



# MSPO CERTIFICATION SUMMARY REPORT

CERTIFICATION AUDIT

Date: 04/06/2019

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# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



## 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.....	9
3.1.	Production volume	10
3.2.	Maps of Company Location, Mill and Supply Base	10
4.	CERTIFICATION ASSESSMENT.....	12
4.1.	Stage 2 Certification audit	<b>Error! Bookmark not defined.</b>
4.2.	Stakeholders' Consultation	13
4.3.	Summary of Findings	15
4.4.	Status of Non-Conformities Previously Identified	15
4.5.	Detail of Audit Findings Identified During This Audit	30
5.	CONCLUSION.....	33
6.	RECOMMENDATION.....	34
7.	REFERENCES.....	35
	Table 7-1: List Of Interviewed Persons And Stakeholders	
	<b>Annex / Enclosures</b>	<b>36</b>

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit

---



## 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 Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



## 1. INTRODUCTION

Winsome Harvest Palm Oil Mill Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct Stage 2 Certification 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 certification 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 the palm oil mill 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 were 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.

In addition, the following reference was 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;

### 1.3. Appointment and Qualification of team members

A certification team consisting of one team leader and one team members are appointed. The onsite team members contribute to the review of documents, assessment of the project activity and preparation of this report under the leadership of the team leader.

#### Qualification of the Trainee Lead Auditor: Sheron Pui Ling Wui

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Bachelor in Medical Science.
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	Lead Auditor (trainee) in training.

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Requirement	Qualifications
to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	
Successfully completed MS 2530 series of standards training	Successfully complete MSPO LA training, RSPO P&C LA, SCC and ISCC-EU training course.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	LA in training for MSPO scheme.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in English, Chinese and Bahasa Malaysia.
Field working experience in the palm oil sector, or demonstrable equivalent	Qualified MSPO auditor. Have been conducting audit for both MSPO and RSPO
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed ISO 45001:2018 Lead Auditor course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training. Qualified as auditor for MSPO scheme.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.
Good Milling Practices for example palm oil milling working experience or demonstrate equivalent.	Qualified as auditor for MSPO scheme and completed RSPO SCC course.

### Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology;	Mohamad Norhisham Bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Requirement	Assessor	Qualification	Compliance
iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields			
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Successfully completed MS 2530 series of standards training	Mohamad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series training, RSPO P & C LA, SCC and ISCC-EU training.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Mohamad Norhisham Bin Mohd Salleh	Qualified as auditor base on audit log.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and / or any other local language.	Mohamad Norhisham Bin Mohd Salleh	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Mohamad Norhisham Bin Mohd Salleh	Auditor for RSPO and MSPO scheme.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Mohamad Norhisham Bin Mohd Salleh	Successfully completed SA 8000 Basic training and auditor for RSPO and MSPO schemes	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Requirement	Assessor	Qualification	Compliance
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Mohamad Norhisham Bin Mohd Salleh	Successfully completed ISO 14001 LA course and auditor for RSPO and MSPO scheme.	Yes
Good Milling Practices for example palm oil milling working experience or demonstrate equivalent.	Mohamad Norhisham Bin Mohd Salleh	Qualified as auditor for MSPO SCC certification.	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



## 2. METHODOLOGY

The audit approach consists of the following steps:

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

### Stage 2 – Certification Audit:

The stage 2 certification audit is conducted on 22/04/2019 covers the following activities but not limited to below:

- Onsite inspection, observations and inspections of mill facilities such as process, workshops, stores, wastewater treatment system, waste handling and disposal sites, workers and staff living quarters, receiving and delivery of products for compliance to relevant Principles & Criteria of the applied standard;
- Interview operation personnel for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during stage 1 audit;
- Assessment reporting;

For list of personnel participated in the audits refer attendance sheet and Table 7-1.



## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit

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### On-site Assessment

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

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

### 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 and Minor as well as Opportunity for Improvement (OFI) may be raised during the audit.

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

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



## 3. ORGANISATION INFORMATION

Winsome Palm Oil Mill is located at Kubata Road, Tawau, Sabah.

Winsome Palm Oil Mill met Malaysia Palm Oil Board licensing requirement.

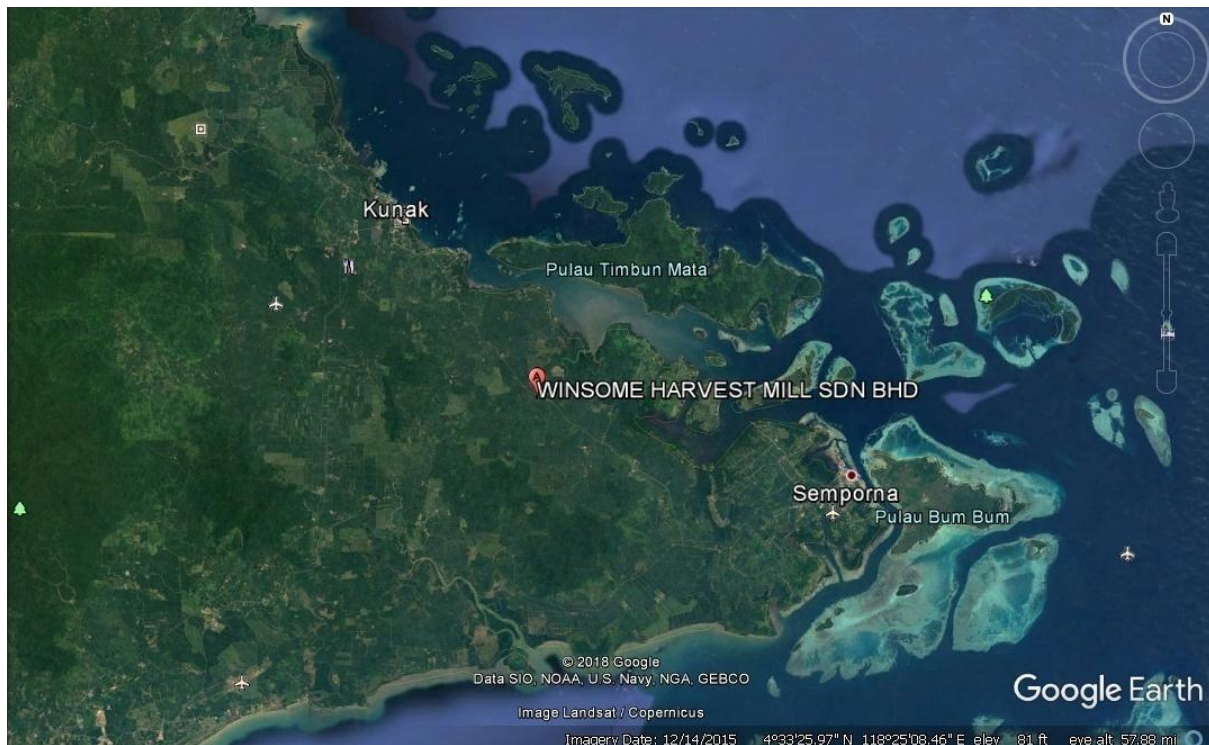
The mill began operation in 2006 with an operating capacity of 45 MT per hour.

