



MSPO CERTIFICATION SUMMARY REPORT

WINSOME HARVEST PALM OIL MILL SDN
BHD (GROUP MANAGER ESTATE)

STAGE 2 – CERTIFICATION AUDIT

Date: 25-27/11/2019

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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 (Group Manager – Estates)
Client Number: 92-137
Audit Type: Stage 2 - Certification Audit



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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agricultural Practice
GPS	Global Positioning System
ISCC	International Sustainability & Carbon Certification
ISO	International Standard Organisation
MSPO	Malaysia Sustainable Palm Oil
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable Sustainable Palm Oil
RTE	Rare, Threatened and Endangered Species
SA8000	Social Accountability 8000
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
WHO	World Health Organization
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
SDS	Safety Data Sheet
WHPOM	Winsome Harvest Palm Oil Mill
WHGE	Winsome Harvest Group Estate
NCSB	Navin Cocoa Sdn Bhd
NHSB	Nanyang Hectares Sdb Bhd
PHTTSB	Pertanian HT-Teo Sdn Bhd
MGSB	My-Gains Sdn Bhd
JSB	Jiwada Sdn Bhd

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1. INTRODUCTION

Winsome Harvest Palm Oil Mill Sdn Bhd (Group Manager – Estates) has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct an initial certification audit for the oil palm estates managed by them according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this certification audit is to assess the Group Estates 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 group office and estates.

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

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

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

The following references are used as part of the assessment; the compliance of the requirements out of the guidelines applied was checked.

1. Malaysian Sustainable Palm Oil Part 3: General Principles for Oil Palm Plantations and Organised Smallholders audit guidance;
2. Palm Oil Supply Chain Traceability Requirements

1.3. Appointment and qualification of team members

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

Qualification of the Lead Auditor (Trainee): 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;	Bachelor in Medical Science.

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Requirement	Qualifications
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)	Lead Auditor (trainee) in training with 3 years working experience in QA, QMS and internal audit, 8 month in medical field and 1.5 years in MSPO audit experience.
Successfully completed MS 2530 series of standards training	Successfully complete MSPO LA training.
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 with 10 man-days under the supervision of a qualified Lead auditor for MSPO.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Able to communicate in English, Mandarin 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
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Qualified as auditor for MSPO and RSPO scheme.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 18001 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.

Qualification of Team Member

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following	Zul Hairi Bin Abu Hassan	Graduate in Diploma in Plantation Industry Management.	Yes

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Requirement	Assessor	Qualification	Compliance
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			
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)	Zul Hairi Bin Abu Hassan	9 years working experience in palm oil plantations.	Yes
Successfully completed MS 2530 series of standards training	Zul Hairi Bin Abu Hassan	Successfully completed MS2530 series 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.	Zul Hairi Bin Abu Hassan	MSPO scheme audit with minimum 20 man-days under the supervision of a qualified Lead auditor for MSPO.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Zul Hairi Bin Abu Hassan	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Zul Hairi Bin Abu Hassan	9 years working experience in palm oil plantation.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Zul Hairi Bin Abu Hassan	9 years working experience in palm oil estates.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or	Zul Hairi Bin Abu Hassan	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes

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Requirement	Assessor	Qualification	Compliance
Occupational, Health & Safety Assurance System			
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Zul Hairi Bin Abu Hassan	Successfully completed SA 8000 Basic training and auditor for RSPO and MSPO schemes	Yes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Zul Hairi Bin Abu Hassan	Successfully completed ISO 14001 LA course and auditor for RSPO and MSPO schemes.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

The certification is conducted in two stages in accordance to the certification procedure.

Stage 1:

Stage 1 is conducted on 15/07/2019 covers desk review activities:

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

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- Assessment reporting

Stage 2 Certification Audit:

Stage 2 CA was conducted on 25/11/2019 to 27/12/2019 covers the following activities but not limited to below:

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

On-site Assessment

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

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

For the stage 2 certification audit, the selected estates was based on the formula $S = 1.0\sqrt{n}$ where S = sample size and n = number of estates which is in accordance to MSPO certification procedure.

Based on the formula, the sample size for the estate $S = 1.0\sqrt{5} = 2.24$, therefore round up to the next integral of 3 estates. Thus, a total of 3 estates selected for the onsite assessment and inspection as listed in Table 2-1 below:

Table 2-1: List of Estates Selected

Name of Estate	Coordinates
Navin Cocoa Sdn Bhd	4°32'44.0" N 118°17'15.6" E
Pertanian HT- Teo Sdn Bhd	4°31'47" N 118°19'2" E
Nanyang Hectares Sdn Bhd	4°38'09.9" N 118°16'11.9" E

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Non-conformance:

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

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

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3. ORGANISATION INFORMATION

Winsome Harvest Palm Oil Mill Sdn Bhd (Group Manager Estates) is the group manager for a group of 5 estates located at Kubata Road, Tawau, Sabah.

The details of the 5 estates as below:

Name of Estate	Location	Coordinates
Navin Cocoa Sdn Bhd	Sapang, Semporna, Sabah.	4°32'44.0" N 118°17'15.6" E
Nanyang Hectares Sdn Bhd	Mukin Sepang Air, Kunak Sabah.	4°38'09.9" N 118°16'11.9" E
Pertanian Ht – Teo Sdn Bhd	Mukin Semporna, Semporna, Sabah.	4°31'47.0" N 118°19'2.0" E
Jiwada Sdn Bhd	Mukin Semporna, Semporna, Sabah.	4°58'4.8"N 118°27'7.5"E
MY- Gains Sdn Bhd	Batu 68, Jalan Tawau Semporna Sapang Semporna, Sabah.	4°33'18.3" N 118°21'31.0" E

3.1. Production volume

Name of Estate	Area (Ha)		Actual production January to October 2019	Projected FFB Production (mt) November 2019 to December 2019	Projected FFB Production (mt) January to December 2020
	Total ha	Planted (ha)			
Navin Cocoa sdn bhd	121.00	116.54	1,254.18	276.96	2,056.80
Nanyang Hectares sdn bhd	110.74	90.71	1,078.60	247.90	2,991.90
Pertanian HT – Teo Sdn Bhd	90.94	82.00	566.92	118.81	2,445.30
Jiwada Sdn Bhd	83.42	81.38	2,255.98	345.95	2,502.60
MY- Gains Sdn Bhd	78.17	77.21	1,328.31	165.42	1,699.50
Total	484.27	447.84	6,483.99	1,155.04	11,696.10

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

**Immature + Mature Area

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3.2. Planting Program for Each Estate

Year / estate	Navin Cocoa	Nanyang Hectares	Pertanian HT-Teo	Jiwada	My- Gains
1994	-	-	12.01	-	-
1995	-	-	-	39.83	-
2000	-	-	-	-	56.65
2001	-	-	-	41.55	-
2002	-	44.89	-	-	-
2005	-	4.09	-	-	-
2006	-	3.52	-	-	-
2008	-	4.08	-	-	-
2009	-	15.61	-	-	-
2013	18.01	-	-	-	-
2014	11.24	-	20.97	-	-
2015	34.73	-	-	-	-
2016	-	3.30	10.15	-	-
Total Mature	63.98	78.79	43.13	81.38	56.65
2017	-	4.24	10.15	-	-
2018	8.57	8.94	-	-	20.56
2019	43.99	2.04	-	-	-
Total Immature	52.56	15.22	49.02	-	20.56
Total planted ha	116.54	90.71	82.00	81.38	77.21

