



# Assessment Report

Date: 04 September To 06 September

# 2024


*[Disclaimer: The audit report has been generated to reflect the compliance of the company toward the MSPO standard and every criterion's have been in every effort taken to ensure the accuracy of the assessment and reporting produced. As the assessment is been carried out based on sampling, certain areas or processes may not be able to verified on its compliances.]*

**MSPO 2530:2013  
Part 3**

NAME OF CERTIFIED ENTITY	KIAN HOE PLANTATIONS BERHAD
MSPO CERTIFICATE NO & VALIDITY	MYMS1194569 valid from 15/10/2023 - 14/10/2029
MAIN ADDRESS	P. S. No. 504, 86009 Kluang, Johor.
REPORT NO	MS24SM018
TYPE OF CERTIFICATION	GROUPING
TYPE OF AUDIT	ON-SITE VERIFICATION (FIELD VISIT DOCUMENTATION)
AUDIT STAGE	SURVEILLANCE If surveillance No.1

Thank you for your trustful cooperation during our audit of your organization. This report has been prepared of every effort to ensure the accuracy of the information recorded. The assessment is based on sampling on the records, practice, documents and personnel; therefore, the final results of the assessment is of representative towards the system implementation of the organization. This report is generated to record as much of the system implementation information but may still limited due to the sampling. This report details the assessment results including strengths, opportunities, and weaknesses. These results were presented to your management at the closing meeting of the audit. You can use these results to improve the effectiveness of your management system. We look forward to continuing our partnership towards sustainable business success. This report has been prepared in compliance to the ISO 17021:2011 requirements.

To ensure the next assessment will be carry out in compliance to the ISO 17021:2011, please remember to immediately notify CARE Certification International about any significant change to your company at any point of time. Together we will then coordinate appropriate measures to maintain your current certification. Such circumstances include, for example, changes relating to the legal, commercial, organizational status or ownership, organization and management (e.g. key managerial, decision making or technical staff), contact address and sites, scope of operations under the certified management system, and major changes to the management system and processes. Together we CARE and will then ensure the smoothness of the upcoming assessment. Thank you for your persistence of support.

	Signed for on behalf of CCI	Signed for on behalf of client
Sign		Name: Designation:
Name	Mohamad Hafis Mustafa	Company stamp
Date	06 September 2024	
Email	hafis@cciglobe.com	
Fax no	038073 2688	

**Confidentiality:**

*The Auditor shall not at any time during his/her assignment or after the completion of his/her assignment disclose to any person any information on business dealings practice or affairs of the establishment or the establishment's clients or any other matters which may come to the knowledge of the auditor by reason of his/her assignment. The Auditor agrees that the material term of this assignment is to keep all Confidential Information absolutely confidential and to protect its release to unauthorized party. The Auditor agrees not to divulge, reveal, report or use any of the Confidential Information which the Auditor has obtained or which was disclosed to the Auditor by the Client as result of the assessment for purposes other than to fulfil the audit objective.*

**Together, we CARE.**

## Section A Previous Audit Result

The result of the last audit system has been reviewed, in particular to ensure appropriate correction and corrective action has been implemented to address any nonconformities identified. This review has concluded that:

<input type="checkbox"/>	No nonconformities have been raised during last assessment.
<input checked="" type="checkbox"/>	Any nonconformities identified during last previous audit have been corrected and the corrective action continuous to be effective.
<input type="checkbox"/>	The management system has not adequately addressed non conformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

## Section B Conclusion

The audit team conducted a process-based audit focusing on significant aspects/risk objectives required by the standard(s). The audit methodology used is based on 3P which were People, Paper and Practice.

The audit team concludes and express

☒ CONGRATULATION and has

☐ CONGRATULATION however some processes need to address non-compliance(s) but others has

☐ SORRY and the organization has not established and maintained its management system in line with the requirements of the standard and

☒ demonstrated

☐ not demonstrated

the ability of the system to systematically achieved agreed requirements within the scope of the organizations.

Base on the record, there is/are 1 unresolved issue. Therefore, the audit team recommends that based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

☐ Granted (initial certification or recertification)

☐ Granted upon the acceptance of the noncompliance(s)

☐ Continued (surveillance)

☒ Continued (surveillance) upon the acceptance of the noncompliance(s)

☐ Withheld

☐ Suspend until satisfactory corrective action(s) is completed

☐ Others (please specify)

### NOTE:

*The assessment and recommendation for the initial or continue was based on random samples and therefore nonconformities may exist which have not been identified. All the pages should be attached if the organization wishes to copy and delivered to the interested party.*

## Section C (For Recertification only)

1	The company has demonstrated effective implementation and maintenance/improvement on its management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	The internal audit program has been fully implemented and demonstrates its effectiveness as a tool for maintaining and improving the management system.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	The management review process demonstrates its capability to ensure the continuing suitability, adequacy and effectiveness of the management system	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Throughout the audit process, the management system demonstrates overall conformance with the requirements of the audit standard	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section D Auditor and Auditees Names

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation
Mohamad Hafis Bin Mustafa (MH)	Mr Tew Teck Seng	Estate Manager
Team member	Mr Toh Ke Wei	Assistant Manager
Mohd Ab Raouf Bin Asis (RF)		
Trainee auditor		
-		
Observer		
-		

## Section E Audit Process Matrix

Next Audit Matrix (legend "☑" plan to cover & covered, "☐" for uncover)

Planned month & year	10/2023	09/2024	10/2025	10/2026	10/2027
Internal Audits	☑	☑	☑	☑	☑
Stakeholder consultation / survey	☑	☑	☑	☑	☑
Use of logo	☑	☑	☑	☑	☑
Follow-up from previous audit finding	☑	☑	☑	☑	☑
<b>4.1 Management Commitment &amp; Responsibility</b>					
4.1.1 MSPO Policy	☑	☑	☑	☑	☑
4.1.2 Internal audit	☑	☑	☑	☑	☑
4.1.3 Management Review	☑	☑	☑	☑	☑
4.1.4 Continual Improvement	☑	☑	☑	☑	☑
<b>4.2 Transparency</b>					
4.2.1 Transparency of information and documents relevant to MSPO requirements	☑	☑	☑	☑	☑
4.2.2 Transparent method of communication and	☑	☑	☑	☑	☑

consultation					
4.2.3 Traceability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4.3 Compliance to legal requirements</b>					
4.3.1 Regulatory requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.3.2 Land use rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.3.3 Customary rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4.4 Social responsibility, health, safety and employment condition</b>					
4.4.1 Social impact assessment (SIA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.2 Complaints and grievances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.3 Commitment to contribute to local sustainable development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.4 Employees safety and health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.5 Employment conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.4.6 Training and competency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4.5 Environment, natural resources, biodiversity and ecosystem services</b>					
4.5.1 Environmental management plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2 Efficiency of energy use and use of renewable energy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.3 Waste management and disposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4 Reduction of pollution and emission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5 Natural water resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.6 Status of rare, threatened, or endangered species and high biodiversity value area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.7 Zero burning practices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4.6 Best Practices</b>					
4.6.1 Site management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.2 Economic and financial viability plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.3 Transparent and fair price dealing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.6.4 Contractor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4.7 Development of new planting</b>					
4.7.1 High biodiversity value	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA
4.7.2 Peat land	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA
4.7.3 Social and Environmental Impact Assessment	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA
4.7.4 Soil and topographic information	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA
4.7.5 Planting on steep terrain, marginal and fragile soils	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA
4.7.6 Customary land	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA	<input type="checkbox"/> NA
<b>Group Member Audit Matrix (GROUPING Certification)</b>	10/2023	09/2024	10/2025	10/2026	10/2027
Coronation Estate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kian Hoe Development Sdn Bhd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sayong Estate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Assessment man days for the next assessment: 6 md. Recertification: 8/2028**

**NOTE:**

- (i) Recertification should be carried out minimum 2 months prior to the expiry of the certificate
- (ii) The Audit Programme shall include Stage 1 and Stage 2 audit, surveillance audits in the first, second, third and fourth years, and a recertification audit in the fifth year prior to expiration of certification.
- (iii) The recommended minimum on-site audit duration for individual and group certification respectively, which includes the opening meeting, site auditing, document verification, and closing meeting as documented in ACB – OPMC 2, Issue 2, 04 September 2020.
- (iv) Additional auditor days may be required for conducting post audit follow-up activities, such as verification on major non-conformities raised or addressing of any contentious stakeholder issues.

## Section G Audit Summary

### Summary of Area Audited

BUSINESS AREAS	DETAILS OF AUDITED SUMMARY	
Auditor	Date	Time
MH & RF	04/09/2024	9.30 am
<b>Opening Meeting</b> <ul style="list-style-type: none"> <li>a) introduction of the participants, including an outline of their roles;</li> <li>b) confirmation of the scope of certification;</li> <li>c) confirmation of the audit plan (including type and scope of audit, objectives and criteria), any changes, and other relevant arrangements with the client, such as the date and time for the closing meeting, interim meetings between the audit team and the client's management;</li> <li>d) confirmation of formal communication channels between the audit team and the client;</li> <li>e) confirmation that the resources and facilities needed by the audit team are available;</li> <li>f) confirmation of matters relating to confidentiality;</li> <li>g) confirmation of relevant work safety, emergency and security procedures for the audit team;</li> <li>h) confirmation of the availability, roles and identities of any guides and observers;</li> <li>i) the method of reporting, including any grading of audit findings;</li> <li>j) information about the conditions under which the audit may be premature terminated;</li> <li>k) confirmation that the audit team leader and audit team representing the certification body is responsible for the audit and shall be in control of executing the audit plan including audit activities and audit trails;</li> <li>l) confirmation of the status of findings of the previous review or audit, if applicable;</li> <li>m) methods and procedures to be used to conduct the audit based on sampling;</li> <li>n) confirmation of the language to be used during the audit;</li> <li>o) confirmation that, during the audit, the client will be kept informed of audit progress and any concerns;</li> <li>p) opportunity for the client to ask questions.</li> </ul>		
Auditor	Date	Time
MH & RF	06/09/2024	4.30 pm
<b>Closing Meeting</b> <ul style="list-style-type: none"> <li>a) informing the client that the audit evidence collected was based on a sample of the information; thereby introducing an element of uncertainty</li> <li>b) the method and timeframe of reporting, including any grading of audit findings;</li> <li>c) the certification body's process for handling nonconformities including any consequences relating to the status of the client's certification;</li> <li>d) the timeframe for the client to present a plan for correction and corrective action for any nonconformities identified during the audit;</li> <li>e) the certification body's post audit activities;</li> <li>f) information about the complaint handling and appeal processes.</li> <li>g) any diverging opinion that are not resolved.</li> <li>h) opportunity for the client to ask questions.</li> </ul>		

## Executive Summary

CARE Certification International (M) Sdn Bhd (CCI) is first private certification body originating from Malaysia, that been accredited by Standard Malaysia under the purview of Ministry of Science, Technology and Innovation (MOSTI). CARE Certification International have been fully complying to ISO 17021. The company is established with CARE of the needs of system certification and training in mind and is one of the leading multi-sector certification body in Malaysia.

CARE Certification International (M) Sdn Bhd (CCI) has vast experience in conducting audits related to MSPO certification. It has certified more than hundred palm oil estates throughout Malaysia. CCI has obtained accreditation from Standards Malaysia for its MSPO certification scheme, holding certificate No. MSPO 28122017 CB 06 since 28 December 2017.

