary of positive and negative impacts, mitigation plan promotes with timeline and PIC are included. Example: Positive impact: improve on rubbish collection system on housing area. Action plan: Provide bin for each housing and managed waste collection.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Timeframe: On-going</p> <p>PIC: Safety officer</p> <p>Review the briefing record dated 02/03/2023 include briefing for SOP complaint and grievance. Further verify through interview with workers and site visit to housing area confirm the statement.</p> <p>Negative impact: Improve on water treatment.</p> <p>Action plan: Conventional water treatment and water test for every 6 month.</p> <p>Timeframe: On-going</p> <p>PIC: Supervisor</p> <p>Document review confirm latest water test conducted on 12/10/2023 by third party laboratory. Reading for E. coli and Coliform are negative.</p>	
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 02/03/2023 for internal stakeholders and 27/02/2023 for external stakeholders.</p> <p>Onsite interview with mill operators 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> <p>SOP complaint and grievance 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>	Yes
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 02/03/2023 for internal stakeholders and 27/02/2023 for external stakeholders.</p> <p>Onsite interviews with mill operators informed they understand the complaint and grievance SOP.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
4.4.2.5	WHPOM complaint records from 2019 to 2023 is reviewed, there is no complaint lodge as of audit date		Yes
4.4.3.1	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.		Yes
4.4.4.1	<p>WHPOM revised Occupational Safety and Health (OSH) 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 Safety and Health Policy briefing conducted to internal stakeholders on 02/03/2023 and external stakeholders on 27/02/2023.</p> <p>Interview with mill operators, they had been briefed of the Safety and Health Policy.</p>		Yes
4.4.4.2	a	<p>WHPOM revised Occupational Safety and Health (OSH) Policy on 01/03/2020 signed by Executive Director.</p> <p>OSH Policy briefed internal stakeholders on 02/03/2023 and external stakeholders on 27/02/2023.</p> <p>Interview with mill operators informed they had been briefed on company 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 26/08/2022.</p> <p>The table with headings: Activity, Hazard, Risk and Effects, Initial Risk Assessment (Consequences, Likelihood, Risk Rating), Risk Control (Existing Control, PIC), Risk Assessment after Control (Consequences, Likelihood, Risk rating, Description) and Date Review.</p>	Yes
	c. i	<p>WHPOM established Sustainability Program for Year 2023 updated on January 2023 includes:</p> <ol style="list-style-type: none"> 1. Safety & Health Meeting 2. Medical surveillance 3. Audiometric Test 4. DOSH inspection factory and machineries 5. BOMBA inspection 	Yes
	c. ii	<p>WHPOM maintained relevant SDSs for chemicals and lubricants at mill office and storage facilities of chemicals, lubricants, water treatment plant, workshop and laboratory.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Nanocolor cod 1500. 	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Document review on the SDS are available at site.</p> <p>Onsite visit observed chemicals and lubricants are in original label packaging and stored in proper storage facilities with sufficient ventilation.</p>	
d	<p>WHPOM provides appropriate PPE to workers such as helmets, safety vest, safety boots, safety glass, gloves and earplugs.</p> <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 item ear plug dated 09/03/2023.</p>	Yes
e	<p>WHPOM established SOPs for safe handling and storage of chemicals as below:</p> <ol style="list-style-type: none"> Document "WHSOP-OP35" "Pengendalian Bahan Kimia", rev no: 02, dated 03/03/2020; Document "WHSOP-OP20" "Pengendalian Bahan Buangan Terjadual" rev no: 02, dated 03/03/2020. <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 confirmed WHPOM appoint acting safety officer as PIC for health and safety.</p>	Yes
g	<p>WHPOM established Safety & 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 10/02/2022, 19/04/2022, 02/08/2022 and 08/12/2022 respectively</p> <p>Agenda discuss in meeting are accident statistics, work place inspection, safety training and other safety matters.</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"> To ensure all OSH incidents are reported; To ensure all OSH incidents are investigated appropriately with a view to prevention of similar occurrences; To ensure compliance with legal requirements for incidents notification to DOSH. <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>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>Onsite verification observed the emergency contact details display at key operation areas in the mill.</p> <p>Latest fire emergency training conducted on 26/09/2022 – 28/09/2022 by Bomba Kunak.</p> <p>Onsite interviews with mill operators informed they had been informed on of the emergency response plan.</p>	
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>First aid training conducted on 04/08/2022.</p> <p>Onsite visit at stores, workshop, engine room, laboratory and office area sighted first aid kit is available and maintained.</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 2022 submitted to DOSH dated 09/01/2023, reference number: JKKP8/ 123589/2022 with two accident cases of 4 lost days.</p> <p>JKKP 6 reports had been submitted for two accidents dated 12/08/2022 and 25/08/2022 respectively.</p> <p>Reviewed the workers' payslip, the medical leaves had been paid on daily rate.</p> <p>Both accidents are reported and review in OSH meeting held on 08/12/2022.</p> <p>Document review on the accident record confirmed 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"> Promote and enhance quality of life and wellbeing of the employees and communities Prohibit any form of domestic violence. <p>Briefing on the policy conducted on 02/03/2023 for internal stakeholders and 27/02/2023 for external stakeholders.</p> <p>Onsite interviews with mill operators 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>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy states:</p> <ol style="list-style-type: none"> 1. 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. 2. 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. <p>Briefing on the policy conducted on 02/03/2023 for workers.</p> <p>Onsite interviews with mill operators informed they have been briefed on the policy and no discrimination occurs in the mill.</p> <p>Latest gender community meeting conducted on 11/01/2023 chaired by Chief clerk.</p>	
4.4.5.3	<p>WHPOM established workers contract agreement and pay slips in accordance with Sabah Labour Ordinance and Minimum Wages Order 2022 with a monthly rate of RM 1,500.</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 February 2023 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 January 2023 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 01/03/2023.</p> <p>List of workers includes:</p> <ol style="list-style-type: none"> 1. Name of workers 2. Identification number / passport number 3. Gender 4. Date of joint 5. Birthday 6. Job description 7. Basic salary 8. Period of employment 	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions														
Indicator	Summary of Assessment	Compliance												
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 interviews with mill operators informed they briefed on the contract terms and conditions and received a signed copy.</p>	Yes												
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 mill office notice board.</p> <p>Overtime rate according to Sabah Labour Ordinance requirement of 1.5times hourly rate for normal overtime and 2.0 times hourly rate for rest day.</p> <p>Onsite interviews with mill operators 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 mill 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 interviews 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	WHPOM pay workers' wages based on Minimum Wages Order 2022 of RM1,500 per month.	Yes												