3.3. Replanting program for each estate

Year of replanting	Planted area (ha) in each estate					Total area to be replanted (ha)
	Navin Cocoa	Nanyang Hectares	Pertanian HT-Teo	Jiwada	My-gains	
2020	-	-	8.09	20.23	-	28.32
2021	-	-	-	-	-	-
2022	-	-	-	-	-	-
Total	0	0	8.09	20.23	0	28.32

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3.4. Maps of Company Location and Plantations



Figure 1: Navin Cocoa Sdn Bhd

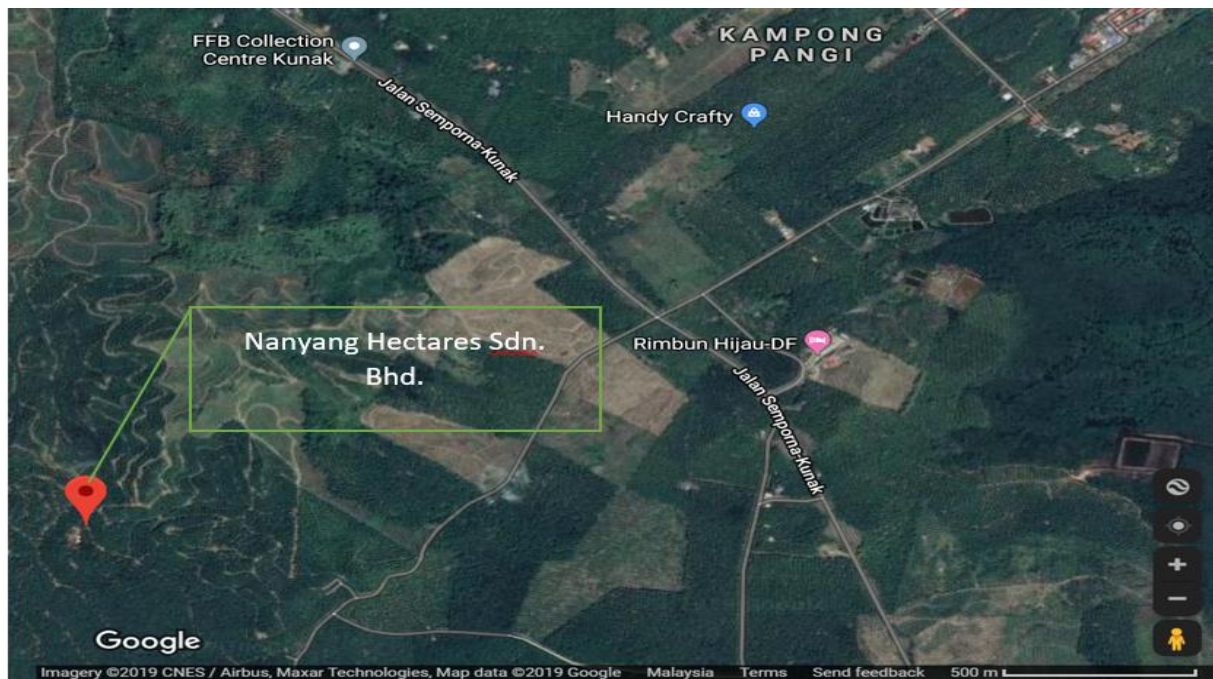


Figure 2: Nanyang Hectares Sdn Bhd

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Figure 3: Pertanian HT Teo Sdn Bhd



Figure 4: My-Gains Sdn Bhd

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Figure 5: Jiwada Sdn Bhd

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4. CERTIFICATION ASSESSMENT

4.1. Certification Audit

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

4.1.1. Stage 1 Audit:

The objective of the stage 1 is to assess the readiness of the documentation established and implemented in accordance to MSPO 2530-3:2013 Part 3 General Principles for Oil Palm Plantations and Organised Smallholders.

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

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

These organization shall undergo both Stage I and II audit

Winsome Harvest Group Estates do not has any certification, therefore, has to undergo Stage I audit.

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

The Stage I audit is conducted on 15/07/2019 at Winsome Harvest 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 findings found during Stage I audit;

4.1.2. Stage 2:

The Stage 2 certification audit is conducted on 25/11/2019 to 27/11/2019 covering 3 selected estates – Navin Cocoa estate, Nanyang Hectares estate, Pertanian HT- Teo estate.

During the Stage 2 certification audit, there are 6 Major, 0 Minor, 7 Opportunities for Improvement (OFI) are raised. The Major non-conformances raise during the audit are closed out by means of documents review that are establish and revised appropriately and preventive actions taken.

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

The audit findings if any, raised in this audit refer to Section 4.6 of this report.

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4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 21/10/2019 as to accommodate stakeholder's consultation meeting for Winsome Harvest Group Estates to provide comments. As at audit date on 25/11/2019 – 27/11/2019 there are no comments received.

Invitation letters are sent on 21/10/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 25/11/2019 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 provided
4. Wildlife management and wildlife corridor
5. Type of wildlife sighted at the plantations and wildlife corridor.
6. Local communities' development.

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

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

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

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

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholder confirmed the MSPO audit through invitation letters and public announcement made by the company.	Positive comment
2	Social issues	Neighbouring estate attended the stakeholder consultation confirmed no social issue occur.	Positive comment
3	Type of land title – Country Leased, Provisional Leased, Native title	Participant is not local communities, therefore no input.	No further action required.
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Participant commented with MSPO certification will improve livelihood of workers.	Positive comment
5	Does MSPO largely benefits the local community?	Stakeholder is not local communities, therefore no comments on this topic.	No further action required.
6	Environmental understanding	Stakeholders are not local communities, therefore no comments on this topic	No further action required.
7	Awareness towards species, habitats, and high conservation values	Stakeholder is not local communities, therefore no comments on this topic	No further action required.
8	Are there any plantation management practices that affect you?	Stakeholder is not local communities, therefore no comments on this topic.	No further action required.
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholder commented there should be no conflict by the management.	Positive comment
10	Do you have any suggestions for management?	No suggestion from stakeholder attended.	No further action required.