This assessment was conducted on 04 - 06 September 2024. The audit plan is included as Appendix 2 of this report. The approach to the audit was to treat the Company as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 MSPO Part 3: General principles for oil palm plantations and organized smallholder was used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment. The computation of the sampling size is elucidated by the following formula as per table below.

This report will be externally reviewed by MSPO approved Peer Reviewer prior to certification decision by CARE Certification International (M) Sdn Bhd. CCI does not provide any advice on compliance with any legislation, regulation, or standards. All audit reports and other documentation provided by the company, are given in good faith and in reliance on the accuracy and completeness of the information provided by the client. No responsibility is accepted to any third party that may rely in whole or in part on the content of this report, to the extent permitted by Law.

## Audit Findings

MNN C01	MNNC: 4.3.1.1 There is no evidence that management has addressed the previous observation, as per Section 29A of the Occupational Safety & Health Act 2022, which requires the employer to appoint an occupational safety and health coordinator from among their employees if they have five or more employees at the workplace.	MINOR NONCONFORMIT
OFI 01	OFI 4.4.4.2 b) According to the Chemical Health Risk Assessment (CHRA), an annual medical surveillance program has been recommended. It was noted that a quotation was obtained from Clinic M. Ghana, and the communication indicated that the medical surveillance visit is scheduled to take place on 04/10/2024 at the estate office.	OFI
OFI 02	OFI: 4.4.4.2 b) The noise exposure identification has been conducted for the estate operation as required under noise regulation for year 2024 which covered operation such harvesting, loading, spraying, workshop & etc. on	

OFI 03	02/08/2024. Noted the Noise Risk Assessment was planned to be conducted as there was a excessive noise been identified through the identification checklist.  OFI: 4.4.4.2 g) The management conducted Occupational Safety & Health Committee meetings on 10/08/2024, 05/04/2024, and 10/12/2023. Although the meetings were initially planned to be held every three months, management indicated that the meetings were delayed to every four months. The improvement was need to ensure the practice are complying with applicable legislation.	
OFI 04	OFI: 4.5.6.1 Verified the management has carried out the biodiversity report in year 2018. However, due to complying with scheme owner's guideline, the High Conservation Value report to be established for next MSP02.0 standard.	
		Select
		Select
		Select

During the assessment\_1\_nonconformities were identified.

**All Non-conformance will be further detailed in CAR Form # CCI-QP-07-3B**

**Note:**

*The assessment has been assessed and summary of the findings by Principle and Criteria – MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders.*

**Sampling Calculation**

Entity	Initial		Surveillance	Recertification
	Stage 1	Stage 2		
Oil palm estate (40.47 - 100 ha)	1	1.5	2	2
Oil palm estate (101 - 500 ha)	1	3	3	3
Oil palm estate (500 ha onwards)	2	3	4	4
Oil mill	2	3	3	3

**Table 1:** Recommended minimum on-site audit durations (man-days) for each Operating Unit

**Conclusion:**

A total of 3 estates were randomly sampled for this round of assessment. This is GROUPING Certification.

(i) Main Assessment Visit (MAV):

(ii) Surveillance Assessment Visit (SAV):



$$= \sqrt{\quad}$$

$$3 = 1.5 \sqrt{3} \times$$

**NOTE:**

The details in above tables are developed to provide sufficient time under normal circumstances to adequately carry out auditing of a management unit against the certification standards for oil palm management under the MS 2530: Part 3; "General principles for oil palm plantations and organised smallholders". However, the time allocated to the various locations of complex audits must be documented to justify the allocated audit durations. The audit duration is calculated on the basis of 8 hours per day. Audit working days will be calculated to the nearest full or half day.

**Summary of Assessment**

The assessor(s) concluded that, based on all objective evidences reviewed, observed and discovered during this round of assessment, the Company Does Comply to the MS 2530: Part 3; "General principles for oil palm plantations and organised smallholders" standards and requirements. The following finding(s) were identified:

CATEGORY	Number of Finding (s)						
	P1	P2	P3	P4	P5	P6	P7
Major Nonconformity (Major NCR)	-	-	-	-	-	-	-
Minor Nonconformity (Minor NCR)	-	-	1	-	-	-	-
Observation (OBS)	-	-	-	-	-	-	-
Opportunity for improvement (OFI)	-	-	-	2	1	-	-

<b>PRINCIPLE 1</b>	The client has demonstrated an acceptable degree of commitment in embracing the MSPO standard requirements in its entirety through continuous internal compliance assessment as well as bolstering managerial and operational improvements continually.
<b>PRINCIPLE 2</b>	The client is able to maintain its transparency and efficiency in communicating data and information internally and/ or externally. The client has also established an effective system in upholding the traceability elements across its daily operations.
<b>PRINCIPLE 3</b>	Review of documents and physical observations during the audit stint indicated that the client is aware and abide all governing rules and regulations (with several exceptions, if applicable) pertaining its daily operations throughout.
<b>PRINCIPLE 4</b>	The client has demonstrated its ability in providing substantial amount of considerations towards the welfare of all stakeholders. The general and specific wellbeing of its employees (and contractors' employees) were also being sufficiently accounted for.
<b>PRINCIPLE 5</b>	It is evident that the Client has established a considerably holistic approach and plans in mitigating all potential negative environmental impacts arising from its oil palm plantation activities; while simultaneously enhancing the positive impacts.
<b>PRINCIPLE 6</b>	The Client has proved that all operations are governed by certain sets of procedures (with several exceptions, if applicable). Additionally, the Client was able to demonstrate its commitment in upholding proper governance against its business directions as well as contract management.
<b>PRINCIPLE 7</b>	[Omit this entire statement if P7 is not applicable]

**NOTE:**

By the virtue of random sampling approach, there may exist chances of non-conformities not being identified during the assessment. Such occurrence shall therefore not be related with the assessor's competency and integrity in any way.

Stakeholder Consultation			
List of Stakeholders Interviewed	Harvester	Position	
	1. En Atan (local)		Harvester
	Sprayer		
	1. Rahmah (mandor)		Sprayer
	2. Muhammad Hanafi (driver)		Sprayer
	3. Khairul Hafizi		Sprayer
	4. Rahimah		Sprayer
	5. Saraspathi		Sprayer
	6. Vanita		Sprayer
	7. Amida		Sprayer
	8. Kala		Sprayer
	9. Nurul Izyana		Sprayer
	10. Siti Khalija		Sprayer
	11. Norli		Sprayer
	Contractor		
1. Selamat (Indonesia)	Harvester		
2. Ari Tajudin (Indonesia)	Harvester		
Inputs	As interview with the stakeholder found only positive feedback were respond by them as below : i. Good facilities were provided such workers quarters. ii. The salary were been paid as per minimum wages and in timely manner. iii. The workers stated working environment is in safe condition where appropriate PPE were given by mangement. iv. Good communication and handling between contractor v. Providing a free access road to neighbour estate.		
Management Response	No necessity action require as no issues arise by the stakeholders.		
Audit Team Conclusion	The audit conclude the management had provide proper and suitable working condition as needed under MSPO requirement.		

**NOTE:**

With reference to ABC- OPMC 4 Issue 2 dated 04 September 2020. Whenever deemed applicable, stakeholder consultation/ interview may be held in order to obtain the internal and external stakeholders' inputs on the Company's compliance towards the MSPO standards and stakeholders' views on areas where the Company could improve. Such consultation will be conducted professionally and in absolute isolation from the Company officials. All comments made by the stakeholders will be recorded and presented in this assessment report.

Competency Criteria of Audit Team
With reference to ABC- OPMC 1 Issue 2 dated 04 September 2020. This assessment has been conducted by the following approved assessor(s) which hold sufficient qualifications and experiences to conduct MSPO

Assessment. CARE Certification International (M) Sdn Bhd holds copies of educational qualifications, certificates and audit logs for each of the audit team members. Summary of the Assessor's credentials are as follows:

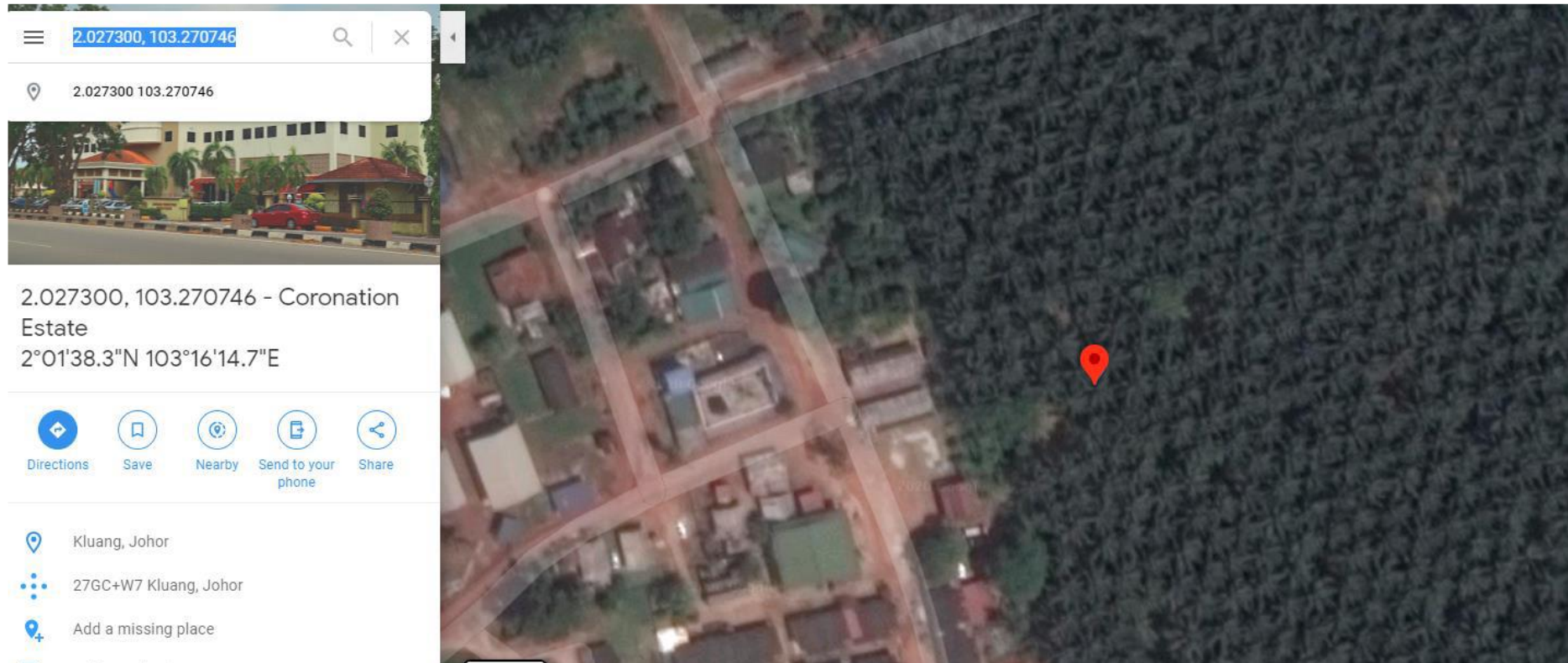
Criteria	Requirement	Lead Auditor	Auditor
Education	Post-secondary education, college or university diploma/degree in one of the following i. Agriculture; ii. Science & Technology (e.g., Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii. Engineering, Process Technology; iv. Energy Management, Quality Management; v. Social Sciences and/or Anthropology; vi. Business Management; or vii. Other relevant related fields	Mohamad Hafis Mustafa Graduate in Bachelor Applied Science in UMT in year 2011	Mohd Ab Raouf bin Asis. Have Bachelor Degree from University Tun Hussein Onn Malaysia majoring in production and Operation (2007).
Work Experience	Lead: At least five (5) years of work experience in the oil palm sector or related fields such as social, health, safety and environment  Auditor: <b>Post Secondary education:</b> At least ten (10) years of work experience in the oil palm sector or related fields such as social, health, safety and environment  <b>Tertiary education:</b> At least three (3) years of work experience in the oil palm sector or related fields such as social, health, safety and environment	Experience in estate management for almost 5 years in Plantation company Since 2012. Start join with certification body in year 2018 until present.	Background of plantation career began as an Assistant Estate Manager for about 8 years since 2009 in Sime Darby Plantation Sdn Bhd. Then, joined as auditor of RSPO and MSPO at SIRIM from 2016 until 2023.
Training	i) Attended the MS 2530 series of standards training or other auditor competency trainings endorsed by MPOCC or MPOB (pre-2016).  ii) shall have undergone 40 hours of accredited <b>OR</b> 40 hours of lead auditor course	- Had completed with lead auditor course of MSPO, ISO 9001, ISO 14001 and SA8000 Basic Auditor course.	Completed Quality Management System, Environmental Management System and Occupation and Health Management System Lead Assessor Course and MSPO Lead Assessor Course.