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Indicator	Summary of Assessment	Compliance
	<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 interviews with mill operators informed they understood the wages and overtime pay and they are given copy of payslips for their reference.</p>	
4.4.5.10	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.	Yes
4.4.5.11	<p>WHPOM workers housing follow the industry best practices.</p> <p>Onsite verification the worker living quarters provided with clean water, electricity and basic amenities.</p>	Yes
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 interviews with mill operators 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 02/03/2023 attended by workers and management.</p> <p>Onsite interviews with mill operators 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 on the employee list confirmed all mill workers above 18 years old.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Reviewed the summary list of workers and onsite interview with mill operators informed there is no employment of children or young persons in the estate. All workers are above 18 years prior joining WHPOM.	
4.4.6.1	<p>WHPOM established training programme year 2023.</p> <p>The training program includes:</p> <ol style="list-style-type: none"> 1. Company policies 2. Safe work SOPs 3. Complaint and grievance SOP 4. Communication SOP <p>Example of training conducted:</p> <ol style="list-style-type: none"> 1. Safe work practices at lab dated 04/02/2022 2. Scheduled wastes dated 04/02/2022 3. Company policies dated 01/03/2022 	Yes
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 2023.</p> <p>The trainings are planned for whole year according to the established activity SOP, which include social, environmental and safety aspects.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. EFB press training dated September 2023 2. Boiler training dated April 2023. 3. Kernel Plan training dated July 2023. 4. Fire drill training dated November 2023. 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
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> <ol style="list-style-type: none"> 1. Compliance with legal and statutory frameworks; 2. Zero burning at mill; 3. Precautions on use of chemicals; 4. To comply with best milling practices; 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<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 02/03/2023.</p> <p>WHPOM revised Environment Management Plan, Continuous Improvement Plans on 10/02/2023 revision 5.</p> <p>Onsite interviews with sampled mill operators informed, they were briefed on company Environmental Policy and environmental impacts in mill.</p>	
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 2023 revised on 10/02/2023.</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"> 1. To comply with environmental legal and regulation; 2. To ensure personal are aware of usage of handling and disposal of chemicals; 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. <p>There are no changes in the objectives.</p>	Yes
	<p>b</p> <p>WHPOM established Environmental Aspect and Impact Identification Analysis (EAIIA) revised on 10/02/2023 included list of activities, aspects, impacts towards environment, action plan and improvement plan.</p> <p>The assessment includes but not limited to the following activities:</p> <ol style="list-style-type: none"> 1. POME; 2. EFB; 3. Production of fiber / shell / boiler ash; 4. Scheduled wastes; 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>5. Transport of CPO & PK;</p> <p>6. Smoke emissions from mill stack and vehicles.</p> <p>Example:</p> <p>Infrastructure: Loading ramp;</p> <p>Activities: Unloading of FFB by vehicles;</p> <p>Aspect: Release of smoke from diesel engine into the atmosphere;</p> <p>Environmental Impact: Air pollution;</p> <p>Assessment condition: Normal activity;</p> <p>Applicable compliance regulations: Environmental Quality (Control Emission for Diesel Emission 1996) Regulation10;</p> <p>Control measure: Encourage switch off the engine if vehicles stop more than 3 minutes;</p> <p>Risk score: 5;</p> <p>Risk level: Significant;</p> <p>PIC: Environmental Officer.</p> <p>During site visit, observed lorry drivers off their engine when they are in que to unload FFB for more than 3 minutes.</p>	
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: Chemical Wastes;</p> <p>Negative impact: Release of waste at drainage could cause contamination to drainage area and contamination of ground water;</p> <p>Positives impact: Waste are taken by licensed DOE transporter and disposed responsibly;</p> <p>Plans and monitoring: Put in container labelled SW 422;</p> <p>Documents to be reviewed: Scheduled waste records.</p> <p>During site visit at scheduled waste store, observed chemical waste are well stored in designated bins, labelled and locked.</p>	Yes