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4.3. Summary of Assessment

Principle and Criteria Assessment Summary

The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-3. The summary of the assessment as below, where the "Findings/Comments" column reflects the findings in accordance with each 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 Harvest Group Estates (WHGE) established MSPO Policy dated 01/04/2019 signed by Group Manager.</p> <p>The policy includes a commitment to continual improvement in sustainability practise.</p> <p>The policy is displayed at office notice boards at Navin Cocoa Sdn Bhd (NCSB) and Nanyang Hectares Sdn Bhd (NHSB) and Ladang Pertanian HT Teo (LPHTT).</p> <p>Policy training conducted on 07/08/2019 at NCSB, 08/08/2019 at NHSB and 06/08/2019 at LPHTT.</p> <p>Interview during the site visit, the workers understand the MSPO policy.</p>	Yes
4.1.1.2	<p>The MSPO policy dated 01/04/2019 states WHGE is committed towards sustainable development, continuous improvement and implementation of the Malaysia Sustainable Palm Oil (MSPO).</p>	Yes
4.1.2.1	<p>WHGE established SOP internal audit doc no: WHGSOP-MP 1, revision 0 dated 01/01/2019 indicating the internal audit process.</p> <p>Stated in the SOP the frequency for internal audit is once a year.</p> <p>Internal audit conducted on 07/08/2019 at NCSB 08/08/2019 at NHSB and 06/08/2019 at LPHTT estates. Result of the internal audit there are 4 non-conformities and closed 11/11/2019 for NCSB and 2 non-conformity and close on 11/11/2019 for NHSB.</p> <p>Internal audit has a summary of strong and weak points on findings raised.</p>	Yes
4.1.2.2	<p>WHGE established SOP internal audit dated 01/01/2019.</p> <p>Internal audit to be conducted once a year as stated in the internal audit SOP.</p> <p>SOP state the timeframe to close the NC raised is two month after audit date.</p> <p>Sighted summary of strong and weak points in the internal audit. NC raised in the internal audit has been addressed accordingly in the corrective action form.</p> <p>The non-conformities raised are closed out.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.2.3	Internal audit results are made presented in the management review meeting dated 16/10/2019 for NCSB, NHSB on 15/10/2019 and LPHTT on 01/08/2019 and discussed in the management review.	Yes
4.1.3.1	WHGE established Management review procedure, document number WHGSOP-MP 2 rev no; 0 dated 01/01/2019. Management review conducted on 16/10/2019 at NCSB, NHSB on 15/10/2019 and LPHTT on 01/08/2019 with agenda includes the results of internal audit. The frequency for management review is once a year after an internal audit.	Yes
4.1.4.1	WHGE established Continual Improvement Procedure, document number WHGSOP-MP3, rev no: 0 dated 01/01/2019. Continual Improvement Plan (CIP) document no: WHGM-CIP, rev 0 dated 02/01/2019 established for NCSB, doc no: WHGM-CIP dated 23/11/2019 established for. NHSB and doc no: WHGM-CIP dated 23/11/2019. Topics discussed in the CIP: Example: <ul style="list-style-type: none"> • Environment. • Waste reduction. • Pollution. • Social impact. • Safety and health issue 	Yes
4.1.4.2	WHGE established SOP for identification and implementation of new information and techniques or new industry standards and technology, doc no: WHGSOP-MP 3, date 01/01/2019. The SOP describes the process for implementation of new technology: <ul style="list-style-type: none"> • Management review any identify the opportunity of improvement • Brainstorming and planning. • Management decision • Training No new techniques or new technology used currently at WHGE.	Yes
4.1.4.3	WHGE established SOP for identification and implementation of new information and techniques or new industry standards and technology, doc no: WHGSOP-MP 3, date 01/01/2019. The SOP describes the process for implementation of new technology. The flowchart in the SOP includes training will be conducted before the implementation of any new technology.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	WHGE does not have any new technology currently.	