	either in Quality Management Systems (QMS) or Environmental Management Systems (EMS) or Occupational, Health and Safety Management Systems (OSH)		
Auditing Experience	<p>Lead: 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 direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.</p> <p>Auditor: Conducted a minimum four (4) 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 within the last two (2) years.</p>	Successfully completed 15 man-days assessment as Lead Auditor under CARE MSPO Manager within the last 2 years,	Have experienced in auditing scheme related to RSPO and MSPO since 2016 until 2023 at SIRIM QAS International Sdn Bhd. I have been Lead Auditor and/or co auditor for more than 1,000 mandays and managed to audit various oil palm plantation company.
General	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 speak and understand Bahasa Malaysia and English language. In terms of technical were base on working and audit experience.	Able to speak and understand Bahasa Malaysia and English language. In terms of technical were base on working and audit experience.

Details of Certified Entity (Grouping Certification)					
1. <u>ESTATE INFORMATION:</u>					
Category of the listed organisation is Estate					
NAME OF UNIT	MPOB LICENSE NO	LOCATION	GPS COORDINATES	CERTIFIED AREAS (HA)	PLANTED AREAS (HA)
Coronation Estate	501268902000	Kluang, Malaysia	2.027300, 103.270746	1302.17	1302.00
Kian Hoe Development Sdn Bhd	304335901000	Kluang, Malaysia	2.011550,103.252032	16.66	16.66
Sayong Estate	502004502000	Kluang, Malaysia	2.004707, 103.424514	276.8474	276.8474
Other Sustainability Certification		NIL			
<p><b>Note:</b></p> <p>(i) Maps showing geographical location, with close-up of the certified estates are attached as in Appendix 1 of this report.</p> <p>(ii) With reference to Circular MPOCC dated 2 April 2021</p>					
2. <u>AREA STATEMENT AND FFB FORECAST:</u>					
Category of the listed organisation is Estate					
NAME OF UNIT	CERTIFIED AREA (HA)	PLANTED AREA (HA)	FFB TON/ YEAR 2023	YIELD TON/ YEAR	
Coronation Estate	1302.17	1302.00	21,337.850	16.39	
Kian Hoe Development Sdn Bhd	16.66	16.66	4.48	0.27	
Sayong Estate	276.8474	276.8474	4,145.86	14.98	
TOTAL	1595.6774	1595.5074	25,488.19	15.97	

## Appendix 1: Location and Field Map

### Maps Coronation Estate

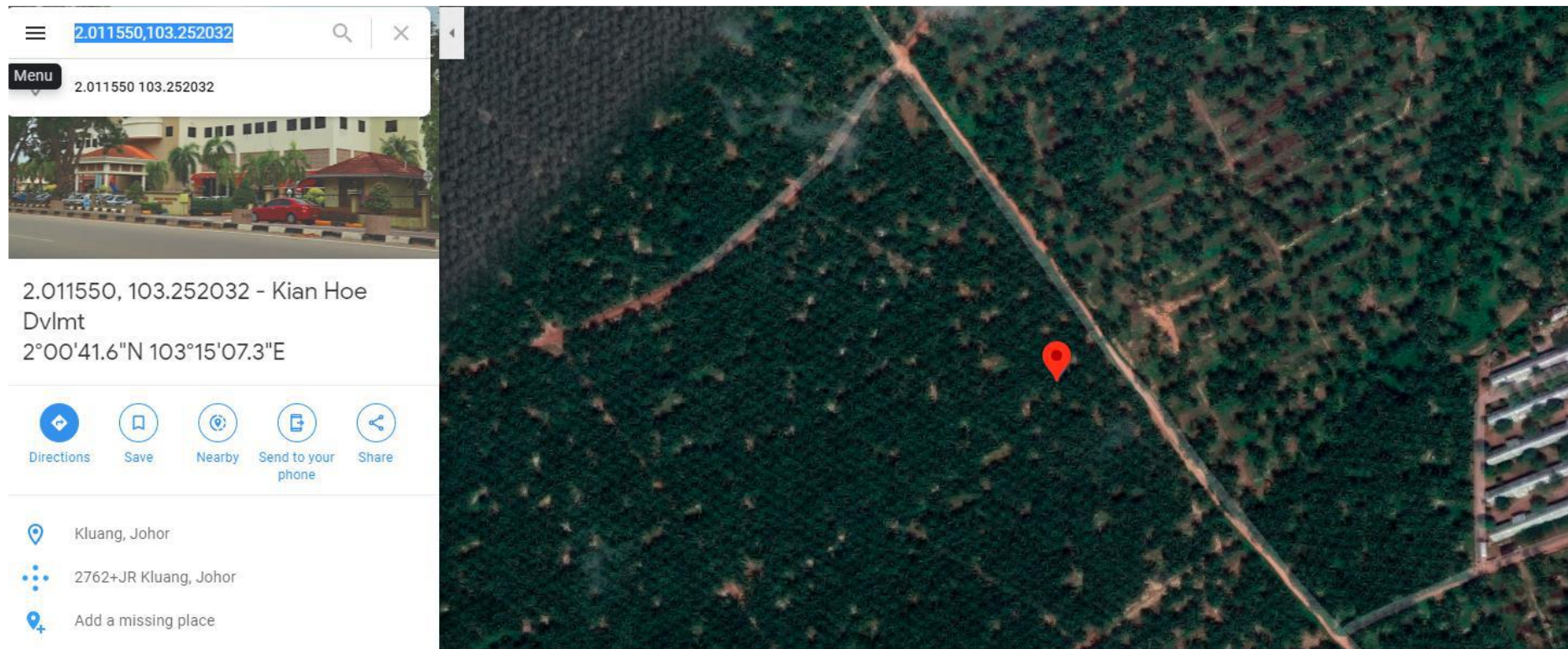


No 16-G, 16-1, Jalan Flora 1/1, Blossom Square Bandar Rimayu, 42500 Telok Panglima Garang, Selangor.  
Tel: +603 8073 2788 Fax: +603 8073 2688

[www.cciglobe.com](http://www.cciglobe.com)

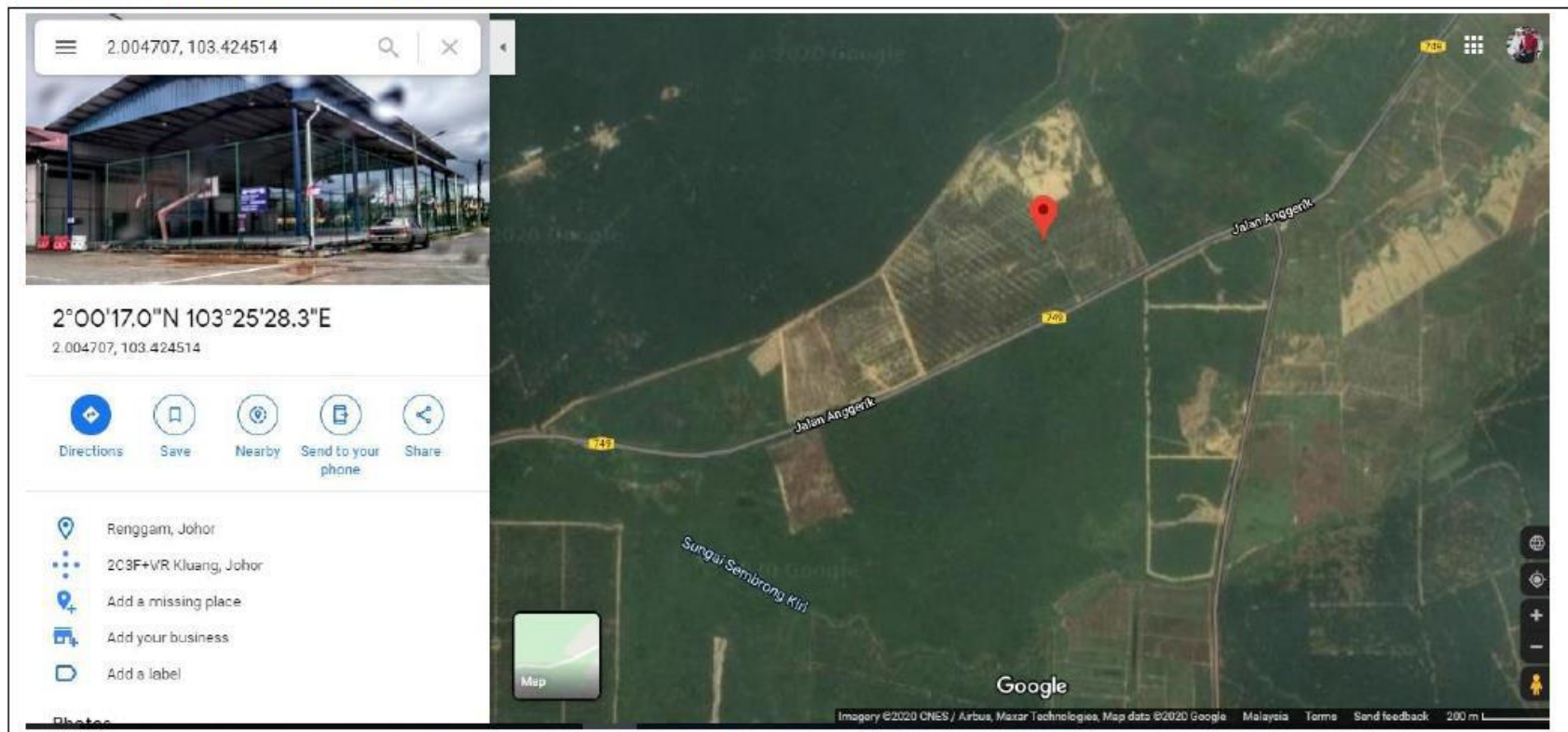


Maps Kian Hoe Development Sdn Bhd



## Maps Sayong Estate

### LOCATION FOR SAYONG ESTATE



No 16-G, 16-1, Jalan Flora 1/1, Blossom Square Bandar Rimayu, 42500 Telok Panglima Garang, Selangor.  
Tel: +603 8073 2788 Fax: +603 8073 2688

[www.cciglobe.com](http://www.cciglobe.com)



## Appendix 2: Audit Plan

Attention to : Mr Tew Teck Seng (Desmond) - 012-701 0410  
 Client name : Kian Hoe Plantations Berhad (Group)  
 Address : P. S. No. 504, 86009 Kluang, Johor.