4.5.1.4	<p>WHPOM established CIP document no. WH-ECIP reviewed on 20/03/2023.</p> <p>The CIP included Environmental Management Plan as part of improvement to promote positive impacts.</p> <p>Example:</p> <p>Improvement Action: Installation of wet scrubber for oil boilers;</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Purpose of improvement: DOE requirement;</p> <p>Expected Outcome: The smoke emission from boilers can be controlled using scrubber;</p> <p>Timeframe: 2023;</p> <p>Location: Boiler;</p> <p>Responsibility: Board of Directors;</p> <p>Status: Approved. PO sent to contractor.</p> <p>Reviewed and verified purchase order (PO) for installation of wet scrubber system dated 02/03/2023.</p>	
4.5.1.5	<p>WHPOM established training programs titled Environmental List of Trainings for the year 2023.</p> <p>Example scheduled waste briefing carried out on 02/03/2023.</p> <p>Onsite interviews with sampled mill operators informed they were briefed on scheduled waste handling.</p>	Yes
4.5.1.6	<p>WHPOM latest Environmental committee meeting conducted on 08/12/2022. The frequency of the environmental meetings are quarterly.</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 08/12/2022 covered topics such as effluent management and equipment, scrap iron management and waste management.</p>	Yes
4.5.2.1	<p>WHPOM established records of diesel per to FFB for five years from 2017 to 2022.</p> <p>Baseline values for diesel usage has been set based on the average of the respective years.</p> <p>Average diesel consumption per ton FFB for the year 2022 is same compared to the average baseline value from 2017 to 2022.</p> <p>Mill uses genset for electricity generation.</p>	Yes
4.5.2.2	<p>Mill has established budget and actual fuel consumption for year 2022.</p> <p>Actual fuel consumption for year 2022 is lower than budget due to lower number of breakdown.</p>	Yes
4.5.2.3	<p>WHPOM uses fiber and kernel shell as renewable fuel for boiler to generate steam for mill operation and power generation.</p> <p>During mill visit, observed fibre and kernel shells used for boiler operation.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.1	<p>WHPOM established Waste Management Plan document number: WH-WsMP, revised on 13/02/2023, revision number 05 that includes identification of all waste products, source of pollutions and monitoring.</p> <p>Example of sources and waste products:</p> <p>Solid</p> <p>Source: Laboratory;</p> <p>Waste: Used chemical container and chemical wastes;</p> <p>Liquid</p> <p>Source: Laboratory;</p> <p>Waste: Chemical waste;</p> <p>Gaseous</p> <p>Process: FFB tractors;</p> <p>Waste: Smoke with Carbon Dioxide (CO).</p>	Yes
4.5.3.2	<p>a</p> <p>WHPOM established Waste Management Plan document number: WH-WsMP, revised on 13/02/2023, revision number 05 that includes identification of all waste products, source of pollutions and monitoring.</p> <p>Example:</p> <p>Type of waste: Liquid waste;</p> <p>Source: Laboratory;</p> <p>Waste: Chemical waste;</p> <p>Reduce: Disposed as Scheduled waste;</p> <p>Disposed by: Lagenda Bumimas.</p>	Yes
	<p>b</p> <p>WHPOM wastes generated from milling operation 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>Kernel shell used as fuel for boiler operation.</p> <p>During site visit, observed fibre and kernel shells used for boiler operation.</p> <p>Reviewed latest records of recycling materials disposed dated 20/02/2023.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
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> <p>Scheduled waste inventory is updated using E-SWIS system.</p> <p>Reviewed latest scheduled waste disposal record dated 20/10/2022.</p> <p>Materials disposed are SW 109, SW 422, SW 409 and SW 305.</p>	Yes
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> <p>Recycling bins placed at workers quarters to encourage segregation of waste prior to waste disposal at landfill.</p>	Yes
4.5.4.1	<p>WHPOM established Waste Management Plan document number: WH-WsMP, revised on 13/02/2023, revision number 05 that includes identification of all waste products, source of pollutions and monitoring.</p> <p>Example:</p> <p>Type of waste: Liquid waste;</p> <p>Activity: Final discharge from effluent treatment plant (ETP);</p> <p>Waste: Effluent discharge;</p> <p>Green House Gas: Methane Gas;</p> <p>Pollution: Water pollution.</p>	Yes