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>WHGE established a list of stakeholders, doc no: WHG-LoS External, dated 01/08/2019 that include local communities, government agencies, NGOs, suppliers, neighbourhood estates and customers.</p> <p>External stakeholders meeting conducted on 25/09/2019 for all estates. The internal stakeholders conducted on 07/08/2019 at NCSB and on 08/08/2019 at NHSB.</p> <p>The meeting agenda includes implementation of MSPO certification, company policies consultation and communication SOP, complaint and grievances SOP.</p> <p>Interview at estates indicates that they are aware of the company procedure.</p>	Yes
4.2.1.2	<p>WHGE established List of a Publicly available document dated 30/10/2019.</p> <p>The list categorized transparency documents and confidential documents. Transparency documents are documents can be shared with stakeholders while confidential documents are for internally and require approval from management when any request.</p> <p>Example:</p> <ul style="list-style-type: none"> • Policies • SOP Aduan <p>The list is presented during stakeholders meeting dated 25/09/2019.</p> <p>Interviewed workers at estates understand on the list.</p>	Yes
4.2.2.1	<p>WHGE established Communication procedure, doc no: WHG-MP 5, rev: 1 dated 22/08/2019.</p> <p>The procedure states the administrative communication officer is in charge of communication and consultation.</p> <p>Sighted stakeholders meeting conducted on 25/09/2019, include a briefing on this SOP.</p> <p>Interviewed workers are aware of consultation and communication procedure.</p>	Yes
4.2.2.2	<p>WHGE indicate the communication officer is appointed who will be in charge of stakeholders consultation and communication.</p> <p>Sighted the stakeholders meeting minutes indicate the person in charge is the communication officer.</p>	Yes
4.2.2.3	<p>WHGE established List of stakeholders doc no: WHG-LoS Internal & External, dated 01/08/2019.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Form 'Permohonan Maklumat', doc no: WHG-BPM00, dated 01/01/2019 has filled up by stakeholders and no negative issue raised or any requested information.	
4.2.3.1	<p>WHGE established SOP for Traceability doc no: WHGSOP-MP 4, rev: 0 dated 01/01/2019 for FFB delivery from field to mill.</p> <p>The procedure describes:</p> <ul style="list-style-type: none"> Traceability records involved such as bunch count chit, weighbridge tickets and estates delivery notes. Process flow of traceability of FFB from harvesting field until mill weighbridge. Records of traceability keep at least 3 years. 	Yes
4.2.3.2	<p>WHGE established SOP for Traceability doc no: WHGSOP-MP 4, rev: 0 dated 01/01/2019 for FFB delivery from field to mill.</p> <p>WHGE conducted Internal audit on 07/08/2019 at NCSB, 08/08/2019 at NHSB and 06/08/2019 at LPHTT that includes traceability system. There are no findings found.</p>	Yes
4.2.3.3	WHGE appointed the estate in charge and weighbridge clerk at estates as a person in charge for traceability systems.	Yes
4.2.3.4	<p>WHGE established SOP for Traceability, document number WHGSOP-MP 4, rev no. 0, effective date 01/01/2019.</p> <p>The procedure describes records will be kept for a period of 3 years.</p> <p>Review on the records such as FFB harvesting chits to mill weighbridge is available. The unique identification number is the FFB harvesting chit stated in mill weighbridge ticket.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>WHGE established legal register dated 01/01/2019 and list of licenses and permits dated 01/11/2019.</p> <p>Example of the legal register:</p> <p>Minimum Wages Order 2018</p> <p>Environmental Quality Act 1974</p> <p>Example of license or permit:</p> <p>NCSB MPOB license validity period 01/10/2019 – 30/09/2020.</p> <p>PHTTSB Trading license validity period 01/02/2019 – 31/01/2020.</p>	Yes
4.3.1.2	<p>WHGE established legal register dated 01/01/2019.</p> <p>Example:</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Malaysia Palm Oil Board regulation 2005 Environmental Quality Act 1974	
4.3.1.3	The legal register is established on 01/01/2019 and will be update when necessary. WHGE established the procedure Pematuhan Undang - Undang effective date 01/01/2019. The procedure has a flow chart of handling for updating the list when necessary by PIC. The updated list shall be communicated to related stakeholders such as workers, staff and contractors. Interview with Sustainability Officer and estates managers are aware of applicable laws and regulations.	Yes
4.3.1.4	The Sustainability Officer is the assigned person in charge to update any changes as when available.	Yes
4.3.2.1	WHGE land titles are country lease issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users.	Yes
4.3.2.2	WHGE land titles are country leased issued by Sabah land Authority with a tenure of 99 years and for agriculture crop of economic value.	Yes
4.3.2.3	Land title includes map stating the total area with boundary stone numbering. During site verification, boundary marker is marked with a boundary stone and wooden stick.	Yes
4.3.2.4	No dispute from previous owners since the land titles are country lease issued by Sabah Land Authority.	Yes
4.3.3.1	WHGE land titles are country leased issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	There is no customary right land leased or owned by WHGE. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by WHGE. 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	WHGE established Social Impact Assessment Procedure, doc no WHGSOP-MP9, revision 00 dated 01/02/2019. The survey assessment is conducted on 05/09/2019, 08/08/2019 and 09/08/2019. The survey involved workers, local communities, estates, mill, suppliers and contractors. involve of survey includes workers, government agencies, neighbouring estates Example:	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Positive: Pekerja yakin syarikat mampu memenuhi pelaksanaan MSPO</p> <p>Action taken: Mematuhi indicator yang ada di dalam MSPO</p> <p>Prestasi: Ladang mendapat sijil MSPO Keselamatan dan kebajikan pekerja terjamin</p> <p>PIC: Estate manager</p> <p>Timeline: Amalan berterusan</p> <p>Negative impacts: Insfastruktur jalan utama di dalam estate perlu ditambah baik.</p> <p>Action taken: Meletak batu di jalan yang berlubang dan meratakan jalan utama. Masukan dalam senarai pelan penambahbaikan berterusan (CIP)</p> <p>Prestasi: Tiada aduan/rungutan berkenaan jalan</p> <p>PIC: Estate manager</p> <p>Timeline: Amalan berterusan</p>	
4.4.2.1	<p>WHGE established Management Procedure Complaint and Grievance, doc no WHGSOP-MP8, revision 01 dated 19/09/2019.</p> <p>The flowchart describes:</p> <ul style="list-style-type: none"> • Purposes of complaint • Scope of complaint • Responsibilities • Procedure (Characterize your complaint, consider resolving the complaint, report complaint, convene meeting 2 weeks after receiving report and record the outcome). <p>Complaint and grievance flowchart is display at the estates notice boards.</p> <p>Timeline to resolve the complaint is within 30 days.</p> <p>Person in charge of complaint and grievance is Estate In charge.</p>	Yes
4.4.2.2	<p>WHGE established Management Procedure Complaint and Grievance, doc no WHGSOP-MP8, revision 01 dated 19/09/2019.</p> <p>Timeline to resolve the complaint is within 30 days.</p> <p>Complaint file is review. There is no complaint lodge as at audit date.</p>	Yes
4.4.2.3	<p>WHGE established Management Procedure Complaint and Grievance, doc no WHGSOP-MP8, revision 01 dated 19/09/2019.</p> <p>Complaint and Grievance form doc no WHG-00 dated 01/01/2019.</p> <p>Complaint form and box is available at Navin Cocoa, Nanyang Hectares, Ladang Pertanian HT-Teo estates office.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.2.4	Stakeholders meeting for Internal brief conducted 05/08/2019 at NCSB and 08/08/2019 at NHSB for workers and on 25/09/2019 for external stakeholders. Flowchart of complaint and grievance is publicly display at the estates office and workers quarters notice boards.	Yes
4.4.2.5	Complaint file is review. There is no complaint lodged as of audit date.	Yes
4.4.3.1	WHGE hire locals to work in estates. Example: Estate Manager and Estate In-Charge	Yes
4.4.4.1	WHGE established Occupational Safety and Health Policy dated 01/04/2019 signed by Group Manager. The policy is publicly available at the estates office and workers quarters notice boards. The safety and health policy briefing conducted on 07/08/2019 at Navin Cocoa, 08/08/2019 at Nanyang Hectares and Ladang Pertanian HT Teo on 06/08/2019 for workers and on 25/09/2019 for external stakeholders.	Yes
4.4.4.2	a	Major NC 1
b	WHGE established HIRARC revision 00 dated 11/07/2019. All operations activities are stated in the HIRARC. Example: <ul style="list-style-type: none"> • Harvesting • FFB loading and collection • Chemical spraying HIRARC table consist of hazard identification (work activity, hazard, impact), risk analysis (existing risk control, probability, severity, risk), risk control (control measure, PIC, date, status)	
c i	WHGE established schedule of Safety, Health and Environmental and MSPO Programme year 2019 – 2020. NCSB, NHSB and PHTTSB estates conducted training to chemical handler's team dated 07/08/2019, 08/08/2019 and 06/08/2019 respectively. The training includes MSPO briefing, SOPs for chemical handling and safe working procedure.	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>WHGE established poster of Good Agricultural Practice for safe and effective use of pesticides displayed at estates office and workers quarter's notice boards as awareness tools for workers.</p>	
c ii	<p>WHGE maintained SDS at the chemical and fertilizer stores.</p> <p>Example of SDS available at point of use:</p> <ul style="list-style-type: none"> • Glyphosate- ammonium • Biodiesel • Ansar <p>Site observation the chemicals and fertilizer are properly stored with powder above liquid.</p>	
d	<p>In the HIRARC assessment table, type of PPE for chemical handling is identified in accordance to CHRA report.</p> <p>Example:</p> <p>Hand glove, face mask, apron, goggle and boots</p> <p>WHGE PPE records book is review for issuance of PPE workers as per hazards.</p> <p>NCSB dated on 24/10/2019</p> <p>NHSB dated 20/10/2019</p> <p>PHTTSB dated 22/11/2019</p>	
