



<h1>Assessment Report</h1>	Date: 12 th September to 13 th September
	<h1>2019</h1>

[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

Company name	1) ACTIPALMS RESOURCES SDN BHD 2) UNIK PERDANA SDN BHD
Address	NO-52-1, JALAN PEGAGA, TAMAN MERDEKA, BATU BERENDAM 75350 MELAKA
Report no	MS19MM0347
Status of audit	Main Assessment If surveillance NA

Section A General Information

General	
Audit objectives	<input checked="" 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 type="checkbox"/> To verify that the system implementation is continuously after and in third years of implementation is in accordance to the standards adopted. <input type="checkbox"/> Other, (please specify)
Integrate Assessment	No
Issue of certificate	Yes

Scope of Certification	
Scope of certification in English	The Provision of Planting and Harvesting of Fresh Fruit Bunch (FFB) By Organised Plantation
Requirement not being applicable	P7 - Development of New Planting
Justification	The company doesn't have any new planting activities.
Other language than above	NA
Changes from Previous registration	No
Extension/changes of scope date	NA
Other Sustainability Certification (RSPO, ISCC, CoGAP or Others)	NIL

Contact Details	
Management Representative	Mr Fu Shee Wouy
Alternate contacts	NA
Management Representative contact no.	012-688 0281
E-mail address	actopalm@yahoo.com
Fax Number	06-317 8108
Fixed Line Number	06-317 8810
NO OF SPOC/ GROUP MEMBERS	1

Section B Previous Audit Result

The result of the last audit system have 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 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 C 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 NIL 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 D (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
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 E Auditor and Auditees Names

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation
Mohamad Zulkefli bin Md Isa	Mr Fu Shee Wouy	Estate Manager
Team member		
NA		
Trainee auditor		
NA		
Observer		
NA		

Section F Audit Process Matrix

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

Planned month & year	10/2019	10/2020	10/2021	10/2022	10/2023
Internal Audits	☒	☒	☒	☒	☒
Stakeholder consultation / survey	☒	☒	☒	☒	☒
Use of logo	☒	☒	☒	☒	☒
Follow-up from previous audit finding	☒	☒	☒	☒	☒
4.1 Management Commitment & Responsibility					
4.1.1 MSPO Policy	☒	☒	☒	☒	☒
4.1.2 Internal audit	☒	☒	☒	☒	☒
4.1.3 Management Review	☒	☒	☒	☒	☒
4.1.4 Continual Improvement	☒	☒	☒	☒	☒
4.2 Transparency					
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	☒	☒	☒	☒	☒
4.3 Compliance to legal requirements					
4.3.1 Regulatory requirements	☒	☒	☒	☒	☒
4.3.2 Land use rights	☒	☒	☒	☒	☒
4.3.3 Customary rights	☒	☒	☒	☒	☒
4.4 Social responsibility, health, safety and employment condition					
4.4.1 Social impact assessment (SIA)	☒	☒	☒	☒	☒
4.4.2 Complaints and grievances	☒	☒	☒	☒	☒
4.4.3 Commitment to contribute to local sustainable development	☒	☒	☒	☒	☒
4.4.4 Employees safety and health	☒	☒	☒	☒	☒

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"/>
4.5 Environment, natural resources, biodiversity and ecosystem services					
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					
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"/>
4.6 Best Practices					
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					
4.7 Development of new planting					
4.7.1 High biodiversity value	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2 Peat land	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3 Social and Environmental Impact Assessment (SEIA)	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4 Soil and topographic information	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.5 Planting on steep terrain, marginal and fragile soils	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.6 Customary land	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment man days for the next assessment : 2_md. Recertification: 2023

Note: Recertification should be carry out minimum 2 months prior to the expiry of the certificate

Section G Audit Summary

Summary of Area Audited

BUSINESS AREAS	DETAILS OF AUDITED SUMMARY	
Auditor	Date	Time
ZU	17/10/2019	8.30
<p>Opening Meeting</p> <ul style="list-style-type: none"> a) introduction of the participants, including an outline of their roles; b) confirmation of the scope of certification; 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; d) confirmation of formal communication channels between the audit team and the client; e) confirmation that the resources and facilities needed by the audit team are available; f) confirmation of matters relating to confidentiality; g) confirmation of relevant work safety, emergency and security procedures for the audit team; h) confirmation of the availability, roles and identities of any guides and observers; i) the method of reporting, including any grading of audit findings; j) information about the conditions under which the audit may be premature terminated; 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; l) confirmation of the status of findings of the previous review or audit, if applicable; m) methods and procedures to be used to conduct the audit based on sampling; n) confirmation of the language to be used during the audit; o) confirmation that, during the audit, the client will be kept informed of audit progress and any concerns; p) opportunity for the client to ask questions. <p>Closing Meeting</p>		