Name of Mill	Location	Coordinates
Winsome Palm Oil Mill	36KM Semporna Kunak Highway, Sipit Magai, Semporna, Sabah.	N 4° 33' 11", E 118° 21' 33.1"

### 3.1. Production volume

Volume for the past year Jan 2018 to Dec 2018			Actual volumes Jan 2019 to Mar 2019			Projected volume Jan 2019 to Dec 2019		
FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
135,435.19	26,557.58	6,506.88	42,387.64	8,190.74	2,137.73	175,000.00	35,875.00	8,750.00

### 3.2. Maps of Company and Mill Location



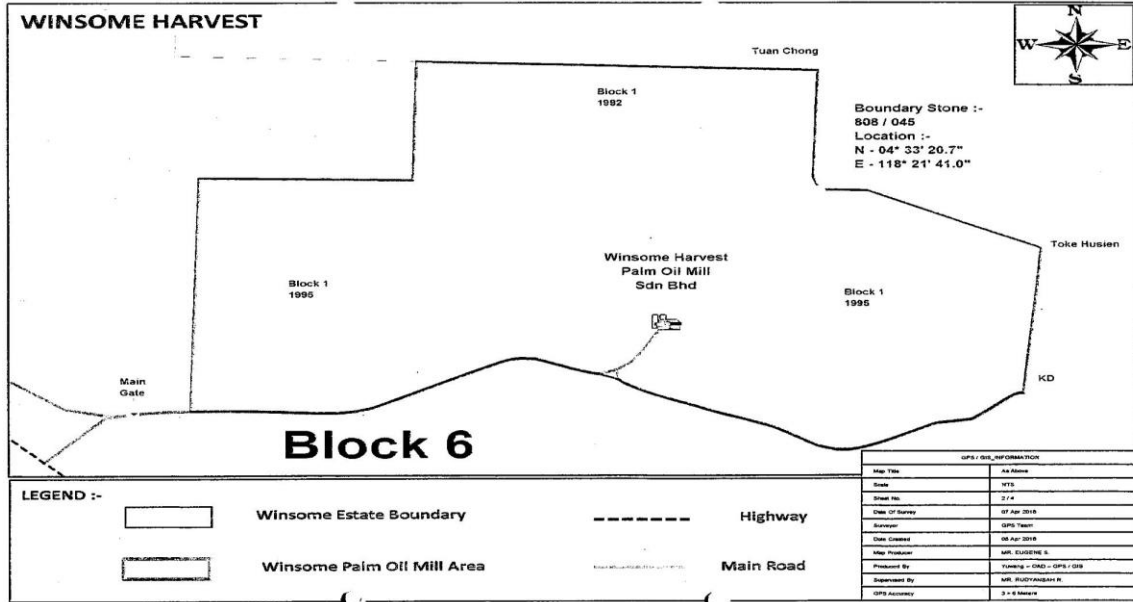
# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Estate map show mill location.

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



## 4. CERTIFICATION ASSESSMENT

### 4.1. Stage 2 Certification Audit

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. Stage 1 Audit

The objective of the stage 1 audit is to assess the readiness of the documentation establish and implemented in accordance to MS 2530-4: 2013 Part 4: General principles for palm oil mills.

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

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

These operators shall undergo both Stage I and II audit

The audit team has applied the Malaysian Sustainable Palm Oil Part 4: General principles for oil palm mills audit guidance to assess the established documents against the Principles and Criteria of the standard.

The Stage I audit is conducted on 14/01/2019 at Winsome Palm Oil Mill covering the following activities:

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

#### 4.1.2. Stage II:

The Stage II Certification audit is conducted on 22/04/2019 covering Winsome Palm Oil mill.

During the Stage II audit, there are 1 Major or 0 Minor or 3 Opportunity for improvement are raised. The Major non-conformances raise during the audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken. Action plan is submitted for Minor non-conformance with implementation review during the next audit.

During this audit, the minor non-compliance and observations raised in the last audit, the audit team has review by means of inspection of mill activities, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the mill team. The corrective measures implemented could be verified as appropriate.

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 4.5 of this audit report.

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



### 4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 22/03/2019 as to accommodate stakeholder's consultation meeting for Winsome Palm Oil Mill to provide comments. As at audit date on 22/04/2019 there are no comments received.

Invitation letters are sent on 02/04/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 22/04/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

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

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

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

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

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

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Item	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from the Company on MSPO audit?	During interview with stakeholders, they are aware of Winsome POM is in the process of MSPO certification.	Positive comment towards Winsome POM management.
2	Social issues	There is no social issue or concern raised during the stakeholders meeting	Positive comment towards Winsome POM management.
3	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	No negative impact of MSPO certification as stakeholders aware on advantages gain example provide job opportunities, mill concern on workers needs and housing with necessary amenities.	Positive comment towards Winsome POM management.
4	Does MSPO largely benefits the local community?	Local communities acknowledged there is improvement in income since mill provide the job and received the FFB from local communities.	Positive comment towards Winsome POM management.
5	Environmental understanding	There are increase in environmental awareness among the stakeholders which they have exchange the knowledge via stakeholder meeting held by mill.	Positive comment towards Winsome POM management.
6	Support to smallholders	Stakeholder attended meeting acknowledge mill support towards smallholders by accepting their FFB and provide the information needed regards to MSPO.	Positive comment towards Winsome POM management.
7	FFB quality	Stakeholder attending the meeting aware on mill commitment on FFB quality. The mill is collaborating with suppliers to ensure FFB quality and grading adhere by them.	Positive comment towards Winsome POM management.
8	Are there any mill management practices that affect you?	Stakeholder confirmed they have not encounter any negative impact from mill operation.	Positive comment towards Winsome POM management.
9	Do you consider the management is in conflict with the MSPO principles and criteria?	Stakeholder confirmed no breach of MSPO principle and criteria. They feedback the Winsome Mill management is committed to MSPO certification.	Positive comment towards Winsome POM management.
10	Do you have any suggestions for management?	No suggestion made by any stakeholder. Positive comments from stakeholder.	Positive comment towards Winsome POM management.