4.5.4.2	<p>WHPOM established Waste Management Plan document number: WH-WsMP, revised on 13/02/2023, revision number 05 that includes identification of all waste products, source of pollutions and monitoring.</p> <p>Example:</p> <p>Type of waste: Liquid waste;</p> <p>Activity: Final discharge from effluent treatment plant (ETP);</p> <p>Waste: Effluent discharge;</p> <p>Green House Gas: Methane Gas;</p> <p>Pollution: Water pollution;</p> <p>Ways to reduce pollution: Land irrigation;</p> <p>PIC: Environment Officer;</p> <p>Action Plan: Performance monitoring, housekeeping, regular maintenance and dispose treated effluent to land irrigation.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.4.3	<p>WHPOM POME treated by traditional open ponding system before final discharge to land irrigation.</p> <p>WHPOM engage with 3rd party laboratory to conduct final discharge POME on 13/02/2023.</p> <p>Document review, WHPOM discharge test result, the BOD level exceeds the DOE requirement of 20mg/l for February 2023.</p> <p>During interview with management, informed that they have engaged contractor for desludging purposes.</p> <p>Besides, Five Geotubes installed to reduce the BOD levels.</p> <p>To be further verified during recertification audit.</p>	Yes
4.5.5.1	<p>a</p> <p>WHPOM established Water Management Plan reviewed on 13/02/2023.</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>Document review on water quality test on 12/10/2022 is within the limit of Class IIB and Class III under National Water Quality Standard for Malaysia.</p> <p>Example result for treated water:</p> <ol style="list-style-type: none"> 1. pH: 6.5. 2. E-Coli: Negative. <p>During site visit of WHPOM housing area observed each houses provided with water tanks.</p> <p>Onsite interviews with sampled mill operators informed that water supply is sufficient.</p>	Yes
	<p>b</p> <p>WHPOM established Water Management Plan reviewed on 13/02/2023.</p> <p>WHPOM conduct monthly POME final discharge water test by external third party for land irrigation.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	<p>Document review, final discharge POME analysis conducted by external laboratory dated 13/02/2023, the result exceed the DOE requirement of 20mg/l.</p> <p>Final discharge is monitored monthly basis and reported to DOE.</p> <p>During interview with management, informed that they have engaged contractor for desludging purposes.</p> <p>Besides, Five Geotubes installed to reduce the BOD levels.</p> <p>To be further verified during recertification audit.</p>	
c	<p>WHPOM established Water Management Plan reviewed on 13/02/2023.</p> <p>WHPOM monitor water usage for mill operation and domestic.</p> <p>The water usage per ton of FFB process is monitored monthly.</p> <p>Document reviewed the water usage record for January and February 2023. February water usage was higher than January 2023 mainly due to pipe leakage.</p>	Yes
4.5.5.2	<p>WHPOM POME is treated using traditional ponding system.</p> <p>Review CIP updated 20/03/2022, WHPOM has planned carry out desludging for anaerobic pond no 2 and 3.</p> <p>Reviewed PO sent to contractors.</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"> 1. FFB reception, Doc no: WHSOP-OP 1, established on 01/07/2018; 2. Stripping and threshing, WHSOP-OP 4 established on 01/07/2018; 3. Oil Room, WHSOP-OP 6 established on 01/07/2018. <p>Training conducted:</p> <ol style="list-style-type: none"> 1. Laboratory personal 01/03/2023. <p>Onsite interviews with sampled laboratory attendant informed they understand the SOP and workflow.</p>	Yes
4.6.1.2	WHPOM implement best practices to comply with legal requirements:	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ol style="list-style-type: none"> 1. Stack Emission Monitoring Report for boiler done on 17/08/2022 for boiler number one and 11/08/2022 for boiler number two; 2. Third party Environmental Audit carried out on 26/08/2022; 3. "Laporan Pelupas EFB" latest submitted for March 2023. 	
4.6.2.1	<p>WHPOM establish Summary of Budget year 2023 that includes:</p> <ol style="list-style-type: none"> 1. Production cost which covers CPO production, PK production, FFB price average, PK price average, OER, KER and FFB purchase; 2. Fixed cost which covers CPO and PK transport, CPO CESS and Sales tax; 3. Milling cost which covers administrative cost, manufacturing cost and variable cost. 	Yes
4.6.3.1	<p>WHPOM established documentation for product purchasing.</p> <ol style="list-style-type: none"> 1. Purchase order; 2. Invoice; 3. Good. <p>Example purchase order for Hexane dated 16/02/2023 reviewed.</p> <p>Information stated in purchase order is store code, product description, 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 effective from 03/01/2023.</p> <p>Contract is valid for one (1) year.</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> <p>Reviewed latest payment voucher dated 23/02/2023 and invoice dated 31/01/2023 for service provided in January 2023.</p> <p>Payment terms is within 30 days of invoicing as mentioned in the invoice submitted by the transporter.</p>	Yes
4.6.4.1	<p>WHPOM has prepared contract agreement with the transporter dated 03/01/2023.</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> <p>Reviewed MSPO compliance briefing records of transporter's drivers dated 27/02/2023.</p>	Yes