### Audit Plan for: RC- Surveillance Assessment Visit 1

#### Audit objective:

- To ensure that all elements of the proposed scope of registration and entire requirements of the management standard are effectively addressed by the client.
- Determination of the conformity of the company's management system
- Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements.

Job code	MS24SM018	Lead auditor	Mr Hafis Mustafa (MH)
Scope of cert.	<b>Part 3 : Provision Of Planting And Harvesting Of Fresh Fruit Bunches (FFB) By Oil Palm Plantation</b>	Observer	Mr Mohd Ab Rauf Bin Asis (RF)
Management std	MS2530-3:2013	Trainee Auditor	-
Revised No.	1	Witness Auditor	-

#### Audit scope

- The assessment will be carried out on the client's MSPO management system documentation
- Reviewing the client's status and understanding regarding requirements of the MSPO standard, in particular with respect to the identification of key performance of significant aspects, processes, objectives and operation of the management system;
- To collect necessary information regarding the scope of the MSPO management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client's operation, associated risks, etc);

Date	Time	Assessor	Business area / process	Operation	Clause
<b>4 September 2024</b> Day 1 (Coronation Estate)	0930	ALL	Introduction by client Opening meeting		
	1000	ALL	<b>Stakeholder consultation</b>	Office	
		MH	<b>Document review:</b> <b>Principle 1: Management commitment &amp; responsibility</b> - Criterion 1: Malaysian Sustainable Palm Oil (MSPO) Policy	Office	4.1 4.1.1

			<ul style="list-style-type: none"> <li>- Criterion 2: Internal audit</li> <li>- Criterion 3: Management review</li> <li>- Criterion 4: Continual improvement</li> </ul>		4.1.2 4.1.3 4.1.4
	1230	RF	<b>Principle 2: Transparency</b> <ul style="list-style-type: none"> <li>- Criterion 1: Transparency of information and documents relevant to MSPO requirements</li> <li>- Criterion 2: Transparent method of communication and consultation</li> <li>- Criterion 3: Traceability</li> </ul>	Office	4.2 4.2.1 4.2.2 4.2.3
	1330	MH	<b>LUNCH</b>		
			<b>Principle 3: Compliance to legal requirement</b> <ul style="list-style-type: none"> <li>- Criterion 1: Regulatory requirements</li> <li>- Criterion 2: Land use rights</li> <li>- Criterion 3: Customary land rights</li> </ul>	Office	4.3 4.3.1 4.3.2 4.3.3
		RF	<b>Principle 4: Social responsibility, health, safety and employment condition</b> <ul style="list-style-type: none"> <li>- Criterion 1: Social impact assessment</li> <li>- Criterion 2: Complaints and grievances</li> <li>- Criterion 3: Commitment to contribute to local sustainable development</li> <li>- Criterion 4: Employees safety and health</li> <li>- Criterion 5: Employment conditions</li> <li>- Criterion 6: Training and competency</li> </ul>	Office	4.4 4.4.1 4.4.2 4.4.3 4.4.4 4.4.5 4.4.6
		MH	<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b> <ul style="list-style-type: none"> <li>- Criterion 1: Environmental management plan</li> <li>- Criterion 2: Efficiency of energy use and use of renewable energy</li> <li>- Criterion 3: Waste management and disposal</li> <li>- Criterion 4: Reduction of pollution and emission including greenhouse gas</li> <li>- Criterion 5: Natural water resources</li> <li>- Criterion 6 : Status of rare, threatened, or endangered species and high biodiversity value area</li> <li>- Criterion 7: Zero burning practices</li> </ul>	Office	4.5 4.5.1 4.5.2 4.5.3 4.5.4 4.5.5 4.5.6 4.5.7

		RF	<b>Principle 6: Best practices</b> <ul style="list-style-type: none"> <li>- Criterion 1: Site management</li> <li>- Criterion 2: Economic and financial viability plan</li> <li>- Criterion 3: Transparent and fair price dealing</li> <li>- Criterion 4: Contractor</li> </ul>	Office	4.6 4.6.1 4.6.2 4.6.3 4.6.4
<b>5 September 2024</b> Day 2 (Kian Hoe Development Sdn Bhd)	0930	ALL	Introduction by client Opening meeting		
	1000	ALL	<b>Stakeholder consultation</b>	Office	
		MH	<b>Document review:</b> <b>Principle 1: Management commitment &amp; responsibility</b> <ul style="list-style-type: none"> <li>- Criterion 1: Malaysian Sustainable Palm Oil (MSPO) Policy</li> <li>- Criterion 2: Internal audit</li> <li>- Criterion 3: Management review</li> <li>- Criterion 4: Continual improvement</li> </ul>	Office	4.1 4.1.1 4.1.2 4.1.3 4.1.4
		RF	<b>Principle 2: Transparency</b> <ul style="list-style-type: none"> <li>- Criterion 1: Transparency of information and documents relevant to MSPO requirements</li> <li>- Criterion 2: Transparent method of communication and consultation</li> <li>- Criterion 3: Traceability</li> </ul>	Office	4.2 4.2.1  4.2.2 4.2.3
	1230		<b>LUNCH</b>		
	1330	MH	<b>Principle 3: Compliance to legal requirement</b> <ul style="list-style-type: none"> <li>- Criterion 1: Regulatory requirements</li> <li>- Criterion 2: Land use rights</li> <li>- Criterion 3: Customary land rights</li> </ul>	Office	4.3 4.3.1 4.3.2 4.3.3
		RF	<b>Principle 4: Social responsibility, health, safety and employment condition</b> <ul style="list-style-type: none"> <li>- Criterion 1: Social impact assessment</li> <li>- Criterion 2: Complaints and grievances</li> <li>- Criterion 3: Commitment to contribute to local sustainable development</li> <li>- Criterion 4: Employees safety and health</li> <li>- Criterion 5: Employment conditions</li> </ul>	Office	4.4 4.4.1 4.4.2 4.4.3  4.4.4 4.4.5

		MH	<ul style="list-style-type: none"> <li>- Criterion 6: Training and competency</li> </ul>		4.4.6
			<b>Principle 5; Environment, natural resources, biodiversity and ecosystem services</b>	Office	4.5
			- Criterion 1: Environmental management plan		4.5.1
			- Criterion 2: Efficiency of energy use and use of renewable energy		4.5.2
			- Criterion 3: Waste management and disposal		4.5.3
			- Criterion 4: Reduction of pollution and emission including greenhouse gas		4.5.4
			- Criterion 5: Natural water resources		4.5.5
			- Criterion 6 : Status of rare, threatened, or endangered species and high biodiversity value area		4.5.6
			- Criterion 7: Zero burning practices		4.5.7
		RF	<b>Principle 6: Best practices</b>	Office	4.6
			- Criterion 1: Site management		4.6.1
			- Criterion 2: Economic and financial viability plan		4.6.2
			- Criterion 3: Transparent and fair price dealing		4.6.3
			- Criterion 4: Contractor		4.6.4
<b>6 September 2024</b> Day 3 (Sayong Estate)	0930	ALL	Introduction by client Opening meeting		
	1000	ALL	<b>Stakeholder consultation</b>	Office	
			<b>Document review:</b>		
		MH	<b>Principle 1: Management commitment &amp; responsibility</b>	Office	4.1
			- Criterion 1: Malaysian Sustainable Palm Oil (MSPO) Policy		4.1.1
			- Criterion 2: Internal audit		4.1.2
			- Criterion 3: Management review		4.1.3
			- Criterion 4: Continual improvement		4.1.4
		RF	<b>Principle 2: Transparency</b>	Office	4.2
			- Criterion 1: Transparency of information and documents relevant to MSPO requirements		4.2.1
			- Criterion 2: Transparent method of communication and consultation		4.2.2
			- Criterion 3: Traceability		4.2.3
	1230		<b>LUNCH</b>		

	1330	MH	<b>Principle 3: Compliance to legal requirement</b> <ul style="list-style-type: none"> <li>- Criterion 1: Regulatory requirements</li> <li>- Criterion 2: Land use rights</li> <li>- Criterion 3: Customary land rights</li> </ul>	Office	4.3 4.3.1 4.3.2 4.3.3
		RF	<b>Principle 4: Social responsibility, health, safety and employment condition</b> <ul style="list-style-type: none"> <li>- Criterion 1: Social impact assessment</li> <li>- Criterion 2: Complaints and grievances</li> <li>- Criterion 3: Commitment to contribute to local sustainable development</li> <li>- Criterion 4: Employees safety and health</li> <li>- Criterion 5: Employment conditions</li> <li>- Criterion 6: Training and competency</li> </ul>	Office	4.4 4.4.1 4.4.2 4.4.3 4.4.4 4.4.5 4.4.6
		MH	<b>Principle 5: Environment, natural resources, biodiversity and ecosystem services</b> <ul style="list-style-type: none"> <li>- Criterion 1: Environmental management plan</li> <li>- Criterion 2: Efficiency of energy use and use of renewable energy</li> <li>- Criterion 3: Waste management and disposal</li> <li>- Criterion 4: Reduction of pollution and emission including greenhouse gas</li> <li>- Criterion 5: Natural water resources</li> <li>- Criterion 6 : Status of rare, threatened, or endangered species and high biodiversity value area</li> <li>- Criterion 7: Zero burning practices</li> </ul>	Office	4.5 4.5.1 4.5.2 4.5.3 4.5.4 4.5.5 4.5.6 4.5.7
		RF	<b>Principle 6: Best practices</b> <ul style="list-style-type: none"> <li>- Criterion 1: Site management</li> <li>- Criterion 2: Economic and financial viability plan</li> <li>- Criterion 3: Transparent and fair price dealing</li> <li>- Criterion 4: Contractor</li> </ul>	Office	4.6 4.6.1 4.6.2 4.6.3 4.6.4
		MH	Report Preparation		
		ALL	Closing meeting		

Note

Company Information:

- Times are approximate and will be confirmed at the opening meeting prior to commencement of the audit.
- Auditors reserve the right to change or add to the elements listed before or during the audit depending on the results of on-site investigation.
- A private place for preparation, review and conferencing is requested for the auditor's use.
- Ensure that the appropriate auditees are available according to the audit schedule.
- Availability of guides for the auditors.
- Prepare necessary PPE (if required) for plant visit.
- Please inform CCI if there is any objection or conflict of interest related to any of the above team members.
- You are invited to review the team members and, if necessary advise CCI of any conflict of interest. Please contact Managing Director ([fleming@cciglobe.com](mailto:fleming@cciglobe.com)) and [Shahziela.othma@cciglobe.com](mailto:Shahziela.othma@cciglobe.com) MSPO Planner of CCI directly for any objection.