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



## 4.3. Summary of Findings

### MSPO Principle and sample of the 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 criteria and 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 Palm Oil Mill (Winsome POM) has established MSPO policy 01/02/2019 signed by Executive Director.</p> <p>The policy statement includes continuous production of oil palm products in a sustainable manner.</p> <p>Policy is displayed at notice boards.</p> <p>Briefing conducted for MSPO, company policy, and fire drill on 01/12/2018 to all workers and staff.</p>	Yes
4.1.1.2	<p>Winsome POM MSPO Policy dated 01/02/2019 signed by Executive Director has emphasize on commitment to continual improvement with improving the milling operation.</p> <p>The policy state:</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>Winsome POM has established Internal audit SOP WHSOP-MP-1 dated 01/07/2018. Point 6.1(ii) The frequency and coverage of MSPO systems audit scheduling once a year.</p> <p>Internal audit has conducted on 21/02/2019 by 7 auditors with 5 findings and closed on 21/02/2019 until 22/02/2019.</p> <p>Internal auditor has received the MSPO Internal auditor training by dated 20/02/2019.</p>	Yes
4.1.2.2	<p>Internal audit has conducted on 21/02/2019 with 5 findings and all findings are closed on 21/02/2019 until 22/02/2019.</p> <p>Further check on record and onsite inspection indicate that the finding was closed accordingly.</p>	Yes
4.1.2.3	<p>Internal audit was conducted on 21/02/2019, the result is included in management review meeting agenda conducted on 21/01/2019.</p> <p>The outcome of internal audit findings and closed out of the finding raised.</p>	Yes

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



<b>Principle 1: Management Commitment &amp; responsibility</b>		
Indicator	Summary of Assessment	Compliance
4.1.3.1	<p>Winsome POM has established Management Review Procedure, document number WHSOP-MP-2 rev 00 revision date 21/01/2019.</p> <p>The agenda for MRM is included in SOP, point 4.1 (i) states 'Management review meeting are conducted at least once a year after internal audit was conducted.'</p> <p>Point 4.4.3 stated management review meeting record will be kept for 10 years.</p> <p>Management review meeting conducted on 21/03/2019 has included internal audit result, external audit result, business plan and others.</p>	Yes
4.1.4.1	<p>Winsome POM has established Continues Improvement Plan, document number WH-CIP, revision 02, dated 20/04/2019.</p> <p>Example topics included in the CIP are:</p> <ol style="list-style-type: none"> <li>1. Environmental</li> <li>2. Waste reduction</li> <li>3. Health and safety</li> <li>4. Social Impacts</li> <li>5. Pollutions emission</li> </ol> <p>CIP established includes time frame, review and monitor and person in charge for implementation.</p>	Yes
4.1.4.2	<p>Winsome POM has introduced new system in its laboratory system, which are:</p> <ol style="list-style-type: none"> <li>1. Electrostatic Precipitator (ESP) for improvement of stack emissions discharged.</li> <li>2. Establish in-house POME quality analysis tools. Training involving laboratory staff conducted on 30/01/2019 to 31/01/2019.</li> </ol>	Yes

<b>Principle 2: Transparency</b>		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>Winsome POM has established Communication procedure, document number WHSOP-MP 5 revision 00, revision dated 21/01/2019.</p> <p>Point 5.1(i) internal communication that need management representative for decision will response within 3 months.</p> <p>The Information Request Procedure WH-PPI-001, revision 00, effective date 01/07/2018 has flow chart for requesting information by stakeholder, for any publicly available information will be respond by 15 days, for any confidential information will be respond within 50 days.</p> <p>Record of information request via letter by Jabatan Alam Sekitar dated 18/02/2019 has received by mill on 14/03/2019. The information request was provided to the stakeholder within 15 days.</p>	Yes



## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	During stakeholder's consultation, stakeholder indicate that they understand and are aware on MSPO and information can be requested when needed.	
4.2.1.2	<p>Winsome POM has a Master list of filling dated 17/04/2019. The example of publicly available document as following:</p> <ol style="list-style-type: none"> <li>1. Land title</li> <li>2. Company policy</li> <li>3. Grievance record</li> <li>4. Training record</li> <li>5. SOP</li> </ol> <p>The documents listed are categorize as publicly available or confidential. Sighted publicly available documents available at office, and notice board.</p>	Yes
4.2.2.1	<p>Winsome POM has SOP for Communication, document number WHSOP-MP 5 effective date 01/07/2018. The communication with stakeholder will be handled by the communication representative.</p> <p>Borang permohonan maklumat, document number WHPOM, revision 01, dated 01/07/2018. Stakeholder can use the form for any information request.</p> <p>Review on the record of request for information from stakeholder some stakeholder has request via letter. The request has been resolved within 15 days.</p> <p>Stakeholder meeting conducted on 05/03/2019 has attended by contractor, customer, NGO, neighbor, good and service supplier, FFB supplier and government agency, the meeting included the briefing on MSPO, company policies, company procedure (communication procedure, reporting for sexual harassment, information request, complaint and grievance procedure). No issue raised by stakeholder in the meeting.</p> <p>Interview with stakeholders confirmed that they are aware and understand the process to request and receive information from mill.</p>	Yes
4.2.2.2	<p>Winsome POM has appointed Production executive as communication representative. Sighted appointment letter for Communication representative dated 01/07/2018 signed by the mill manager.</p> <p>Example of duty:</p> <ol style="list-style-type: none"> <li>1. Responsible to give respond to all internal and external stakeholder request</li> <li>2. Responsible in managing any internal and external grievances.</li> </ol>	Yes
4.2.2.3	<p>Winsome POM has established the SOP Communication effective date 01/07/2018 stated the stakeholder communication handling process.</p> <p>List of stakeholders revision 01 effective date 01/07/2018, revision date 19/04/2019 include government agencies, internal stakeholder, supplier, service provider, contractor, neighborhood and NGO. Example of neighborhood, estate and smallholders refer based on the map and boundary marking.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>The stakeholder meeting conducted on 05/03/2019 has attended by contractor, customer, NGO, neighbor, good and service supplier, FFB supplier and government agency, the meeting included the briefing on MSPO, company policies, company procedure (communication procedure, reporting for sexual harassment, information request, complaint and grievance procedure). No issue raised by stakeholder in the meeting.</p> <p>WHPOM has established and distribute survey form 'Borang Kaji Selidik' for external stakeholder to fill up for feedback their opinion on stakeholder meeting.</p> <p>Example: stakeholder has feedback WHPOM practice good safety on work.</p>	
4.2.3.1	<p>Winsome Palm Oil Mil has established Traceability procedure, document number WHSOP-MP3 revision 0 dated 19/02/2019. The procedure has described on:</p> <ol style="list-style-type: none"> <li>1. Person in charge on every steps of traceability</li> <li>2. Operational procedures which include supplier's identification, raw materials quality controls, mill productions, product storage (SPO and PK) and transportation.</li> <li>3. Traceability system.</li> </ol> <p>The system has been ensure by having internal control:</p> <ol style="list-style-type: none"> <li>1. Internal audit</li> <li>2. Document and record review by staff.</li> </ol> <p>Example list of traceability documents:</p> <ol style="list-style-type: none"> <li>1. Weighbridge ticket</li> <li>2. MPOB License</li> <li>3. Estate delivery note</li> </ol>	Yes
4.2.3.2	<p>Traceability procedure, document number WHSOP-MP3 revision 0 dated 19/02/2019 describe the control of traceability via monitoring by person in charge.</p> <p>Internal audit has been conducted on 21/02/2019. There are one non conformity raised and review of its implementation will be done in next internal audit.</p>	Yes
4.2.3.3	<p>Winsome POM appointed a clerical staff as traceability committee member dated 01/07/2018.</p>	Yes
4.2.3.4	<p>Winsome POM accept FFB from both internal and external.</p> <p>Records of traceability documents which involved process of buying incoming FFB and records of production, storage and sales of Crude Palm Oil and Palm Kernel are well maintained.</p> <p>Delivered palm products are traceable through contracts cross checked with weighbridge tickets from place of origin and buyer.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>Winsome Palm Oil Mill has established Summary of Legal register, WHPOM-Legal Register effective date 02/01/2019 revision date 08/04/2019 revision number 01.</p> <p>Land title, permit and license is review.</p> <p>Example of license available:</p> <ol style="list-style-type: none"> <li>1. Land title</li> <li>2. MPOB License</li> <li>3. JTK Sabah License 'Lesen untuk Menggaji Pekerja Bukan Permastautin'</li> <li>4. Fire Certificate</li> <li>5. Air compressor license</li> <li>6. Schedule waste license</li> </ol>	Yes
4.3.1.2	<p>Winsome POM has establish Summary of Legal register effective date 02/01/2019 revision number 01.</p> <p>The list include applicable Laws and regulations</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Act 273, National Wages Consultative Council Act 2011, Minimum Wage Order (Amendment 2018 (P.U.(A) 265/2018).</li> <li>2. Act 514, Occupational Safety and Health Act 1994.</li> <li>3. Labour Ordinance Sabah Cap 67.</li> <li>4. Land Ordinance Sabah Cap 68.</li> </ol> <p>The responsible person to monitor any changes is the Assistant Sustainability Officer.</p>	Yes
4.3.1.3	<p>Winsome POM has establish Legal register List document number WHPOM-Legal register revision 0 dated 02/01/2019.</p> <p>The Legal register will be monitor and updated by sustainable officer. The update will based on any announcement by government, authority or website for any related law and regulations.</p> <p>Summary of permit and license is establish to monitor expiry date for each license.</p> <p>Legal Register list has include specific clause of the Laws and Regulations applicable to the mill.</p>	Yes
4.3.1.4	<p>Winsome POM appoint the Asst. Sustainability Officer as person in charge for updating legal requirements.</p>	Yes
4.3.2.1	<p>Winsome POM is located in Winsome Harvest Estate.</p> <p>The land title is country leased is under Winsome Harvest Development Sdn Bhd.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



<b>Principle 3: Compliance to legal requirements</b>		
Indicator	Summary of Assessment	Compliance
4.3.2.2	Winsome POM is located in Winsome Harvest Estate land area.	Yes
4.3.2.3	Winsome POM is situated within Winsome Harvest estate land which owned by Winsome Harvest Development Sdn. Bhd.	Yes
4.3.2.4	Winsome POM is located in Winsome Harvest Estate land area. The land title is country leased.	Yes
4.3.3.1	Winsome POM is located in Winsome Harvest Estate. Therefore, no issue on land use rights.	Yes
4.3.3.2	Winsome POM is located in Winsome Harvest Estate. Therefore, not applicable.	Yes
4.3.3.3	Winsome POM is located in Winsome Harvest Estate. Therefore, no issue on land use rights and no FPIC or negotiation record.	Yes