e	<p>WHGE established SOP Chemical Handling, doc no: WHGSOP-OP 9 dated 01/01/2019.</p> <p>Certificate of compliance CHRA for all estates.</p> <p>NCSB:</p> <p>The CHRA report assessment conducted on 21/10/2019 ref no: HQ/11/ASS/00/298-2019/240. Validity 21/10/2019 to 20/10/2024</p> <p>NHSB:</p> <p>The CHRA report assessment conducted on 21/10/2019 ref no: HQ/11/ASS/00/298-2019/244. Validity 21/10/2019 to 20/10/2024</p> <p>PHTTSB:</p> <p>The CHRA report assessment conducted on 21/10/2019 ref no: HQ/11/ASS/00/298-2019/241. Validity 21/10/2019 to 20/10/2024.</p>	
f	<p>WHGE appoints safety officer as person in-charge for safety and health.</p>	
g	<p>WHGE has conducted training and briefing on the safety and health.</p> <p>NCSB latihan kerja selamat SOP dated 07/08/2019</p> <p>NHSB latihan kerja selamat SOP dated 08/08/2019</p>	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	PHTTSB latihan kerja selamat SOP dated 06/08/2019	
h	WHGE established emergency and accident procedure, doc no WHG-AEP01, revision 00 dated 02/01/2019. All emergency precautions are publicly display at the estates notice boards and workers quarters.	
i	WHGE estate incharge and mandore attended first aid training on 01/04/2019 conducted by Dab Oh Sdn Bhd. Person in-charge of first aid and contact details are publicly display at the estates office and workers quarters notice boards. Site observation at harvesting operation first aid kit is with mandore as PIC. First aid kit available at estate office managed by the clerk as PIC.	
j	WHGE established 'Laporan siasatan kemalangan' dated 05/09/2019 2019 for accident report. There are no accidents or injuries recorded. Major NC 1 WHGE have established 'Laporan siasatan kemalangan dan Insiden' form dated 05/09/2019 to report the accident and incident occur. However, estates have not register with JKPP.	
4.4.5.1	WHGE established Human Right Policy dated 01/04/2019 signed by Group Manager. The policy statement: 'Menghormati dan melindungi hak-hak asasi manusia seperti tidak menyokong amalan diskriminasi, memberikan peluang dan rawatan yang sama rata tanpa mengira bangsa, warna kulit, jantina, agama, pendapat politik, kewarganegaraan, asal social atau sebarang ciri-ciri lain yang berbeza dan juga maruah individu yang bekerja di semua peringkat operasi termasuk pihak ketiga yang dikontrakkan.' The policy is publicly available at the estates office and workers quarters notice boards. The policy training conducted NCSB on 07/08/2019. NHSB on 08/08/2019. PHTTSB 06/08/2019.	Yes
4.4.5.2	WHGE established Human Right Policy dated 01/04/2019 sign by Group Manager. The policy describe:	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion and nationality.</p> <p>Site interview with male and female workers there is no discriminatory occur within the estates.</p>	
4.4.5.3	<p>Workers payslips dated 09/04/2019 with payment not following the minimum wages order 2018 which is below RM1,100.00/month for October 2019 at Nanyang Hectares.</p> <p>Major NC 2</p> <p>The contract agreement for workers did not state piece rate work. Daily rate stated in the contract agreement is below daily minimum wage of RM 42.31</p> <p>Only two workers has established contract agreement at Pertanian HT-Teo estate, other workers do not have the contract agreement.</p>	Major NC 2
4.4.5.4	<p>There is no contractor hired by the estate management. Review on stakeholders list and interview with the estates in charge.</p>	Yes
4.4.5.5	<p>WHGE established doc no: WHG-Workers list, Rev No: 1, dated 25/11/2019.</p> <p>WHGE established a summary list of workers for Navin Cocoa, Nanyang Hectares and Ladang Pertanian HT Teo estates consists of name, passport no, gender, date of birth, age, permit expiry date and nationality.</p> <p>List of workers with no casual workers and contractor worker hired by WHGE</p>	Yes
4.4.5.6	<p>WHGE established contract agreement duly signed by both workers and management.</p> <p>The employment conditions are describe in the contract agreement and in accordance to Sabah Labour Ordinance.</p> <p>Major NC 3</p> <p>Workers contract agreement state the daily rate and is below Minimum Wage Order 2018.</p> <p>During site visit and interviews, estates do not provide a copy of the contract agreement to workers.</p>	Major NC 3
4.4.5.7	<p>WHGE use the morning roll call to record workers reporting for work.</p> <p>Working hours is display at the estates and worker quarters notice boards.</p> <p>WHGE group does not practice overtime work. Therefore, no records available.</p>	Yes
4.4.5.8	<p>WHGE worker contract agreement states the working hours.</p> <p>Working hours is display at the estates office and workers quarters.</p> <p>The working hours starts from 6.00 am until 3.00 pm with break of 1 hour in accordance to Sabah Labour Ordinance.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	WHGE group does not practice overtime, therefore no overtime records.	
4.4.5.9	WHGE provide payslip to all workers documenting the wage for the month. WHGE group does not practise overtime. Pay records are reviewed and paid according to work performance for the month. Interview with workers understand the wage and no overtime work.	Yes
4.4.5.10	WHGE worker contract agreement point no 13 estates provide benefits such as housing, free medical, water supply and electricity.	Yes
4.4.5.11	WHGE adopted the industry best practices for workers housing. The facilities provided such as: <ul style="list-style-type: none"> • Vegetable gardening area. • Recreational area. 	Yes
4.4.5.12	WHGE established Sexual Harassment Policy dated 01/04/2019. The policy is publicly available at the estates office and workers quarters. Complaint file is review for estates. There is no complaint lodge for sexual harassment sighted. NCSB conducted policy briefing on 07/08/2019, NHSB conducted on 08/08/2019 and PHTTSB conducted 06/08/2019	Yes
4.4.5.13	WHGE established Human Right Policy dated 01/04/2019. The policy describe; To respect the workers to join the trade union. To provide the fair work opportunities for all workers. WHGE upholds the right of all personnel's, if they so wish to form and join trade unions of their choice and to bargain collectively. Freedom of association and collective bargaining are respected. No union form by workers currently	Yes
4.4.5.14	WHGE established Social Policy dated 01/04/2019.signed by Group Manager and publicly available at the worker quarters notice boards. The policy describe: No children or person below age of 18 years old is allowed to be hired. Workers list is review there are no workers below than 18 years old hired. Site observation at estates there is no child worker.	Yes
4.4.6.1	WHGE established training programme for year 2019-2020 effective date 12/06/2019.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	WHGE conducted training and briefing of MSPO, company policy and estates procedure. Example: Chemical handling training, safety SOP training, chemical spillage training and empty chemical container training.	
4.4.6.2	Training need analysis established for all workers NCSB dated 20/07/2019 NHSB dated 20/07/2019 PHTTSB dated 20/07/2019	Yes
4.4.6.3	WHGE established training plan for year 2019 for all estates.	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	WHGE established Environmental Policy dated 01/04/2019 signed by Group Manager. The policy is made available at estates notice boards. WHGE established Environment Management Plan dated 18/11/2019. The plan table contain aspect, impact, action plan, PIC and timeframe. Workers are briefed on company policies and procedure on 07/08/2019 at NCSB, on 08/08/2019 for NHSB and on 06/08/2019 for LPHTTSB.	Yes
4.5.1.2	a WHGE established the Environmental Policy dated 01/01/2019 signed by Group Manager. The objective is committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. We shall strive to promote environments whenever practical that will ensure a sustainable future.	Yes
	b WHGE established Environment Management Plan dated 18/11/2019. The assessment include all operations such as spraying, housing, harvesting and etc. Example: Aspect: Chemical spillage Impact: Water or land pollution Action plan: Spillage kits, ensure the store bund in good condition to prevent chemical spillage to natural water source or land. PIC: Estate manager Timeframe: On-going	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.3	<p>The Environmental Management Plan established dated 18/11/2019 include negative impact and promote the positive.</p> <p>Example of positive impact:</p> <p>Aspect: Fertilizer spillage</p> <p>Impact: Recycle back fertilizer</p> <p>Plan: Ensure fertilizer apply in correct method</p> <p>PIC: Estate manager</p> <p>Timeframe: On-going</p>	Yes
4.5.1.4	<p>WHGE established EMP for promoting of positive impacts dated 18/11/2019.</p> <p>The CIP established dated 23/11/2019 include environment improvement.</p> <p>Example: Fertilizer storage, application and handling training</p> <p>Positive impact: Reduce fertilizer spillage, prevent water and land contamination.</p> <p>Monitoring: Training program and records</p> <p>PIC: Estate manager</p>	Yes
4.5.1.5	<p>WHGE established training program as follows:</p> <ul style="list-style-type: none"> • Safety, health & environmental and MSPO program for year 2019 and 2020 dated 12/06/2019. • In house training program dated 12/06/2019 includes procedure training. <p>Workers are briefed on company policies, WHGE procedure and MSPO training as follows:</p> <ul style="list-style-type: none"> • NCSB dated 07/08/2019 • NHSB dated 08/08/2019 • LPHTTSB dated 06/08/2019. 	Yes
4.5.1.6	<p>WHGE conducted environmental meeting involved worker representatives and management once per year.</p> <p>The environmental meeting conducted on 22/10/2019 included environment topics, MSPO, no open burning and etc.</p>	Yes
4.5.2.1	<p>WHGE established baseline for diesel consumption records for 4 years from 2015 to 2018.</p> <p>The baseline is a guideline to monitor and compare against the actual usage.</p>	Major NC 4