## Section F General Information

General	
Audit objectives	<input type="checkbox"/> To verify that the system initial implementation is in accordance to requirements of the standard adopted. <input type="checkbox"/> To verify that the system implementation is continuously in accordance to the requirements of the standards adopted. <input checked="" type="checkbox"/> To verify that the system implementation is continuously after and in fifth years of implementation is in accordance to the standards adopted. <input type="checkbox"/> Other, (please specify)
Integrate Assessment	No
Applicable National Standards	MS ISO/IEC 17021-1:2015, ACB-OPMC 1, ACB-OPMC 2, ACB-OPMC 3 & ACB-OPMC 4 and MS 2530-3:2013
Issue of certificate	Yes Changes in planted area at Coronation Estate

Scope of Certification	
Scope of certification in English	Provision of Planting and Harvesting of Fresh Fruit Bunch (FFB) by Oil Palm Plantation
Requirement not being applicable	P7
Justification	no new planting activities in the estate operation.
Other language than above	NA
Changes from Previous registration	No
Extension/changes of scope date	NA

Contact Details	
Management Representative	Tew Teck Seng (Desmond)
Alternate contacts	Toh Ke Wei (Assistant Manager)
Management Representative contact no.	+60127010410
E-mail address	kianhoe.plantations@gmail.com
Fax Number	-
Fixed Line Number	-
No of Group Members / SPOC	3



Risk Assessment (Applicable for Remote Audit ONLY)					
Date of Remote Audit: NA		Name of Auditor/s: NA			
<b>A. Management Responsibility</b>		<b>No = 1 Yes = 0</b>			
No	Questionnaire	No	Yes	Rating	Remark
1	Has the company have a management person responsible for the sustainability issues?	<input type="checkbox"/>	<input type="checkbox"/>	0	The responsible person is Mr XXX
2	Has the company conducted the internal audit?	<input type="checkbox"/>	<input type="checkbox"/>	0	The last IA dated XX
3	Has the company organized Management review meeting?	<input type="checkbox"/>	<input type="checkbox"/>	0	The last MRM dated XX
4	Has the company provided transparent information on the company's operations for the public access?	<input type="checkbox"/>	<input type="checkbox"/>	0	Information related to operation is available in XXX
5	Has the company kept real time monitoring records of the estate/mill operation activities? (FFB/CPO sales record)	<input type="checkbox"/>	<input type="checkbox"/>	0	Referring to XXX
<b>B. Social Aspect</b>		<b>No = 1 Yes = 0</b>			
No	Questionnaire	No	Yes	Rating	Remark
1	Has the company have a policy covering the following - respect for human right, - no forced labour, - no child labour, - working condition, - wages & benefits, - non-discrimination, - freedom of association and collective bargaining *Please refer to Principle 4 Criteria 5 Indicator 14 (MSPO Standard)	<input type="checkbox"/>	<input type="checkbox"/>	0	Referring to policy # XX
2	Has the site established a management system in place to manage the social issue policies described in question 1?	<input type="checkbox"/>	<input type="checkbox"/>	1	Referring to XXX
3	Has the company resolved any complaints or grievances received from the stakeholder?	<input type="checkbox"/>	<input type="checkbox"/>	1	NIL stakeholder complaint recorded
4	During this pandemic of COVID 19, has the company established any guideline or SOP's as to follow the Majlis Keselamatan Negara (MKN) requirement? Are the SOPs updated to the latest standard?	<input type="checkbox"/>	<input type="checkbox"/>	1	Referring to XXXX
		<b>No = 0 Yes = 1</b>			
No	Questionnaire	No	Yes	Rating	Remark
5	Has the company received any complaint from stakeholder?	<input type="checkbox"/>	<input type="checkbox"/>	0	NIL stakeholder complaint recorded from the last review
6	Is there is any COVID 19 cases in the premise area?	<input type="checkbox"/>	<input type="checkbox"/>	0	No case reported as of to date
<b>C. Economic Aspect</b>		<b>No = 1 Yes = 0</b>			
No	Questionnaire	No	Yes	Rating	Remark



1	Has the company have long term financial management plan?	<input type="checkbox"/>	<input type="checkbox"/>	0	Referring to XX
2	Is there a system in place to monitor the implementation of the management plan?	<input type="checkbox"/>	<input type="checkbox"/>	0	Referring to XX
<b>D. Environment Aspect</b>		<b>No = 0 Yes = 1</b>			
<b>No</b>	<b>Questionnaire</b>	<b>No</b>	<b>Yes</b>	<b>Rating</b>	<b>Remark</b>
1	Is there any endangered, rare and threatened species observed at the operation site or around it?	<input type="checkbox"/>	<input type="checkbox"/>	0	Company declared no endangered, rare or threatened species at site and this is supported by XXX
2	If yes, is there any effort to protect it?	<input type="checkbox"/>	<input type="checkbox"/>	0	

**Additional Verification for operational sites:**

*Remark: If the rating for this area shown double High risk been tick, remote audit will not be proceeded. However, if the rating were click double Low or Low and High consideration for remote audit may be proceed depending on the total risk rating scored.*

1	How many nonconformity has / nonconformities have been raised during the previous audit? * If more than 3 major nonconformities or total nonconformities are more than 10 findings, please tick High risk column.	LOW	<input type="checkbox"/>	HIGH	<input type="checkbox"/>
2	Have the previous nonconformities been adequately resolve with sufficient evidence? * If yes please click LOW	LOW	<input type="checkbox"/>	HIGH	<input type="checkbox"/>

<b>Decision/ Justification</b>		<b>Total Score</b>	
--------------------------------	--	--------------------	--

Total score between 0-4 : <b>Low Risk</b>	Total score between 5-9: <b>Medium Risk</b>	Total score between 10 and above: <b>High Risk</b>
--	--	--

To be filled by Auditor: Methods and Techniques of MSPO Audit Processes being conducted via Select  
Please specify for Others

**NOTE:**

*With reference to Guidance on Remote Audits due to Covid-19 Pandemic Restrictions, Version 3 Updated Circular (22 March 2021)*

Verification of previous visit			
Certificate Number	MYMS1194569	Expiry Date	15/10/2023 - 14/10/2029
Stage of Previous Audit	Re-Certification	Date of Audit	18-20 September 2023
No of Findings	0 Non Conformance/s	5 Observation/s	
Status/ Remark	Verified the observation during this period of review had been done as part of continual improvement by the company.		
Verification of MSPO Logo			
Review of the documents and physical observation confirms that the Company does not bear MSPO Logo in any of its official documents and signages.			
P1: Management Commitment & Responsibility			
Criterion 1	Malaysian Sustainable Palm Oil (MSPO) Policy		
Indicator	Requirement	Findings	
4.1.1.1	A policy for the implementation of MSPO shall be established	Conformity	
A policy for the implementation of MSPO has been established on 25/5/2018; expressing its commitment towards promoting and embracing transparency, compliance to legal, environmental conservation, occupational safety, and continual improvement. The policy sighted available and displayed at office and has been communicated to employees and surrounding communities during briefing sessions. It was also noted that the policy is being communicated in both Bahasa Melayu and English.			
4.1.1.2	The policy shall also emphasize commitment to continual improvement.	Conformity	
It was noted that the Company's MSPO Policy had also dedicated an emphasis towards continual improvement by providing sufficient resources in manpower, processes and technology in order to ensure the continuous production of oil palm products in a sustainable manner.			
Criterion 2	Internal Audit		
Indicator	Requirement	Findings	
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.	Conformity	
Prosedur Audit Dalaman; Document No. MSPO/KHP/M01; Rev 2 dated 25/5/2021 was reviewed and verified. It was noted that the document expresses the requirement to conduct the Internal Audit annually. Found also the the new revision had include the process time frame of internal audit process. It was noted that the the NC raise during the internal audit need to be close less than 3 month.			
It was noted that the Management has conducted the internal audit on 14/08/2024. The internal audit report was reviewed and verified.			
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action	Conformity	
Review of the internal audit report per finding in 4.1.2.1 indicated that the Management was able to demonstrate substantial level of scrutiny against its MSPO management system and communicated its internal audit findings effectively. It was noted that during the internal audit had 6 NC findings were raised and the finding has been documented and evaluated to identify the root caused of the nonconformities and its action. The nonconformity findings had been corrected and reveiwed by the internal auditor.			
4.1.2.3	Report shall be made available to the management for their review.	Conformity	

The report was noted to be presented to the Senior Management and summary of the audit findings was being tabled and discussed during the Management Review Meeting on 28/08/2024.		
Criterion 3	Management Review	
Indicator	Requirement	Findings
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	Conformity
It was noted that the Management has organized a Management Review Meeting on 28/8/2024. Review of the meeting minutes indicated that the Management expresses heavy emphasis on the Company's compliance towards MSPO and relevant legal requirements, apart from discussing other matters including financial and administrative aspects of the Company.		
Criterion 4	Continual improvement	
Indicator	Requirement	Findings
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	Conformity
The Company's continual improvement plan was reviewed and verified. It was observed that the Company is aspired to procure its best efforts in continually improving the social, environmental, monitoring and operational aspects of its oil palm plantation operations.		
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology, where applicable, that are available and feasible for adoption.	Conformity
It was noted and verified that any intentions or plans to adopt new information, techniques, industry standards or technology are incorporated into the above-mentioned plan for consideration and deliberation.		
Interview with the Management Representative indicated that due to financial prudence and low level of operational sophistication, the top-level Management is in the view that adopting new methodologies, techniques or technologies is economically and practically not feasible at present. However, the Company is open and ready to accept such assimilation once the situation deems fit.		
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.	Conformity
Per findings made in 4.1.4.2, there is no training being made available at present toward the new techniques or new technology implemented.		
<b>P2: Transparency</b>		
Criterion 1	Transparency of information and documents relevant to MSPO requirements	
Indicator	Requirement	Findings
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	Conformity
It was noted and verified that the Management has adopted an open and transparent method of communication and consultation when interacting with relevant parties e.g. its workers, government agencies, contractors by personal invitation to attend the internal and external stakeholders' consultation meetings. Languages used in written communications are in Bahasa Malaysia and English, coupled with verbal native dialects.		
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	Conformity

It was noted and verified that all MSPO Documentations are being kept in the office and secured by the Estate Manager. Visual observation indicated that sufficient information has been publicly displayed and, among those are related to Company and MSPO policies which were being made available at the estate office.		
Criterion 2	Transparent method of communication and consultation	
Indicator	Requirement	Findings
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders	Conformity
Review and verification of Prosedur Aduan dan Keluhan; Document no. MSPO/KHP/M02; rev 1 was being made. It was observed that the management has established procedures and mechanisms to conduct stakeholders consultations, manage complaints and grievances through stakeholders meetings and complaint form.		
4.2.2.2	A management official shall nominated officials at the operating unit responsible for issues related to indicator 1 (4.2.2.1)	Conformity
It was noted that Mr Tew Teck Seng is responsible to ensure all elements of the MSPO standard requirements being upheld. His letter of appointment issued on 23/5/2018 were sighted and verified.		
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	Conformity
The list of stakeholders were sighted and verified. It was noted that the list comprises individuals/organisations from different segments such as customers, government authorities, contractors and surrounding communities.		
Sighted minute of stakeholder meeting record that has been conducted on 17/08/2024, noted the minute meeting has been sighted. The meeting was carried out along for the Social Impact Assessment (SIA) development.		