<b>Principle 4: Social Responsibility, health, safety and employment conditions</b>		
Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>Winsome POM established Social Impact Assessment procedure revision date 15/01/2019 document number WHSOP-MP 9, revision 01.</p> <p>SIA WHPOMSIA 02 dated 02/02/2019 revision 01 has include the positive and negative impacts. The SIA positive impact has been promoted and negative impact has been mitigating.</p> <p>Example positive impact of maintain awareness of worker on complaint and grievance. Interview with worker indicate there are aware on the complaint process.</p> <p>The SIA is established based on the survey via internal and external stakeholder meeting on 01/03/2019 and 05/03/2019.</p> <p>The SIA will be reviewed once a year with feedback from stakeholders.</p>	Yes
4.4.2.1	<p>Winsome POM has established complaint and grievance procedure dated 01/07/2018, document number WHSOP-MP 4, revision number 00.</p> <p>Stated in the SOP the Person in charge is the Mill Manager. Procedure stated timeline to resolve grievance within 30 days.</p> <p>The complaint form and box are available at Mill office.</p> <p>Complaint procedure has been briefed to worker and external stakeholder via stakeholder meeting dated 01/03/2019 and 05/03/2019.</p> <p>Site interview with mill worker indicate that they understand the process to make complaint.</p>	Yes
4.4.2.2	Winsome POM has establish complaint and grievance procedure dated 01/07/2018, document number WHSOP-MP 4, revision number 0.	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Stated in the SOP the timeline to resolve is within 30 days.</p> <p>Review on the complaint record, no complaint has been lodge as at audit date.</p>	
4.4.2.3	<p>Winsome POM Borang Aduan dan Rungutan, document number WHPOM, dated 01/07/2018 revision 01 is available at mill office.</p> <p>Complaint form and box is available in office for worker to lodge complaint any time they want. The HR will be responsible to handle the complaints and grievance.</p>	Yes
4.4.2.4	<p>Winsome POM has conducted Compliant and grievance procedure awareness briefing during Internal stakeholders meeting on 01/03/2019 and external stakeholders meeting on 05/03/2019.</p> <p>Grievance procedure is display at notice board.</p> <p>During interview with worker demonstrate that they understand the complaint procedure.</p> <p>Stakeholder consulted confirmed they are aware on complaint process.</p>	Yes
4.4.2.5	No complaint record found from 2018 as at audit date.	Yes
4.4.3.1	<p>Winsome POM has established the List of local development 01/03/2019 document number WH-LD, Rev 00. The example of local development as following.</p> <ol style="list-style-type: none"> <li>1. Employment to local communities</li> <li>2. Mill process FFB from nearby smallholders.</li> </ol>	Yes
4.4.4.1	<p>Winsome Palm Oil Mill has established Occupational Safety and Health policy dated 01/07/2018 signed by Executive Director.</p> <p>Safety and health plan has been established, document number: WH-OSHMP, dated 01/03/2019 the plan has includes:</p> <ol style="list-style-type: none"> <li>1. Policy</li> <li>2. Responsibility for safety and health</li> <li>3. Training and information</li> <li>4. Communication and consultation.</li> </ol> <p>Safety and Health training plan for year 2019 has been established dated 03/01/2019. The training conducted has included SOPs related to safety and health.</p>	Yes
4.4.4.2	<p>Occupational Safety and Health policy dated 01/07/2018 signed by Executive Director.</p> <p>Safety and health policy training conducted on 01/12/2018 by MSPO officer. External stakeholder meeting has been conducted on 05/03/2019 by MSPO officer. The meeting agenda have included briefing on company policies.</p> <p>Winsome Palm Oil Mill has established Mill HIRARC, revision 01, dated 04/02/2019.</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The HIRARC includes risk analysis and residual risk include admin and engineering control</p> <p>Previous accident records based on JKPP 6, JKPP 7 and JKPP 8.</p> <p>Latest HIRARC revision for workshop dated 27/03/2019.</p> <p>Example safety and health training conducted are:</p> <ol style="list-style-type: none"> <li>1. Water treatment on 26/03/2019.</li> <li>2. Fire drill on 02/04/2019.</li> </ol> <p>Safety data sheet was available and updated. SDS was observed at workshops, laboratory and chemical stores.</p> <p>Example:</p> <p>SDS for laboratory; Hydrocarbon (hexane fluid) dated 25/01/2016.</p> <p>List of PPE and PPE issuance was based on work activities.</p> <p>PPE allocation base on operational site, example; weighbridge and steriliser. Workers interviewed was wearing proper PPE and able to describe PPE usage.</p> <p>Procedure for Chemical handling has been established, document number: WHSOP-OP35, revision number: 01, dated 15/04/2019. The procedure has described on list of suitable PPEs for chemical handling.</p> <p>Person in charge for safety and health was safety and health officer, Winsome POM, sighted appointment letter by Mill Manager.</p> <p>Latest Safety and Health meeting was conducted on 21/01/2019. Meeting chaired by Mill Manager. Agenda stated in the meeting was:</p> <p>Meeting agenda</p> <ol style="list-style-type: none"> <li>1. Appointment of new committee member</li> <li>2. Accident report</li> <li>3. Accident statistic</li> <li>4. Training program.</li> </ol> <p>Winsome Palm Oil Mill has established procedure Accident / Incident reporting and Investigation WHSOP-MP-7 rev 00 dated 01/07/2018.</p> <p>First aid was available at operation sites and office. First aiders are able to explain the usage of first aid.</p> <p>First aid training was conducted on 01/04/2019 by certified first aid trainer for first aiders.</p> <p>Records of accidents documented and well maintained.</p> <p>JKPP report send to DOSH dated 06/01/2019 has been reviewed.</p>	
4.4.5.1	<p>Winsome POM established Social Policy dated 01/07/2018 signed by Executive Director.</p> <p>The policy state:</p> <ul style="list-style-type: none"> <li>• Ensure procedure in place for prevent sexual harassment</li> </ul>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Prohibit any form of domestic violence.</li> </ul> <p>Policy training for workers conducted on 01/12/2018.</p>	
4.4.5.2	<p>Winsome POM established Recruitment and selection policy dated 01/07/2018 sign by Executive Director.</p> <p>The policy state:</p> <ul style="list-style-type: none"> <li>Commit to the fair treatment of its staff, potential staffs or users of its services regardless race, gender, religion and responsibility.</li> </ul> <p>There are no discrimination case in grievance records. Interviewed workers indicates stated no discrimination occurs.</p>	Yes
4.4.5.3	<p>Winsome POM established contract agreement for workers in accordance with Sabah Labour Ordinance and Minimum Wage Order 2018.</p> <p>Both Local and foreign works are provided with a contract agreement.</p> <p>Example: work contract signed by both workers and mill management dated 25/09/2010 in accordance with Minimum Wage Order 2018.</p>	Yes
4.4.5.4	<p>Winsome POM monitor contractor's worker's wage paid by contractor by reviewing the pay slip in monthly basis.</p> <p>Review on contractors' workers' payslip indicates they were paid according to Minimum Wage Order 2018.</p>	Yes
4.4.5.5	<p>Winsome POM established list of workers has includes workers nationality, gender, date of joint, date of birth, identification number or passport number.</p>	Yes
4.4.5.6	<p>The employment contract includes information according to Sabah Labour Ordinance Chapter 67.</p> <p>The contract is signed by both parties.</p> <p>Onsite interview with workers confirmed they were provided copy of contract agreement.</p>	Yes
4.4.5.7	<p>Winsome palm Oil Mill established thumb print system to capture workers and staff report and finish of work hours on daily basis.</p> <p>Working hours are displayed at notice board and available in contract agreement.</p> <p>Contract agreement signed by workers includes rate of overtime.</p> <p>Interview with workers indicates they understand the minimum wages and overtime rate.</p>	Yes
4.4.5.8	<p>Working hours are available and displayed at notice board. Working hours based on shift:</p> <p>Shift A: 9:00am – 5:00 pm</p> <p>Shift B: 5:00pm -1:00pm</p>	Yes