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Records of high usage of diesel in 2019 for PHTTSB is due to low crop production but trip of delivery remain the same. Others estate record usage on 2019 is below the baseline.</p> <p>The diesel usage is for power generation, farm tractors and FFB delivery to the mill.</p> <p>Major NC No.4</p> <p>WHEG has established the diesel consumption record. However:</p> <ol style="list-style-type: none"> No evidence of monitoring on electricity usage for Nanyang Hectares estate. The management plan of all estates are not establish to reduce usage of diesel and electricity. 	
4.5.2.2	<p>WHGE established budget for diesel consumption dated 02/10/2019.</p> <p>WHGE established records of actual diesel consumption on monthly basis for comparison against baseline.</p>	Yes
4.5.2.3	<p>WHGE does not practice renewable energy for the estates.</p>	Yes
4.5.3.1	<p>WHGE established Waste Management Plan includes source and type of waste, dated 01/10/2019.</p> <p>Example:</p> <p>Solid waste</p> <p>Source: Empty chemical container</p> <p>Waste Type: Scheduled waste</p> <p>Liquid waste</p> <p>Source: Vehicle / transport</p> <p>Waste Type: Used oil</p>	Yes
4.5.3.2	<p>a</p> <p>WHGE established the Waste Management Plan dated 17/07/2019</p> <p>Example:</p> <p>Waste: Empty pesticide container</p> <p>Source: Industrial activities</p> <p>Plan: Triple rinsing of container and recycling</p> <p>Estates established scheduled wastes inventory records to monitor the wastes.</p>	Yes
	<p>b</p> <p>Waste generated that could be recycle or reused stated in waste management plan dated 01/10/2019.</p> <p>Example:</p> <p>Empty chemical containers reused for pre-mix chemicals.</p> <p>Fertilizer bag re-used for loose fruit collection.</p>	