Criterion 3	Traceability	
Indicator	Requirement	Findings
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).	Conformity
Review, tests and verification on Prosedur Kebolehejekan; Document No. MSPO/KHP/03; rev 1 were being made during the audit. It was noted that the procedure is dedicated to ensure the origin of oil palm product can be documented, verified and information maintained across the supply chain. It was noted that the Company adopts adequate measures to trace the FFB production from harvesting- transport- mill; in line with the MSPO standard requirements.		
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system	Conformity
Interview with the MSPO Officer was being made to test, confirm and verify the traceability process from harvesting FFB- picking - transportation - weighing bridge - Oil Mill. The Company is noted to be working on establishing the traceability of its raw materials to ensure that raw materials are derived from sources in a sustainable manner. Therefore, the estate conducts proactive communications, both formal and informal, with the Stakeholders to encourage better decision making, as well as to identify risks and opportunities in their relationship with the company. Compliance with the traceability system is determined via regular inspections, checking of records and internal audits. Records of sales includes customer weighbridge ticket, chemical/ fertilizer records, petrol usage etc.		
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system	Conformity
It was noted that Mr Tew Teck Seng is responsible to ensure all elements of the MSPO standard requirements being upheld. His letter of appointment issued on 23/5/2018 were sighted and verified.		
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.	Conformity
The following documents of a single FFB sales consignment were being sampled, reviewed, tested and verified:  i) Weighing Bridge Ticket from Coronation Palm Oil Mill ii) Delivery Order to the Mill (Estate) iii) Daily Harvesting Record  It was noted that the Management was able to establish a complete audit trail across the supply pipeline. It was also observed that the consignment weight values across the transportation process were consistent, with an exception being made due to standard and systematic value errors; and mill rejects.		
<b>P3: Compliance to legal requirements</b>		
Criterion 1	Regulatory requirements	
Indicator	Requirement	Findings
4.3.1.1.	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations	Nonconformity
The following documents were reviewed and verified:  Ladang Coronation (1) MPOB License: - Menjual dan Mengalih; License No. 501268902000; Valid thru 31/03/2025 with 1302 ha. (2) Quit rent - Lot 833, 6385, 6388, 6031, 89393, 1893, 1888, 2544, & etc. Refer to online receipt paid on 05/02/2024. (3) Diesel Permit #PBKB/2023/P/J-000068 for non-subsidy diesel storage capacity 16,000L, valid until 03/04/2025. (4) Lesen bagi mengutip tol-tol #01046, valid until 31/12/2024		

(5) Certificate of Fitness for Air Compressor

- JH PMT 92773 renewal has been done by visiting inspection by authority on 18/02/2024, the payment made through FPX on 29/04/2024 to DOSH.

Kian Hoe Development Sdn Bhd

(1) MPOB License

- Menjual dan Mengalih; License No. 304335901000; Valid thru 31/03/2025 with 16.66 ha.

(2) Quit rent

- Lot 2075, 2077 & etc. refer to online receipt paid on 05/02/2024.

Sayong Estate

MPOB License no :

- Menjual dan Mengalih; 502004502000 valid until 30/04/2025 with 279.64ha)

MNNC: 4.3.1.1

There is no evidence that management has addressed the previous observation, as per Section 29A of the Occupational Safety & Health Act 2022, which requires the employer to appoint an occupational safety and health coordinator from among their employees if they have five or more employees at the workplace.

4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register	Conformity
<p>List of legal requirement register was being made available during the assessment.</p> <p>Seen the List of Laws and registered for: -</p> <p>1 Safety &amp; Health</p> <ul style="list-style-type: none"> <li>- Occupational of Safety &amp; Health Act (Amendment 2022)</li> <li>- Fire Services Act 1988</li> </ul> <p>2 Employee</p> <ul style="list-style-type: none"> <li>- Employment Act 1955 (Amendment 2022)</li> <li>- Minimum Wages Order 2022</li> <li>- Workers Minimum Standard of Housing and Amenities Act 1990 (Amendment 2020)</li> <li>- Employee Provident Fund Act 1991</li> </ul> <p>3 Environment</p> <ul style="list-style-type: none"> <li>- Akta Kualiti Alam Sekitar 1974 (Akta 127)</li> <li>- Akta Perkhidmatan Bomba 1988 (Akta 341)</li> </ul> <p>4. Pesticides</p> <ul style="list-style-type: none"> <li>- Pesticides Act 1974</li> <li>- Pesticides (Labelling) Regulations 1984)</li> </ul> <p>5. Others</p> <ul style="list-style-type: none"> <li>- Akta Kerajaan Tempatan 1976 (Akta 171)</li> <li>- Undang-Undang Kecil Bangunan Seragam 1984</li> <li>- National Land Code 1965.</li> <li>- Peraturan-peraturan Pencegahan dan Kawalan Penyakit Berjangkit 2020</li> </ul>		
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	Conformity
<p>Verified in the list of legal register found 2 ammended legal been updated as below :</p> <p>1. Employment Act (Amendment 2022)</p> <p>2. Occupational of Safety &amp; Health Act (Amendment 2022)</p>		
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	Conformity
<p>It was noted that Mr Tew Teck Seng is responsible to ensure all elements of the MSPO standard requirements being upheld. His letter of appointment issued on 23/5/2018 were sighted and verified.</p>		
Criterion 2	Land used right	
Indicator	Requirement	Findings
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users	Conformity
<p>Review of the field map indicated the Management does not operate beyond it's establishment limits of legal boundaries. Field walkabout confirms the finding.</p>		
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.	Conformity
<p>It was noted that the Management holds 8 land titles for Kian Hoe Development and 23 land titles for Ladang Coronation. All legal documents pertaining the onwnership of the lands were reviewed and verified.</p>		

4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.	Conformity
It was noted that the Management is aware of its legal boundary stones surrounding its establishment. Field maps depicting the boundary stone locations were also reviewed and verified. Observation during the field walkabout confirms this finding.		
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).	Conformity
Interview with the Management Representative indicated that no land ownership dispute arose thus far.		
Discussion with the neighbouring landowners confirms this finding.		
Criterion 3	Customary rights	
Indicator	Requirement	Findings
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.	Conformity
Estate operation is not under customary right land.		
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available	Conformity
Estate operation is not under customary right land.		
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.	Conformity
Estate operation is not under customary right land.		
<b>P4: Social Responsibility, Health, Safety and Employment Condition</b>		
Criterion 1	Social impact Assessment (SIA)	
Indicator	Requirement	Findings
4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones	Conformity
It was noted and verified that the Company has established its Social Impact Assessment prepared by its consultant on 27/9/2018. The positive impacts and existing mitigative measures were also sighted.		
Noted the management has conducted the Social Impact Assessment (SIA) by gathering the input through the stakeholder meeting on 17/08/2024, the process of assessment are still on going, expected to be completed October 2024.		
Criterion 2	Complaints and grievances	
Indicator	Requirement	Findings
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented	Conformity
Review and verification of Prosedur Aduan dan Keluhan; Document no. MSPO/KHP/M02; rev 1 was being made. It was observed that the management has established procedures and mechanisms to conduct stakeholders consultations, manage complaints and grievances through stakeholders meetings and complaint form.		
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.	Conformity



Review of the document as cited in 4.4.2.1 indicated that a set of procedures and associated timelines were being enforced in resolving disputes. As of the day of audit, it was noted that no complaints have been made by the public and employees thus far.		
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	Conformity
It was noted that a complaint book and box was being made available and accessible by both the internal and external stakeholders.		
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time	Conformity
Noted and verified that the internal and external stakeholders were being briefed about the complaints/grievances communication during the SIA data-gathering exercise. Borang Kaji Selidik Impak Sosial for all stakeholders were sighted and verified.		
During the audit had interview the workers and stakeholders been invited found no complaints or issues with the management as of todote.		

4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.	Conformity
Though required by the procedure as cited in 4.4.2.1, no complaints have been made and retained thus far.		
Criterion 3	Commitment to contribute to local sustainable development	
Indicator	Requirement	Findings
4.4.3.1	Growers should contribute to local development in consultation with the local communities.	Conformity
It was noted and verified that the Management has contributed to the local communities monetarily throughout the years 2019 - 2023. Rekod Aktiviti CSR and proofs of transaction were sighted and verified.		
A contribution record for the year 2023 is sampled, reviewed and verified as below : (1) DOnation to Persatuan Penganut Xie Tian Gong Kluang Johor on 27/07/2023.		
Criterion 4	Employees safety and health	
Indicator	Requirement	Findings
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented	Conformity
The Occupational Safety and Health Policy for the Company, signed by the Chairman on 25/5/2018 was sighted and verified		
4.4.4.2	The occupational safety and health plan shall cover the following:	
a)	A safety and health policy, which is communicated and implemented	Conformity
The Occupational Safety and Health Policy for the Company, signed by the Chairman on 25/5/2018 was sighted and verified. It was noted that the policy was being communicated to the employees predominantly during morning muster calls. The policy was also verified to be displayed at the estate's notice board for the employee's view.		
b)	The risks of all operations shall be assessed and documented	OFI
The HIRARC for the estate operations was sighted. The document was verified to identify all associated hazards, risk analysis and risk control. Areas of work covered in the HIRARC include field activities, office activities and others.		
Sighted the CHRA had been conducted on 6/9/2022 with report ref no : HQ/15/ASS/00/363-2022-092).		
The medical surveillance had been done to 12 workers who exposed with pesticide dated 24/06/2022 and from the result shown all the workers fit to work.		
OFI 4.4.4.2 b)		
According to the Chemical Health Risk Assessment (CHRA), an annual medical surveillance program has been recommended. It was noted that a quotation was obtained from Clinic M. Ghana, and the communication indicated that the medical surveillance visit is scheduled to take place on 04/10/2024 at the estate office.		
OFI: 4.4.4.2 b)		
The noise exposure identification has been conducted for the estate operation as required under noise regulation for year 2024 which covered operation such harvesting, loading, spraying, workshop & etc. on 02/08/2024. Noted the Noise Risk Assessment was planned to be conducted as there was a excessive noise been identified through the identification checklist.		
c)	An awareness and training programme which includes the following requirements for employees exposed to pesticides: i) all employees involved shall be adequately trained on safe working practices; and ii) all precautions attached to products shall be properly observed and applied.	Conformity

<p>It was noted that the Management has conducted several trainings related to the chemical spraying activity. The following trainings were observed and verified:</p> <p>a) MSPO and PPE training had been done on 14/08/2024 to all employees. Next chemical handling training planned on 09/09/2024.</p> <p>b) SDS for chemical had verified through samples given. Below samples SDS been verified and still valid :</p> <ol style="list-style-type: none"> <li>1. N hance - metsulfuron methyl</li> <li>2. Krush - glyphosate photasium</li> <li>3. Touch Up - Glyphosate Isopropylamine</li> <li>4. Crop mate fertiliser sdn bhd - Ammonium , urea , phosphate potassium</li> </ol>	
d) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).	Conformity
<p>Sighted PPE issue record to the employee and during site visit sighted the harvesting workers are wearing the safety helmet and rubber shoes.</p> <p>During site visit at spraying area found all the workers were wearing appropriate PPE . Interview with the worlrs all the PPE were provided by the management without any cost charging to the workers.</p>	
e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.	Conformity
<p>Verified that the management has established SOP "Prosedur Pengurusan Bahan Kimia"; outlining all required steps need to be procured when conducting activities for chemical handling such as storage, purchasing, mixing, disposal of the empty pesticide container etc.</p>	
f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.	Conformity
<p>It was noted that Mr Tew Teck Seng is responsible to ensure all elements of the MSPO standard requirements being upheld. His letter of appointment issued on 23/5/2018 were sighted and verified.</p>	
g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the employees and any remedial actions taken are recorded.	OFI
<p>It was noted that the Management has conducted the safety meeting on 10/08/2024, 05/04/2024, 10/12/2023. The minutes of meeting and attendance record were sighted, reviewed and verified.</p> <p>OFI: 4.4.4.2 g)</p> <p>The management conducted Occupational Safety &amp; Health Committee meetings on 10/08/2024, 05/04/2024, and 10/12/2023. Although the meetings were initially planned to be held every three months, management indicated that the meetings were delayed to every four months. The improvement was need to ensure the practice are complying with applicable legislation.</p>	
h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.	Conformity
<p>Verified that the management has established the Prosedur Kecemasan Dan kemalangan.</p> <p>Fire drill training had been conducted on 2/8/2023</p>	