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Workers are allowed to rest for 45 minutes within working hours.</p> <p>This working hour are applicable for production below 550mt. Working hours will involve overtime rate of 1.5 for daily work day base on FFB received.</p> <p>Overtime rate according to Sabah Labour Ordinance Chapter 67 section 104C(3).</p>	
4.4.5.9	<p>Wages paid to workers are based on Minimum Wage Order 2018 of RM1, 100.00 per month or RM 42.31 per day.</p> <p>Workers pay slip has been viewed and verify according to minimum Wage Order 2018.</p> <p><b>Finding:</b></p> <p><b>Observation on overtime payment for month of March 2019 found worker are paid on rate of 1.0 for the first eight (8) hours working on rest day instead of the rate 2.0 according to Sabah Labour Ordinance.</b></p>	No
4.4.5.10	<p>Winsome Palm Oil Mill provide benefit for employees as following:</p> <ol style="list-style-type: none"> <li>1. Medical care to workers and dependent</li> <li>2. Free school bus for worker children</li> <li>3. External training for related employee</li> <li>4. Free water and free electricity supply for 24 hours</li> <li>5. Canteen with reasonable price for worker to have meal</li> </ol>	Yes
4.4.5.11	<p>Winsome POM adopts industry best practices for living quarters. Site observation the worker housing have complete with basic amenities such as clean water, electricity, kitchen, washroom, surau, and gardening area</p>	Yes
4.4.5.12	<p>Winsome POM established Social Policy dated 01/07/2018 sign by Executive Director.</p> <p>The policy state ensure procedure in place to prevent sexual harassment and any other forms of violent against women, workers and community.</p> <p>No complaint record found on sexual harassment or violence issue. Interview with stakeholder and worker indicate no related complaint or cases occur within the mill.</p> <p>Site interview with worker confirmed they understand the process of reporting. Worker feedback there is no practice of violence or sexual harassment at workplace.</p>	Yes
4.4.5.13	<p>Winsome POM establish Social Policy dated 01/07/2018 policy sign by Executive Director.</p> <p>Briefing on no restriction on join trade unions have provide during conducted for internal stakeholder dated 01/03/2019.</p> <p>Interview with worker indicate the worker are aware on their right and freedom to join trade union.</p>	Yes



# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Worker feedback the communication between workers and employer will be in stakeholder meeting or complaint or in safety meeting conducted 3 months once.	
4.4.5.14	<p>Winsome POM establish Social Policy dated 01/07/2018 sign by Executive Director.</p> <p>Stated in the policy:</p> <p>“Ensure no child or young person shall be, permitted engagement any employment.”</p> <p>Sighted the Worker List For Month of April 2019, the youngest worker employed by mill are 18 years old.</p> <p>Onsite observation no child or young person to be employed or exploited by the mill.</p>	Yes
4.4.6.1	<p>Winsome Palm Oil Mill has establish three different Training program year 2019 as following:</p> <ol style="list-style-type: none"> <li>1. In house training for 2019 (SOP, Job function &amp; responsibility) dated 03/01/2019</li> <li>2. Schedule for safety, health &amp; environmental and MSPO program for year 2019 dated 03/01/2019.</li> <li>3. Public training program for year 2019 (external training)</li> </ol> <p>Training records is review, example of training record as following:</p> <ol style="list-style-type: none"> <li>1. MSPO, company policy and emergency escape plan dated 01/12/2019.</li> <li>2. Basic life support &amp; 1<sup>st</sup> aid training dated 01/04/2019 (external-DAB OH Sdn Bhd)</li> <li>3. SOP press &amp; oil room dated 19/03/2019</li> <li>4. Fire drill training conducted on 02/04/2019.</li> </ol>	Yes
4.4.6.2	<p>Winsome POM has establish Training procedure, procedure number; WHSOP-MP6, effective date 01/07/2018 rev 00, the procedure stated the assistant manager or assistant engineering will identify training needs annually by evaluating the skills and competency of staff and workers taking into consideration of the following:</p> <ol style="list-style-type: none"> <li>1. New recruits</li> <li>2. Significant environmental aspects and occupational hazards</li> <li>3. Recommendation given in annual staff appraisal form</li> <li>4. New skills required to operate new machinery or operation.</li> </ol>	Yes
4.4.6.3	<p>Training program 2019 has been planned and implemented accordingly. Worker and staff have received training to perform the work.</p> <p>Example:</p> <p>Grader has been trained for SOP loading ramp, capstan and tippler dated 30/01/2019</p>	Yes