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.3.3	<p>WHGE established procedures for chemical handling dated 02/01/2019.</p> <p>The purpose of procedure for handling, storage and issuing of any chemicals and solvent used in estate.</p> <p>The procedure describe:</p> <ul style="list-style-type: none"> • Handling and storage. • Exposure control and personnel protection. <p>In addition, SDS is adopted for handling of used chemicals and to manage any balance unused chemical will be stored for next application.</p>	Yes
4.5.3.4	<p>WHGE established procedure for Empty Container Handling dated 02/01/2019.</p> <p>The procedure describes:</p> <ul style="list-style-type: none"> • All empty chemical containers must be rinsed thoroughly (three times) prior to drying and storage. • Puncture of empty chemical container before dispose. • Ensure the water used to wash chemical container is collected and kept in designated labelled containers/drums. <p>Estates displayed the triple rinsing picture at notice boards, the picture includes puncture of chemical container after triple rinsed.</p> <p>Site visit confirmed the rinsed water is collected back and reused in premix activities.</p> <p>Major NC No.5</p> <p>Field observation at Pertanian HT-Teo estate found empty chemical containers in landfill not punctured and not dispose in proper way according to Empty Container Handling procedure dated 02/01/2019.</p>	Major NC 5
4.5.3.5	<p>WHGE domestic wastes disposed at landfill.</p> <p>Designated landfill locations are away from housing on high ground, fenced, with no burning signage and open and closed dates.</p> <p>Domestic wastes collection schedule is once or twice per week depend on necessity.</p>	Yes
4.5.4.1	<p>WHGE established Waste Management Plan which identify the source of wastes as solids, liquids and gases.</p> <p>Example:</p> <p>Solid Waste: Fertilizer bag Plan: Reused for loose fruit collection</p> <p>Liquid Waste: Used lubricant oil Plan: Proper monitoring, storage and disposal as schedule waste of used lubricants.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.4.2	<p>Waste Management Plan established dated 01/10/2019. The plan includes the action plan for significant pollutants and emissions.</p> <p>Example:</p> <p>Waste: Carbon Monoxide</p> <p>Source: Genset / tractor</p> <p>Plan: To ensure regular maintenance of the machineries.</p>	Yes
4.5.5.1	<p>a WHGE established water management plan dated 01/10/2019.</p> <p>The water source is from dug pond and rain.</p> <p>The usage of water as follows:</p> <p>Pond: Estate operations e.g. chemical application</p> <p>Rain: Domestic usage</p>	Yes
	<p>b WHGE do not have streams, rivers or waterways within the estates. Therefore, no monitoring establish for outgoing water.</p> <p>Site verification confirm the housing area discharge domestic used water to fields only.</p>	
	<p>c WHGE establish rainfall records to manage water usage for housing quarters and field operations.</p> <p>Triple rinse water from empty chemical containers are reuse for pre-mix.</p> <p>Ponds are constructed to store water for field application during drought season.</p>	
	<p>d Field observation and review of estate maps there are no rivers or streams within the audited estates. Therefore, no buffer zone or riparian required to establish.</p>	
	<p>e The audited estates do not have river or streams. Therefore not applicable.</p>	
	<p>f During site visit at housing areas, there are no bore wells used for water supply.</p>	
4.5.5.2	<p>During field inspection no streams or rivers sighted in the estates. Therefore, no monitoring required for outgoing water.</p>	Yes
4.5.5.3	<p>WHGE practices rain harvesting for domestics used and operations used.</p> <p>Dug ponds are used to capture rainwater for field operations only.</p>	Yes
4.5.6.1	<p>a WHGE estates not bordering with any forest area and no conservation area within the estates.</p> <p>The estates are surrounded by estates.</p> <p>Therefore, the plantation operation has not impact on wildlife</p> <p>WHGE established Biodiversity Report dated 22/11/2019.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>The plan include the list of animals found in estates</p> <p>During site interview, workers inform when sighted any wildlife to feedback to the estate management.</p> <p>Site visit confirm signage for no hunting or capturing of protected wildlife is installed.</p>	
	<p>b WHGE monitor wildlife in and surrounding of the estates.</p> <p>The signage of wildlife animal and no hunting is installed in the field.</p> <p>Example of the wildlife found: Asian water monitor.</p> <p>There are no wildlife sighted within the estate during field visit.</p>	
4.5.6.2	<p>a WHGE established Biodiversity Report dated 22/11/2019 include the wildlife management Plan.</p> <p>The management plan describe the illegal hunting is not allowed in accordance to 'Enakmen Pemeliharaan Hidupan Liar 1997' and related punishment.</p> <p>The no hunting signage installed in the field.</p> <p>During site interview, workers understand on wildlife conservation. They confirmed sighted any wildlife to feedback to estate management.</p>	Yes
	<p>b WHGE established Environmental Policy dated 01/04/2019.</p> <p>The policy states Mendidik dan meningkatkan kesedaran berkaitan dengan perlindungan alam sekitar dan biodiversiti melalui komunikasi dan latihan berterusan kepada semua pihak yang berkepentingan yang berkaitan.</p> <p>Signage installed to inform public and workers on no hunting and capturing of any wildlife.</p> <p>Company policies and wildlife information is briefed to workers on 22/10/2019.</p>	
4.5.6.3	<p>WHGE established Biodiversity Report dated 22/11/2019 include the wildlife management Plan.</p> <p>The monitoring records to monitor wildlife in and around the estate is established and recorded in the Biodiversity Report.</p>	Yes
4.5.7.1	<p>WHGE established Zero Burning Policy dated 01/04/2019 signed by Group Manager.</p> <p>The policy states 'Selaras dengan amalan system perladangan mesra alam dan bagi mematuhi seksyen 29A, Akta Kualiti Sekitar 1974, Larangan Pembakaran Terbuka, tiada seorang pun petugas atau pekerja syarikat atau kontraktor yang bekerja di permis syarikat boleh membenarkan atau menyebabkan pembakaran terbuka, sama ada semasa aktiviti kerja-kerja tanam semula, pembakaran sampah domestic di tapak pelupusan sampah, kawasan pejabat, kawasan penempatan petugas dan pekerja serta segala jenis pembakaran terbuka di premis.'</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.7.2	There are no serious palm diseases sighted during the field visits that require burning. Therefore, no special approval for open burning from the relevant authorities.	Yes
4.5.7.3	WHGE established Environment policy dated 01/04/2019 that include no open burning. There are no application documents for approval of controlled burning sighted.	Yes
4.5.7.4	WHGE established Replanting procedure dated 22/11/2019. The procedure describe replanting is by felled or chipped method only. During field visits, no signed of burning observed.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	WHGE established standard operating procedures (SOP) dated 01/01/2019 for estate operations: Example SOPs established: <ul style="list-style-type: none"> • SOP harvesting doc no. WHGSOP-OP1. • SOP loading / unloading FFB doc no. WHGSOP-OP3. • SOP Chemical handling doc no. WHGSOP-OP12. • SOP chemical mixing doc no. WHGSOP-OP11. Training on SOP harvesting conducted for NCSB on 07/08/2019 NHSB on 08/08/2019 and PHTTSB on 06/08/2019	Yes
4.6.1.2	WHGE established document no: WHGSOP-MP 10 dated 22/11/2019. Point no 4 Pelaksanaan kaedah Teres jarak diantara teres adalah 7.8 m hingga 9.0m mengikut kecuraman bukit dan diukur berdasarkan base line manakala jarak tanaman 7.2 m hingga 8.4m. Jalan bagi kawasan bukit hendaklah dibentuk bagi mendapatkan jalan yang berkecuraman tidak melebihi kecerunan 6o bagi jalan utama dan tidak melebihi daripada 8o bagi jalan kumpul. No river sighted at map and site observation.	Yes
4.6.1.3	WHGE has established block marker for every block.. The block marker states block number, field size, year of planting and number of palms.	Yes
4.6.2.1	WHGE established long term business plan for 5 years from year 2018 to 2022.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	The business plan describe cost of production of FFB, forecast FFB volume and price, FFB sales income and operation expenditure.	
4.6.2.2	WHGE established long term replanting program 2018 to 2022 The replanting program starts on 2022 for Ladang Pertanian HT-Teo estates.	Yes
4.6.2.3	WHGE established long term management plan for 5 years from 2018 to 2022, effective date: 20/11/2019 <ul style="list-style-type: none"> • Planting materials • Crop projection: site yield potential, age profile, FFB yield trends. • Cost of projection: cost/mt, cost/ha • Price forecast • Expenses • Profit and lost 	Yes
4.6.2.4	WHGE established long term management plan for 5 years from 2018 to 2022, effective date: 20/11/2019 Major NC No. 6 WHGE does not h regularly monitor the goals and objectives of the management plan.	Major NC 6
4.6.3.1	WHGE purchase products and other services using quotation and purchase order. Local purchase order for fertilizer stated quantity, unit price and total price. All purchased products are documented and records maintained.	Yes
4.6.3.2	WHGE issue local purchase order to supplier based on the agreed price, terms and conditions from the quotation Payment made in 30 days after received the invoice.	Yes
4.6.4.1	WHGE does not engage contractor for estates activities. Therefore, no documentation established.	Yes
4.6.4.2	WHGE does not engage contractor for estates activities. Therefore, no documentation established	Yes
4.6.4.3	WHGE does not engage contractor for estates activities. Therefore, no documentation established	Yes
4.6.4.4	WHGE does not engage contractor for estates activities. Therefore, no documentation established	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	Planting statements and estate maps are reviewed.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	WHGE is bordering with estates and no forest reserve area. Estates first planting details as follows: NCSB first planting in year 1992. PHTTSB first planting in year 1992. NHSB first planting in year 2002. JSB first planting in year 1995 and 2001. MGSB first planting in year 1995. Latest replanting in 2019 at NCSB 43.99ha and NHSB 2.04ha. Therefore, no new planting in the estate.	
4.7.1.2	Planting statements, estates maps and land titles are reviewed. The replanting area in 2019 for NCSB is 43.99ha and NHSB is 2.04ha therefore, less than 100 ha. No PPM require to be establish.	Yes
4.7.2.1	Planting statement, estate map and land title is reviewed. There is no peat land sighted during field inspection.	Yes
4.7.3.1	The planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	The planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	The planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholders scheme involved in WHGE certification. Therefore, not applicable	Yes
4.7.4.1	The planting statement is reviewed and there is no new planting. Therefore, no map established.	Yes
4.7.4.2	The planting statement is reviewed and there is no new planting. Therefore, no map established.	Yes
4.7.5.1	No new planting states from planting statement and map. Therefore, no map established and permits available.	Yes
4.7.5.2	The planting statement is reviewed and there is no new planting. Therefore, no plan established.	Yes
4.7.5.3	The planting statement is reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	The planting statement is review and there are no new planting.	Yes