- a) informing the client that the audit evidence collected was based on a sample of the information; thereby introducing an element of uncertainty
- b) the method and timeframe of reporting, including any grading of audit findings;
- c) the certification body's process for handling nonconformities including any consequences relating to the status of the client's certification;
- d) the timeframe for the client to present a plan for correction and corrective action for any nonconformities identified during the audit;
- e) the certification body's post audit activities;
- f) information about the complaint handling and appeal processes.
- g) Any diverging opinion that are not resolved.
- h) opportunity for the client to ask questions.

Executive Summary

Organisation Information

Actiplam Resources Sdn Bhd and Unik Perdana Sdn Bhd estate have located at boundary area of Alor Gajah, Melaka. The estate is managed and monitored by Mr Fu Chee Woei and for operation assisted by contractor for work such as harvesting, spraying, manuring, transportation & etc.

Assessment Process

Actiplam Resources Sdn Bhd has commissioned CARE Certification International (M) Sdn Bhd to conduct MAV (Main Assessment Visit) for its 2 palm oil estates according to the requirements of MS 2530-3:2013 General Principles for Oil Palm Plantations and Organized Smallholders commencing 17-18/10/2019. This covers the following activities but not limited to below:

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

In this Main Assessment Visit (MAV), the selected estates were based on the formula $S = 1.5\sqrt{n}$ where S = sample size and n = number of estates which is in accordance with MSPO certification procedure. Based on the formula, the sample size for the estate is $S = 2.598$, thus after a round up to the nearest decimal point, a total of 3 estates were selected for the onsite assessment and inspection as listed below:

- (i) Actiplam Resources Sdn Bhd
- (ii) Unik Perdana Sdn Bhd

Based on the findings of this assessment, it was found that the company had complied with all the requirements of the MSPO (Part 3). This assessment had resulted in the issuance of ... Non-Conformities (NCR), ... Observations.

Non-conformance shall be addressed and responded within 90 days from the date of audit and OBS will be reviewed and verified during the next audit. Verified FAV Assessment Report # MS18FM0242 with NIL Nonconformities arising from the exercise. All findings have been properly attended by the client and the submitted corrective actions plan were acceptable by the team members. No sign use of accreditation logo at the point of review.

CARE Certification International (M) Sdn Bhd has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting. In addition, the following reference was used as part of the assessment; the compliance of the requirements out of the guidelines applied was checked.

1. Malaysian Sustainable Palm Oil Part 3: General Principles for Plantation and Organized Smallholders audit guidance;

The scope of this assessment was limited to the High Yield Plantation Sdn Bhd management system and practices against the MSPO requirements. This assessment has been conducted by four team members comprising of:

- (i) Mohd Shyaiddal Abd Kadir (Team Leader)
- (ii) Mohamad Zulkefli Bin Md Isa (Team Member)
- (ii) Mohamad Hafis Bin Mustafa (Team Member)

A certification team consisting of one team leader was appointed. CARE Certification International (M) Sdn Bhd holds copies of educational qualifications, certificates and audit logs for each of the audit team members. This assessment has been conducted by 4 approved assessors which hold sufficient qualification and experiences to conduct MSPO Assessment. The onsite team members contributed to the review of documents, the assessment of the project activity and to the preparation of this report under the leadership of the team leader.

Audit Team

The audit was led by Mr Mohd Syaidal Abd Kadir who has an experience in palm oil plantation for almost 7 years.

and attended the MS2530:2013 and integrated Management System on December 2018.

Co Auditor is Mr Mohamad Zulkefli Md Isa who have almost 8 years in the sustainable certification and other management system certification such as RSPO, ISCC, ISO14001, ISO 9001 & etc. and also attended the MSPoi Lead Assessor course conducted by SIRIM. Other co auditor is Mr Mohamad Hafis Bin Mustafa who are have almost 7 years in the sustainable certification and other management system certification such as RSPO, MSPO, ISCC, ISO 9001, etc. and attended MPSO training conducted by SIRIM.