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Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.4.2	WHPOM established contractor agreement with CPO, PK, Kernel Shell and Empty Fruits Bunch transporter effective from 03/01/2023. Contract is valid for one (1) year. The term and condition in the contract is agreed and duly signed by both parties thus indicates the contract as fair and transparent.	Yes
4.6.4.3	WHPOM has prepared contract agreement with the transporter dated 03/01/2023. Section nineteen (19) of the contract agreement states "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.
<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>	
<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>	

4.5. Detail of Audit Findings Identified during last audit

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

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		
	0	MAJOR Non-Conformities

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During this onsite audit,	0	MINOR Non-Conformities
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Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.	Office	WHPOM could improve method on awareness training for workers.
2.	4.5.1.2	The environmental management plan shall cover the following: b. The aspects and impacts analysis of all operations	Office	WHPOM could improve environment impact assessment and environment management of storage facilities.

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5. CONCLUSION

Winsome Harvest Palm Oil Mill Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance audit for its mill 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 February 2023:	4,762.46	mt
Certified PK January to February 2023:	1,124.76	mt
Projected CPO January to December 2023:	34,000.00	mt
Project PK January to December 2023:	8,500.00	mt

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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
X	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 06/04/2023

Mohamad Norhisham Bin Mohd Salleh
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 07/04/2023

Ariff Bin 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 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(s)
- ☒ Audit Plan