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>Winsome Palm Oil Mill established Environment Policy dated 01/07/2018.</p> <p>Environmental management plan has been established, dated 18/04/2019.</p> <p>The management plan includes:</p> <ol style="list-style-type: none"> <li>1. Environmental aspect and impact.</li> <li>2. Action plan to reduce pollution.</li> <li>3. Person in charge and timeline.</li> </ol> <p>Awareness on environmental policy and plan was conducted on Environmental committee meeting dated 28/02/2019.</p>	Yes
4.5.1.2	<p>Winsome Palm Oil Mill established Aspect Impact Register dated 18/04/2019. Example of operation included:</p> <ol style="list-style-type: none"> <li>1. Digester.</li> <li>2. Press.</li> <li>3. Boiler station.</li> <li>4. Engine room.</li> </ol> <p>Environmental Management plan has includes 7 objectives which one of it was to ensure mill operated base on legal requirements.</p>	Yes
4.5.1.3	<p>Winsome Palm Oil Mill has established Environmental Impact and Aspect register dated 18/04/2019. The assessment conducted includes mill activities and its impacts towards environment.</p> <p>Example:</p> <p>Process: Sterilization process</p> <p>Environmental aspect: Noise generated by exhaust</p> <p>Environmental impact: Noise pollution</p> <p>Recommended Control: Additional Noise Exposure Monitoring conduct by Competent person.</p> <p>Audiometric test was conducted as part of requirement and monitoring of workers exposure to noise.</p>	Yes
4.5.1.4	<p>Winsome Palm Oil Mil has established CIP, document number: WH-CIP, dated 02/01/2019. The CIP included Environmental Management Plan as part of improvement.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. Smoke emission from boiler stack plan. Monitoring by measuring particulate matter under CEMS.</li> <li>2. Schedule waste handling plan. Monitoring via analyses records of schedule wastes generation.</li> </ol>	Yes
4.5.1.5	<p>Policy training has been conducted on 01/12/2018 which involved all the workers.</p>	Yes

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Interviewed workers at operational sites indicates they understand the policy and does concern on issue related to environment.	
4.5.1.6	Environmental monitoring committee meeting was conducted on 28/02/2019. Topics discuss in meeting was: <ol style="list-style-type: none"> <li>1. Previous minutes meeting discussion.</li> <li>2. MSPO requirement.</li> <li>3. Mill inspection report.</li> </ol>	Yes
4.5.2.1	Winsome Palm Oil Mill has established Energy Efficiency Report revision 01, dated 19/02/2019. Baseline for diesel consumption in between year 2015 to 2018 is established. processed Winsome POM has established energy consumption plan 2019. The plan includes: <ol style="list-style-type: none"> <li>1. Estimated fuel consumption (liter).</li> <li>2. Actual fuel consumption (liter) for electricity generated.</li> <li>3. FFB process.</li> </ol>	Yes
4.5.2.2	Winsome POM has established baseline for the year 2015 to 2018 and estimation of diesel usage for 2019. Projected diesel usage for month July to December 2019 reviewed.	Yes
4.5.2.3	Winsome POM use fiber and shell as renewable energy for power generation.	Yes
4.5.3.1	The waste management plan has been established, dated 02/01/2019. The plan includes: <ol style="list-style-type: none"> <li>1. Source of waste and disposal method.</li> <li>2. Reduction of pollution and emissions.</li> </ol>	Yes
4.5.3.2	Winsome POM Waste management plan has included list of waste generated based on type: <ol style="list-style-type: none"> <li>1. Solid.</li> <li>2. Liquid.</li> <li>3. Gaseous</li> </ol> Fibres and kernel shells as raw materials for boilers to generate steam for and power generation. EFB sent to estates for mulching	Yes
4.5.3.3	Winsome POM has established SOP Pengendalian Bahan Buangan Terjadual WHSOP-OP-20 rev. 00 effective dated 01/07/2018, revision dated 12/04/2019 revision 01.	Yes

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	The SOP has included type of schedule waste and method of disposal which stated it will be send to selected schedule waste collector.	
4.5.3.4	Winsome POM has established Waste Management Plan, Appendix C: distance of rubbish pit from housing, stated distant on landfill to housing area was 1.51 km.  Domestic wastes are disposed at landfill.	Yes
4.5.4.1	Winsome POM Environmental Management Plan established dated 02/01/2019 has included list of waste: solid, liquid, air, noise and others.  Stated in Environmental management plan, Aspect ; Air, has included green house gaseous (GHG), example: CO <sub>2</sub> , N <sub>2</sub> O, Solid waste, EFB and boiler ash.	Yes
4.5.4.2	The EMP established has included monitoring and action taken to reduce pollution. Example:  Smoke emission form boiler (stack emission).	Yes
4.5.4.3	POME is treated using traditional ponding system.  The discharge limits from the Jadual Permatuhan is reviewed.  Monthly tests conducted for effluent discharge to monitor the results for compliance.	Yes
4.5.5.1	Winsome Palm Oil Mill established Water Management Plan 2019. The plan has included:  1. Location of water source (map) 2. Boiler flow of water management 3. Summary flow of water.  Stated in the plan, estimation of water usage per person for mil was 224 liter/day  Usage of water by mill and domestic is monitored separately.  The average water usage per ton of FFB is sighted and reviewed.  Monitoring of water quality through water analysis conducted by third party consultant  Water management plan includes optimizing the use of water. It was done via:  1. Minimized usage of water by using water tank 2. Maintenance of pump and leaking waters base on records. 3. Daily checking of water usage via flow water reading 4. Control water supply.	Yes

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>		
Indicator	Summary of Assessment	Compliance
4.5.5.2	<p>Winsome POM established Waste Management Plan 2019. Stated in the waste management plan: POME shall be treated to ensure compliance with the Environmental Quality (Prescribe Premises) Crude Palm Oil.</p> <p>Effluent Test Report dated 26/03/2019 has been review. Effluent analysis was counted monthly.</p>	Yes