i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite		Conformity
<p>It was noted that all employees have attended the first aid training on 1/8/2023. The training records were reviewed and verified.</p> <p>First aid boxes for every workstation were observed and inspected. It was noted that all first aid boxes are in well-kept conditions and its contents were deemed relevant to the respective work nature.</p>		
j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.		Conformity
<p>It was noted and verified that the Management has reviewed and reported all accidents and incidents accordingly. Sighted the minutes of safety meeting as well as JKPP8 submission for the year 2023.</p> <p>Kian Hoe Plantations Berhad submitted on 26/01/2024 with 1 casses occur for year 2023 at Coronation Estate and NIL at other estate.</p> <p>JKKP 6 submission for the accident case on 18/04/2023 cause factured and the JKKP 6 has been submitted on 17/05/2023.</p>		
Criterion 5	Employment conditions	
Indicator	Requirement	Findings
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees	Conformity
The management has established the Social and Human Rights policy dated 25/5/2018 and signed by the Chairman. Stated in the policy the commitment of the management on the good social practices regarding human rights. Sighted during site visit, the policy displayed on the Office Notice Board and has been briefed to internal and external during Stakeholder Meeting.		
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.	Conformity
Site visit and interview with employee and contractor confirmed that there is no any discriminatory and all employee are treated equally by provide the living quarters, salary and other benefits as per workers contract agreement.		
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.	Conformity
<p>Verified the workers agreement and sighted the payment meets the Minimum Wage Order 2022 and as per agreement. During the review, 3 workers' payslip for the month of August 2024 were verified, sample as below :</p> <p>(1) Mohd Hanapi Bin Adam : Total worked 26 days, basic RM57.69, 1 day PH and Price Bonus. Total salary RM1,609.63. Deduction : EPF, SOCSO, EIS, Advance</p> <p>(2) Rosli Bin Sudin : Total worked 24 days, basic RM57.69, 1 day PH and Price Bonus. Total salary RM1,547.94. Deduction : EPF, SOCSO, EIS, Advance</p> <p>(3) Saraspati A/P Arumugam : Total worked 23 days, basic RM57.69, Spraying work, 1 day PH and Price Bonus. Total salary RM1,564.94. Deduction : EPF, SOCSO, EIS, Advance</p> <p>Noted the payment slip was in line with the collective agreement (MAPA Circular No. 10/2024) month of August 2024 for oil palm workers.</p>		

4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee	Conformity
It is confirmed that the management has appointed few contractors to carry out field works. It is also confirmed that the management has kept a copy of the payment voucher by the contractor to their employees to ensure that the contractor's employees are paid in accordance with the Minimum Wages Order 2022.		
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.	Conformity
Employee records can be viewed in the Employee Register. It is confirmed that the record contains information such as Name, Nationality, Date of birth, Date of entry, Date of employment, Passport number, Expiry date of passport, etc. Currently total of employee as below :  Coronation Estate - 61 (1 director, 4 office staff, 7 field staff, 22 sundry worker, 27 harvester) Kian Hoe Development - NIL Sayong Estate - 1 field/office staff		
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	Conformity
Verified that the employment contract has been prepared by the management. It can be seen that the employment contract is fair and stated in the contract the contractual period, termination notice, annual leave, working hours, etc. Sample of signed contract agreement as below: (1) Mohd Hanapi Bin Adam : Refer to Daftar Pekerja-Pekerja Yang Dikehendaki Peraturan 5a & b Seksyen 61 Ord. Kerja 1955, date of joined on 19/09/2023. (2) Rosli Bin Sudin : Refer to Daftar Pekerja-Pekerja Yang Dikehendaki Peraturan 5a & b Seksyen 61 Ord. Kerja 1955, date of joined on 14/04/2014. (3) Saraspati A/P Arumugam : Refer to Daftar Pekerja-Pekerja Yang Dikehendaki Peraturan 5a & b Seksyen 61 Ord. Kerja 1955, date of joined 02/03/2019.		
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.	Conformity
Verified that the management has maintained Checkroll book as a time recording system. Estate manager will check and confirm the checkroll book at the end of each month before the salary payment is made.		
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement	Conformity
The working hours and breaks of each individual are as per agreement and the working time are as below: Working Time: 7.00am - 2.30pm Break time: 10.00am - 10.45am The working time sighted stated in the agreement.		
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements	Conformity
Confirmed based on employee payslip, wages and overtime calculations are in line with legal and collective agreements.		

4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions	Conformity
Refer to agreement sighted other social benefit was provided such as medical, price bonus, free electricity and water subsidy, workers quarters etc.		
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	Conformity
<p>The estate workers are provided with free housing facilities which includes water and electricity supply. One or two workers per room. Based on the visit to the labour quarters, it is in a good condition. Each house has a living room, bedrooms, bathroom, toilet and a kitchen.</p> <p>It was also noted that the housing inspection is being conducted on a weekly basis. The housing inspection record was reviewed and verified.</p>		
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace	Conformity
The Sexual Harrassment Policy was established and approved by the Chairman on 25/5/2018. The policy is displayed on the Office Notice Board and has been briefed to internal and external during Stakeholder Meeting.		
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.	Conformity
<p>It was noted that the Social and Human Rights Policy expresses the Company's commitment in respecting the employees' rights to join any forms of trade unions.</p> <p>Noted few of the employee are joined the NUPW, the management has respect the right of all employees to joined the trade union and has not against or discriminate to the NUPW's members through interview.</p>		
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.	Conformity
Review of the employee register confirms that no child labour is being employed. Field walkabout confirms this finding.		
Criterion 6	Training and competency	
Indicator	Requirement	Findings
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	Conformity
Verified and sighted the training programme are as per "Jadual Latihan Tahunan" for year 2024 and listed PPE training, environmental traing , MSPO awareness, Fire drill and first aid training		

4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.	Conformity
The management has established training needs analysis for all employees across the job designations.		
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.	Conformity
<p>The training plan per finding in 4.4.6.1 was sighted and verified. It was noted that all planned training programme were being conducted accordingly as per training need analysis. Noted training completed as below :</p> <p>(1) MSPO &amp; PPE training on 14/08/2024</p> <p>(2) Fire fighting training on 02/08/2023</p> <p>(3) First aid training on 01/08/2023</p>		



P5 Environment, Natural Resources, Biodiversity and Ecosystem Services		
Criterion 1	Environmental management plan	
Indicator	Requirement	Findings
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	Conformity
<p>Sighted Environmental Policy dated 25/04/2018 signed by Tew Teck Seng Available.</p> <p>It was stated in the policy that the management is committed and responsible to comply with all the environmental legislations, regulations, laws and other requirements to meet or exceed good environmental practices.</p> <p>The evidence of communicating the policy was sighted refer to:</p> <p>1. MSPO Awareness Training conducted on 14/08/2024.</p>		
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives.</p> <p>b) The aspects and impacts analysis of all operations</p>	Conformity
<p>Sighted the assessment of Environmental Impact and Aspects Identification available. It was noted been conducted on 25/5/2019 by Admin Clerk, confirmed by Assistant manager and Approved by the manager.</p> <p>Refer to the Environmental Aspects and Impacts Identifications assessments Form done, it was verified on the activities covered such as area of:</p> <ol style="list-style-type: none"> <li>1. Compound</li> <li>2. Main Entrance</li> <li>3. Road</li> <li>4. Creche</li> <li>5. Dispensary</li> <li>6. Field-FFB Ramp</li> <li>7. Field-FFB Transportation</li> <li>8. Field-Weeding and Spraying</li> <li>9. Harvesting and Collection</li> <li>10. Pest and Diseases Control</li> <li>11. Petrol/Diesoline</li> <li>12. Power Station</li> <li>13. Replanting</li> <li>14. Schedule waste store</li> <li>15. Store</li> <li>16. Water Treatment Plant</li> </ol>		
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	Conformity
<p>The environmental improvement plan dated 24/08/2024 were refer to Domestic waste management, Conservation of Water &amp; Buffer zone plan, Schedule waste management plan, conservation of biodiversity population, awarness programmed on environmental and spillage management.</p>		
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan	Conformity
<p>Sighted programme in promote positive impact were stated in continual improvement plan as per below :</p> <ol style="list-style-type: none"> <li>i. To conduct triple rinse training and chemical handling</li> <li>ii. To ensure tractor been service as per schedule.</li> </ol>		
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.	Conformity
<p>The awareness training regarding environmental were done on 14/08/2024 with employee and contractors workers..</p>		

4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed	Conformity
It was noted that the Management has conducted the environmental meeting with the employees on 10/08/2024, 05/04/2024, 10/12/2024. The minutes of meeting and attendance record were sighted, reviewed and verified.		
Criterion 2	Efficiency of energy use and use of renewable energy	
Indicator	Requirement	Findings
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.	Conformity
Observe the record of monitoring of diesel consumption for year 2023 - 2024. Observed the usage of diesel were inline in FFB production and the electricity usage has record has been maintained. Detail as below :		
<p>Electricity (year 2023)</p> <p>Coronation estate - 897 kwh (Dec), 921 kwh (Nov), 1148 kwh (Oct), 1062 kwh (Sept) &amp; etc.</p> <p>Sayong estate - 223 kwh (Dec), 227 kwh (Nov), 231 kwh (Oct), 192 kwh (Sept) &amp; etc.</p> <p>Kian Hoe Development - NIL (The operation activity was covered by Coronation estate)</p> <p>Diesel (year 2023)</p> <p>Coronation estate - 1262 L (Dec), 2044 L (Nov), 1999 kwh (Oct), 1877 L (Sept) &amp; etc.</p> <p>Sayong estate - NIL (The work related with machine/ vehicle was carried out by contarctor)</p> <p>Kian Hoe Development - NIL (The operation activity was covered by Coronation estate)</p>		
4.5.2.2	The oil palm premises shall estimate the direct usage of nonrenewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.	Conformity
The estimation of direct usage of nonrenewable energy were base on average usage on previous 2 years record usage.		
4.5.2.3	The use of renewable energy should be applied where possible	Conformity
No renewable energy been used for estate operation for period of review.		
Criterion 3	Waste management and disposal	
Indicator	Requirement	Findings
4.5.3.1	All waste products and sources of pollution shall be identified and documented.	Conformity
<p>Verified in document waste management action plan, the type of waste identified are Scheduled waste, domestic waste and industrial waste. The sample of the action plan as below:</p> <p>1. Scheduled waste, SW code (SW102, SW103, SW305, SW306 &amp; etc), location (workshop), Action to be taken (Collect &amp; record amount of relevant s.w., Store all s.w. under lock and key &amp; etc.)</p> <p>2. Domestic waste, Item description (Rubbish), Location (Linesite, office, workshop, store, shop), Action to be taken (Collect recyclable material (paper, glass, plastic), create awareness on hygiens, monitoring of estate quarters).</p>		
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.	Conformity
Verified the Waste Management Plan dated 24/08/2024 and planned the waste management as 4.5.3.1. Observe during site visit the practice were according to waste managemnt action plan.		