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

4.4. Status of Non-Conformities Previously Identified

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

Stage 1 audit corrections to the documents and actions are reviewed during stage 2 certification audit.

4.6. Detail of Audit Findings Identified During This Audit

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

AUDIT OUTCOME

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During this audit,	6	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number 1	
Indicator and Description:	4.4.4.2: The occupational safety and health plan shall cover the following: j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals
Location:	All Estates
Description of Finding / Objective Evidence:	
Winsome Harvest Group Estates has established 'Laporan siasatan kemalangan dan Insiden' form dated 05/09/2019 to report the accident and incident occur. However, estates have not register with JKKP.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Zul Hairi Bin Abu Hassan Date Raise: 27/11/2019
Deadline for implementation	26/01/2020
Root Cause Analysis (by company):	
All estates has not register to JKKP.	
Correction (by company):	
Help Estates to register their company to JKKP.	
Corrective / Preventive Action (by company)	
Estates has registered to JKKP.	
Review of Correction & Corrective / Preventive Action	
JKKP registration for the estates dated 11/12/2019 is review. The evidence provided is sufficient to close the NC. The implementation will be verify in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Zul Hairi Bin Abu Hassan	Date of Closure: 23/12/2019
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 2	
Indicator and Description:	4.4.5.3 Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.

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Non Conformity Number 2	
Location:	Nanyang Hectares and Pertanian HT-Teo
Description of Finding / Objective Evidence:	
<p>The contract agreement for workers did not state piece rate work. Daily rate stated in the contract agreement is below daily minimum wage of RM 42.31/day.</p> <p>Only two workers has established contract agreement at Pertanian HT-Teo estate, other workers do not have the contract agreement.</p>	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Zul Hairi Bin Abu Hassan
Date Raise:	27/11/2019
Deadline for implementation	26/01/2020
Root Cause Analysis (by company):	
Contract Agreement is not clearly stated price for piece rate work and daily rate stated is not complied to Minimum Wage Order 2018. Estates not clearly stated the rate for salary calculation. Pertanian Ht-Teo Estate shall give the contract agreement to all their workers.	
Correction (by company):	
<ul style="list-style-type: none"> • Show the salary calculation clearly and inform to workers • Amended Contract Agreement and provide a copy to the workers. 	
Corrective / Preventive Action (by company)	
The Contract Agreement has been updated and copy of contract agreement already provide to the workers. Workers has been informed about their salary calculation.	
Review of Correction & Corrective / Preventive Action	
Amended contract agreement dated 02/12/2019 includes t hourly, daily and monthly rate in point no 4.1. Estates have established piece rate for o harvesting, loading, spraying and manuring in point 4.2 of the contract agreement. The evidence provided is sufficient to close the NC. The implementation will be verify in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Zul Hairi Bin Abu Hassan	Date of Closure: 23/12/2019
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 3	
Indicator and Description:	4.4.5.6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.
Location:	All estates

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Non Conformity Number 3			
Description of Finding / Objective Evidence:			
Workers contract agreement states the daily rate and is below Minimum Wage Order 2018. During site visit and interviews, estates do not provide a copy of the contract agreement to the workers.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Zul Hairi Bin Abu Hassan	Date Raise:	27/11/2019
Deadline for implementation		26/01/2020	
Root Cause Analysis (by company):			
Contract Agreement is not clearly stated price for piece rate work and daily rate stated is not complied to Minimum Wage Order 2018. Estates do not provide the contract agreement copy to the workers.			
Correction (by company):			
Amend Contract Agreement and provide a copy to the workers.			
Corrective / Preventive Action (by company)			
The Contract Agreement has been updated and copy of contract agreement already provide to the workers.			
Review of Correction & Corrective / Preventive Action			
Amended contract agreement dated 02/12/2019 states hourly, daily and monthly rate in point no 4.1. Briefing of contract agreement conducted on 02/12/2019 for workers. Pictorial evidence and copy of contract agreement provided. The evidence provided is sufficient to close the NC. The implementation will be verify in next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Auditor: Zul Hairi Bin Abu Hassan		Date of Closure: 23/12/2019	
Review of Implementation			
Name of Lead Auditor / Auditor:		Date of Review:	

Non Conformity Number 4	
Indicator # and Description:	4.5.2.1 Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period
Location:	All estates
Description of Finding / Objective Evidence:	

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Non Conformity Number 4	
WHEG has established the diesel consumption record. However:	
1. No evidence of monitoring on electricity usage for Nanyang Hectares estate. 2. The management plan of all estates are not establish to reduce usage of diesel and electricity	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui
Date Raise:	27/11/2019
Deadline for implementation	26/01/2020
Root Cause Analysis (by company):	
<ul style="list-style-type: none"> Electricity consumption record not established for Nanyang Hectares estate. Management plan to monitor the usage of diesel and electricity has not established. 	
Correction (by company):	
Established the electricity consumption report starting this year and years later. Established the management energy plan for monitor the usage of energy.	
Corrective / Preventive Action (by company)	
Keep record for diesel and electricity usage for all estates. Management plan is a guideline for estates to ensure the efficiency of diesel and electricity usage.	
Review of Correction & Corrective / Preventive Action	
Energy Consumption record dated 05/12/2019 and Energy Management Plan dated 02/12/2019 for electricity usage is established. The evidence provided is sufficient to close the NC.	
The implementation will be verify in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 26/12/2019
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 5	
Indicator # and Description:	4.5.3.4 Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.
Location:	Pertanian HT-Teo
Description of Finding / Objective Evidence:	

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Non Conformity Number 5	
Field observation at Pertanian HT-Teo estate found empty chemical container in landfill not punctured and does not dispose in proper way according to Empty Container Handling procedure dated 02/01/2019.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Sheron Pui Ling Wui Date Raise: 27/11/2019
Deadline for implementation	26/01/2020
Root Cause Analysis (by company):	
Empty Containers are thrown into the landfill. Estate does not implement the procedure of Empty Container Handling which is the empty container shall be rinse with triple rinsing method and shall be punctured	
Correction (by company):	
Ask mandore to take it out the empty containers from the landfill,do the triple rinsing, and punctured the empty containers for recycle.	
Corrective / Preventive Action (by company)	
Empty containers are recycle for plant flowers.	
Review of Correction & Corrective / Preventive Action	
Review the 'Pengendalian Gelen Dan Karung Kosong Di Lubang Sampah Ladang' dated 05/12/2019. The empty containers are arrange in the store with punctured holes and fertilizer bags reused for loose fruit collection. The evidence provided is sufficient to close the NC. The implementation will be verify in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Lead Auditor: Sheron Pui Ling Wui	Date of Closure: 26/12/2019
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 6	
Indicator and Description:	4.6.2.4 The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.
Location:	All estates
Description of Finding / Objective Evidence:	
WHGE does not regularly monitor the goals and objectives of the management plan.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Raise by:	Zul Hairi Bin Abu Hassan Date Raise: 27/11/2019

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Non Conformity Number 6	
Deadline for implementation	26/01/2020
Root Cause Analysis (by company):	
The estates haven't established monthly estate report	
Correction (by company):	
The Estates established monthly estate report to monitor the management plan	
Corrective / Preventive Action (by company)	
To continuously monitor monthly estate report every month.	
Review of Correction & Corrective / Preventive Action	
Navin Cocoa, Nanyang Hectarage and Pertanian HT Teo established the monthly income progress report for monitoring the goal and objective of management plan.	
The evidence provided is sufficient to close the NC.	
The implementation will be verify in next surveillance audit.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Auditor: Zul Hairi Bin Abu Hassan	Date of Closure: 23/12/2019
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Nr.	Indicator	Location	Opportunity for Improvement
1	4.3.1.1	Estates	Estates could consider improve the updating frequency of the list of license and permit.
2	4.3.2.3	All estates	Estates could consider improve the boundary marker records.
3	4.3.2.1	All Estates	Estates could consider improve the land titles record by land title list.
4	4.5.1.6	Estates	Estates could consider improve meeting minutes to include all feedback from workers.
5	4.5.4.1	Office	Estates could consider improve waste management plan to include smoke emission.
6	4.5.5.1	Estates	Estates could consider improve water usage monitoring record and water usage control plan.
7	4.6.1.3	All estates	Estates may consider improve visual identification for each field.

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5. CONCLUSION

Winsome Harvest Group Estates has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct stage 2 audit for its 3 estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There are 6 Major NCs raise and closed out successfully. There is no minor NC.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided TUV NORD Malaysia with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-Part 3:2013.

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

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

Total certified number of estates:	5
Total certified production area:	484.27 Ha
Certified FFBs January to October 2019:	6,483.99 Mt
FFB projection November to December 2019:	1,155.04 Mt
FFB projection January to December 2020:	11,696.10 Mt

MSPO Certification Summary Report

Company Name: Winsome Harvest Palm Oil Mill Sdn Bhd
Certifying Unit: Winsome Harvest Palm Oil Mill Sdn Bhd (Group Manager – Estates)
Client Number: 92-137
Audit Type: Stage 2 - Certification Audit



6. RECOMMENDATION

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

The structure of the audit is in accordance with the audit plan included in this summary report as annex.

The audit team concludes that the organisation has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organisation's policies and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity that this management system certification be

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

Puchong, 21/01/2020

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

Puchong, 21/01/2020

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

7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1	Amram B. Yusof	KL-Kepong (S) Sdn Bhd (Ladang Jatika), Assistant Manager.

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	<input type="checkbox"/> P&C Audit Report / Checklists <input type="checkbox"/> Audit Plan <input type="checkbox"/> Additional annexes, number
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