<b>Principle 6: Best Practices</b>		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>Winsome Palm Oil Mill established general list of SOP.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>1. FFB reception document number WHSOP-OP dated 1/07/2018 revision 0.</li> <li>2. Sterilizer document number WHSOP-OP3 dated 01/07/2018 revision 0.</li> </ol> <p>FFB records has been reviewed as part of implementation of SOP.</p>	Yes
4.6.1.2	<p>Winsome POM implements best practices to comply legal requirements such as monitoring records.</p> <p>Example:</p> <p>Boiler 2 smoke Density Analysis</p> <p>FFB grading</p>	Yes
4.6.2.1	<p>Winsome POM has established Capital Expenditure budget for year 2019. The Capex includes:</p> <ol style="list-style-type: none"> <li>1. Budgeted expenditure for year 2019</li> <li>2. Forecast budget for year 2019 until 2021</li> <li>3. The budget has included Production and milling cost.</li> </ol>	Yes
4.6.3.1	<p>Winsome POM has established contract agreement with FFB seller. The contract agreement includes:</p> <ol style="list-style-type: none"> <li>1. Process on selling FFB.</li> <li>2. FFB quality.</li> <li>3. FFB price.</li> <li>4. Payment.</li> </ol> <p>Contract agreement signed by both parties.</p>	Yes
4.6.3.2	<p>Winsome Palm Oil Mil has established contract agreement for buying FFB with smallholders.</p>	Yes

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The contract Perjanjian Jual Beli Buah tandan Segar (BTS) include the information of smallholders, MPOB license number, FFB quality, FFB price and MSPO acknowledgement was included in side the contract.	
4.6.4.1	Winsome POM contract agreement with transport contractor is reviewed. Sighed the contract agreement has stated contractor to understand and agree to fulfill the MSPO principles and all policies of Winsome POM. MSPO training provided to contractor during stakeholder meeting dated 05/03/2019.	Yes
4.6.4.2	The contract agreement between contractor and WHPOM dated 02/01/2019 signed by both mill manager and contractor, describe the service provided by the contractor.	Yes
4.6.4.3	Winsome POM has appointed TUV Nord Sdn Bhd for MSPO certification. Contractor agreement stated the contractor understand and follow the MSPO requirement. Interview with Mill engineer and MSPO executive confirm approved auditor to verify the assessment through physical inspection if required.	Yes

## 4.4. Status of Non-Conformities Previously Identified

x	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. Details of the follow up action taken on stage 1 audit findings were recorded in the Stage 1 audit report.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	Not applicable. No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.</i></p> <p><i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i></p>	

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

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

AUDIT OUTCOME		
During this audit,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

# MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



Non Conformity Number 1	
<b>Indicator # and Description</b>	4.4.5.9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. (MAJOR)
<b>Location:</b>	Winsome Palm Oil Mill
<b>Description of Finding / Objective Evidence:</b>	
Observation on overtime payment for month of March 2019 found worker are paid on rate of 1.0 for the first eight (8) hours working on rest day instead of the rate 2.0 according to Sabah Labour Ordinance.	
<b>Classification</b>	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
<b>Raise by:</b>	Mohd Norhisham Bin Mohd Salleh <b>Date Raise:</b> 22/04/2019
<b>Deadline for implementation</b>	23/06/2019
<b>Root Cause Analysis (by company):</b>	
Misunderstanding between overtime and work on rest day. First eight (8) hours paid on rate 1.0 describe the normal rate working on rest day, after eight (8) hours then only we consider as overtime and paid rate 2.0 per hour. The company did not violate any Sabah Labour Ordinance act. We had to key in work on rest day under overtime 1.0 to tally the calculation with Sabah Labour Ordinance.	
<b>Correction (by company):</b>	
Upgrade payslip record to clearly state and differentiate between overtime for daily overtime, work on rest day and public holiday on worker payslip.	
<b>Corrective / Preventive Action (by company)</b>	
Payroll system is upgrade to clearly state worker's overtime on their payslip.	
<b>Review of Correction &amp; Corrective / Preventive Action</b>	
Winsome POM has sought clarification from JTK Semporna office on the overtime rate for rest days. The letter issued by JTK explain the payable rate based on Sabah Labour Ordinance Chapter 67.  Winsome POM has submitted the corrected the pay slip with correct wordings for overtime work during rest day. Thus, Winsome POM has not violate the Sabah Labour Ordinance requirements. From the review of documents, the NC is closed and further review in next audit.	
<b>Closed:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Site verification :</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Name of Auditor:</b> Mohd Norhisham Bin Mohd Salleh	<b>Date of Closure:</b> 21/05/2019
<b>Review of Implementation</b>	
Review on next surveillance audit.	
<b>Name of Lead Auditor / Auditor:</b>	<b>Date of Review:</b>

## MSPO Certification Summary Report

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Nr.	Indicator	Location	Opportunity for Improvement
1	4.1.1.2	Winsome Palm Oil Mill	Management could improve the MSPO policy by standardize for both Malay and English version.
2	4.1.3.1	Winsome Palm Oil Mill	The management review meeting could improve on the output of the meeting.
3	4.2.2.3	Winsome Palm Oil Mill	Management could consider to improve the stakeholder list by specifying the category of stakeholder.



## MSPO Certification Summary Report

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Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



### 5. CONCLUSION

Winsome Harvest Palm Oil Mill Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct Stage 2 Certification audit for its mill according to MSPO 2530-4:2013 Part 4 General principles for palm oil mills.

There is 1 Major NC raised in this audit and closed out successfully. There is no minor NC found in this audit.

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.

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

Projected CPO January to December 2019:	35,875.0 mt
Projected PK January to December 2019:	8,750.0 mt

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



### 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

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

Puchong, 04/06/2019

Sheron Pui Ling Wui  
TUV NORD (Malaysia) Sdn Bhd  
Audit Team Leader

Puchong, 04/06/2019

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

## MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd

Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



### 7. REFERENCES

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

No.	Name	Organisation / Function
1	Lee Yuk Khau	EMPA
2	Chong Yuk Chin	Jujut /Saham Plantation Sdn Bhd
3	Juliana Odding	Pejabat Kesihatan Kunak
4	Kamarul Izham Kamarudin	Pejabat Tenaga Kerja Kunak
5	Izzham Ariff Burhan	MPOB Semporna
6	Shamsuddin Joring	MPOB Semporna

# MSPO Certification Summary Report

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Certifying Unit: Winsome Palm Oil Mill

Client Number: 92-086

Audit Type: Stage 2 – Certification Audit



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

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

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

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

Salvo clause:

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

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

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

## Annex / Enclosures

Annex /  
corresponding audit documentation

- P&C Audit Report / Checklist(s)
- Audit Plan
- Additional annexes, number