4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	Conformity
<p>Observe all schedule waste were treated and been dispose as per EQA and SOP of Pengendalian Bahan Buangan with doc reference no : MSP0/KHP/M12 dated on 23/11/2020.</p> <p>Balance reported in e-swiss updated on 20/08/2024 as per below :</p> <p>i. SW 305 - 0.03 mt</p> <p>ii. SW 306 - 0.00 mt</p> <p>iii. SW 410 - 0.003 mt</p> <p>iv. SW 409 - 0.00 mt</p> <p>Disposal record as refer to econsignment note as per below :</p> <p>i. SW 410 - 0.03 mt disposed on 14/06/2024 by Rengkas Maju Sdn Bhd</p> <p>ii. SW 305 - 0.22 mt disposed on 14/06/2024 by Rengkas Maju Sdn Bhd</p> <p>Observe all the above schedule waste were not been kept more than 20 mt and still within 180 days. During site visitation at scheduled waste store, observe the adequate labelling with information of waste code, generator name, address and date of generation.</p>		
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.	Conformity
<p>Verified the unused empty pesticide container were punctured and dispose to recyle collector. Observe also the reused empty pesticide container were done triple rinse and be used for the purposes of spraying activities.</p>		
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	Conformity
<p>Sighted during site visit that proper landfill was established completed with the sign of open and close date. The land fill were located 500meter away from labour qaurters.</p>		
Criterion 4	Reduction of pollution and emission	
Indicator	Requirement	Findings
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent	Conformity
<p>The polluting activities were refer to Environmental Aspect Impact Assessment - Management Action Plan.</p>		
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented	Conformity
<p>Refer to Environmental Aspect Impact Assessment - Management Action Plan.</p>		
Criterion 5	Natural water resources	
Indicator	Requirement	Findings

4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:	
a)	Assessment of water usage and sources of supply.	Conformity
The estate were using government tap waters (SAJ Ranhill) as water sources for estate operation.		
b)	Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities	Conformity
Verified there is no natural waterway passing through the estate area.		
c)	Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	Conformity
According to auditee, in case of shortage/ contamination of water, the water sources will be taken from from SAJ Ranhill.		
d)	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.	Conformity
Verified there is no natural waterway passing through the estate area.		
e)	Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.	Conformity
Refer to 4.5.5.1 d) Natural vegetation in riparian areas available during site visit and there was no activities to remove the natural vegetation been practices.		
f)	Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.	Conformity
Refer to 4.5.5.1 d) Verified there is no natural waterway passing through the estate area.		
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	Conformity
Verified during site visit, no bunds, weirs and dams constructed passing through estate waterways.		
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).	Conformity
Road side drain and proper frond stacking implemented as water harvesting practices in the estate.		
Criterion 6	Status of rare, threatened, or endangered species and high biodiversity value area	
Indicator	Requirement	Findings
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:	
a)	Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.	OFI
Verified the Biodiversity Assessment Report conducted by Mohd Syafiq Dated 12 & 13 August 2018. Refer to report, the assessor has identified the fauna in the estate and the status of protection and IUCN-Red list. with total 10 (Sayong) and 27 (Coronation & Kian Hoe Development Sdn Bhd) of fauna identified by assessor in the		

estate.		
OFI: 4.5.6.1 Verified the management has carried out the biodiversity report in year 2018. However, due to complying with scheme owner's guideline, the High Conservation Value report to be established for next MSP02.0 standard.		
b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.		Conformity
Refer to 4.5.6.1. Protection status (Wildlife Protection Act 2010 [Act 716] - Total protected 11 species, Protected 3 species, not protected 13 species. IUCN-Red List Status - 27 species are Least concern.		
4.5.6.2	If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:	
a) Ensuring that any legal requirements relating to the protection of the species are met		Conformity
Verified in Biodiversity Management Plan has promote awareness on biodiversity, the program such briefing related policy and legal compliance of capture, harm, collect or kill RTE species.		
b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts		Conformity
Verified the management had erect signage no hunting at the main entrance of the estate. Beside that, an awareness briefing were given to the employee for discouraging illegal hunting inside the estate area.		
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.	Conformity
Verified the biodiversity management plan were as per mention in clause 4.5.6.2 b).		
Indicator 7	Zero burning practices	
Indicator	Requirement	Findings
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.	Conformity
Sighted that the Company has develop Zero Burning Policy dated 25/05/2018, the policy has stated the zero-burning practice on replanting/ new planting.		
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.	Conformity
No special approval required as the estate does not practice burning for previous crop. The previous crop were replant by doing felling, chipping and shredded.		
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.	Conformity
There is no burning activities were observe at replant area .		
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	Conformity
Observe during site visit at replanting area found the previous crop were felled , chipped and shredded. the crop waste were stack between inter row lining.		
<b>P6: Best Practices</b>		
Criterion 1	Site management	

Indicator	Requirement	Findings
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	Conformity
<p>Site visit sighted all activities are as per Manual and verified the Training Records the SOP training were given to all employee. Verified the activity as below:</p> <p>a) Circle weeding Sighted circle weeding activity with 1.5-meter-wide circle around the base of each palm. Site visit sighted no any Imperata cylindrica species surrounding the field. Circle Spraying was sighted implemented with Conventional Knapsack Sprayer.</p> <p>b) Harvesting Management set the standard of Minimum Ripeness Standard (MRS) at 10 loose fruit on ground before cutting. Harvesting interval is 15 days.</p> <p>c) Manuring Sighted Manuring activity with 1.5-meter-wide circle around the base of each palm</p>		
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.	Conformity
<p>Verified during site visit estate terrain was flat and undulating. Management maintains the soil erosion by carried out selective spraying at the drain area and retain soft grasses. No evidence blanket spray has been practiced by management. Terracing are visible and oil palm is grown within permitted level on sloping land. Side drains and cambered roads were observed in most fields. Silt pits sighted during field visits. The estates construct terraces at slope area of more than 10 degrees. This is observed during site visit. Road side camber is made to divert water at slope areas to prevent road erosion and surface damage. Terraces are constructed inclined towards the terrace wall. Diversion of water runoff from the field roads into terraces is available</p>		
4.6.1.3	A visual identification or reference system shall be established for each field.	Conformity
<p>Site visit sighted the block/field identification has been established.</p> <p>Observed and visual identification system during site visit for reference in respect of each planted field has been established and well maintained. During site visit observed marking had been done. All fields are marked and identified. Information like year planting (field no) and the total hectare is shown in all markers.</p>		

Criterion 2	Economic and financial viability plan	
Indicator	Requirement	Findings
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	Conformity
Observe the budget plan were established by management for year 2024 until 2025. 2 years management plan been prepared by management as to demonstrate attention towards economic and financial viability through long term management plan.		
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years	Conformity
As for next 3 year from 2024, several allocations have been allocated until year 2025.		
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB. b) Crop projection: site yield potential, age profile, FFB yield trends. c) Cost of production: cost per tonne of FFB. d) Price forecast. e) Financial indicators: cost benefit, discounted cash flow, return on investment.	Conformity
<p>Observe management had established the business management plan or budget plan for financial year 2024/2025. Observe below element were contain in the plan :</p> <ul style="list-style-type: none"> <li>- Oil Palm Estate cost ( include - harvesting, transport and handling , drainage, fertilisers, manuring, P&amp;D, Prunning, , replanting, weedings etc)</li> <li>- Estate maintenance expenses ( include - general admin charges, depreciation etc)</li> </ul> <p>Verified the expenditure cost and operation cost were captured in the estate budget and the cost were monitor by the estate manager.</p> <p>Auditor has observed tabulation of production expenditure as follows:</p> <ol style="list-style-type: none"> <li>1. Kian Hoe Plantations Bhd (Estates) RM/ha = RM 3,367.49 (2024) RM/ha = RM 4,028.02 (2025)</li> <li>2. Kian Hoe Plantations Bhd (Sayong) RM/ha = RM 3,716.67 (2024) RM/ha = RM 4,708.69 (2025)</li> </ol>		



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.	Conformity
Verified the review on the performance of FFB production were discussed during management review meeting. Observe also management had produce monthly report for the top management review and discuss monthly.		
Criterion 3	Transparent and fair price dealing	
Indicator	Requirement	Findings
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented.	Conformity
Observe all rates of contracts work were stated in the contract agreement. For price of FFB purchase by mill the rate were as MPOB price.		
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner	Conformity
<p>Verified the agreement with contractor for spraying works, FFB transport, harvesting and pruning. Payment voucher made accordance to the agreement which payment made to the contractor within 2 weeks on the next following month. However the payment may extend if the contractor fail to submit the claim before end of the month.</p> <p>The agreement sampled as follows:</p> <ol style="list-style-type: none"> <li>1. Agreement between Ladang Coronation and Mr Ramachandran A/L Arulanthu dated 2/5/2023. The agreement valid from 2/5/2023 until 31/3/2025.</li> <li>2. Agreement between Ladang Coronation and A Ramu Transport Agency dated 1/1/2023. The agreement valid from 1/1/2023 until 31/12/2025.</li> <li>3. Agreement between Ladang Coronation and Chin &amp; Tee Partnership dated 1/9/2023. The agreement valid from 1/9/2023 until 31/8/2026.</li> <li>4. Agreement between Ladang Coronation and Puan Haslizawati dated 16/2/2023. The agreement valid from 16/2/2023 until 31/12/2025.</li> </ol>		

Criterion 4	Contractor	
Indicator 1	Requirement	Findings
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information	Conformity
Verified training related on MSPO awareness were given to all contractors dated on 24 August 2023. Evidence verified in training record files. Justification made as interview the contractors during stakeholder consultation session, shown they are aware on MSPO requirement.		
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	Conformity
Verified all the contractors had black and white agreement made with the estate management as seen the contract agreement for all contract work offer were kept in proper filing. Sighted the agreement were been stamp with Stamping "HASIL". The agreement were detail on contract period, work description and price rate for each contract work.		
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required	Conformity
Verified there is no obligation from management for auditors to verify assessment through physical inspection.		
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted	Conformity
Observe all the payment made had been support with monitoring records with stated the total work done by the contractor. Payment were only delivered to the contractor base on work completion. Sighted invoice given by contractor for payment claim were verified by the assisstant manager and manager.		
<b>P7: Development of new plantings</b>		
Criterion 1	High biodiversity value	
Indicator	Requirement	Findings
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.	Select
Not Applicable		
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required	Select
Not Applicable		
Criterion 2	Peat Soil	
Indicator	Requirement	Findings
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.	Select
Not Applicable		
Criterion 3	Social and Environmental Impact Assessment (SEIA)	
Indicator	Requirement	Findings

4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.	Select
Not Applicable		
4.7.3.2	SEIA shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.	Select
Not Applicable		
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed.	Select
Not Applicable		
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed.	Select
Not Applicable		
Criterion 4	Soil and topographic information	
Indicator	Requirements	Findings
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation	Select
Not Applicable		
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure	Select
Not Applicable		
Criterion 5	Planting on steep terrain, marginal and fragile soils	
Indicator	Requirements	Findings
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws.	Select
Not Applicable		
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.	Select
Not Applicable		
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion	Select
Not Applicable		
Criterion 6		
Indicator	Requirements	Findings
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative	Select

	institutions	
Not Applicable		
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites.	Select
Not Applicable		
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available	Select
Not Applicable		
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.	Select
Not Applicable		
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented.	Select
Not Applicable		
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.	Select
Not Applicable		
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available.	Select
Not Applicable		
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development.	Select
Not Applicable		