The Stakeholder consultation was conducted by Mr Mohamad Zulkefli Bin Md Isa.

Stakeholder Consultation

During audit on 12/09/2019, Care Certification International has interviewed random stakeholder for the response toward estate. Stakeholder interviewed as below:

1. Palma Permai Sdn Bhd- Harvesting contractor
2. Mansur Rustamawi- Contractors

Issues discussed such:

1. Complaint

- There is no complaint has been raised during stakeholder consultation. All Stakeholder understand the grievances procedure practices by the management.

2. Positive Practices by estate:

- i. All stakeholder has compliment the estate management which has gave a good rapport with stakeholder.
- ii. Understand the purpose of MSPO.
- iii. Timely payment to supplier and no outstanding payment to supplier.

In conclusion, the stakeholder meeting were undergone successfully with no complaint and stakeholder aware on the requirement of MSPO and detail on MSPO such estate complaint procedure, requirement with act, agreed to be audited by MSPO auditor & etc.

Estates Information

LIST OF GROUP MEMBERS

1. ESTATE INFORMATION

NAME OF ESTATE	LOCATION	COORDINATE
Actipalm Resources Sdn Bhd	Alor Gajah / Melaka Tengah	2.28098N 102.10365E
Unik Perdana Sdn Bhd	Alor Gajah	2.31087N 102.01346E

2. AREA STATEMENT AND FFB FORECAST

ESTATE	TOTAL AREA (HA)	PLANTED AREA (HA)	FFB TON/ YEAR (as per 2018)	YIELD TON/ha/ YEAR
Actipalm Resources Sdn Bhd	170.77	170.77	2,243.31	13.13
Unik Perdana Sdn Bhd	741.4	741.4	7,859.88	10.60
TOTAL	912.17	912.17	10,103.19	11.07

Audit Checklist

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	
<p>ARSB/UPSB Sighted Documents. The management has established "Polisi Pelaksanaan dan komitmen MSPO" Document dated 02/09/2019, approved by Datuk Poh Joon Teck. Verified the policies and sighted the commitment of the management on the compliances to all 7 MSPO principles. Other Policies available such:</p> <ul style="list-style-type: none"> i) Polisi Kemasyarakatan dan hak Asasi Manusia ii) Polisi Keselamatan dan Kesihatan iii) Polisi Gangguan Seksual iv) Polisi Alam Sekitar v) Polisi Pelaksanaan & Komitmen MSPO vi) Polisi Kualiti vii) Polisi Peluang Kesamaan viii) Polisi Pembakaran Sifar <p>A written policy statement in Malaysian Language on the commitment towards compliance with all requirement and principle of MSPO standard.</p>		
4.1.1.2	The policy shall also emphasize commitment to continual improvement.	
Sighted the policy established had shown emphasize towards commitment for continual improvement for principle 1 until principle 7.		
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.	
Internal audit (IA) conducted on 09/09/2019 by consultant, Mr Sharma Hasrizal as refer to IA checklist covered all principle in the standard with result 6 non-conformance and NIL Opportunity for Improvement (OFI) raised by auditor. As refer to IA procedure, in case of non-conformance raised the NC need to manage by filling the NC form which required to identify the root cause, action plan and date of completion & etc.		
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	
Seen Internal Audit Procedure date 02/09/2019 developed by company. As verified with Internal audit checklist, NIL non-conformity and observation raised by auditor.		
6 NCR was raised in the result of the internal audit. Sighted the evidence. Document name: Internal Audit		

Checklist.		
4.1.2.3	Report shall be made available to the management for their review.	
Seen the internal audit report dated 09/09/2019 available with 6 non-conformity and NIL OFI raised by auditor.		
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.	
Seen the Management Review Procedure dated 09/09/2019.		
CAR 1 No evidence on the Management Review was conducted by the mngement		
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.	
The action plan as seen in the Environmental Management Plan, annual yearly plan, Safety plan, HIRARC & etc.		
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.	
Verified, NIL new information and techniquer or new industry standards and technology implementated for time of review, however as refer to Mr Fu, company do no have any obligation in case of any new techniques or technology are found to be more efficient and cost saving.		
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.	
Verified, NIL new information and technique or new industry standards and technology implementated for time of review.		
P2: Transparency		
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.	
Company has established the Communication Procedure dated 02/09/2019. Further enchanche by the management on communicating the information requested by the relevant stakeholders in the appropriate languages and forms. request, response and release of information must be recorded. If got any request by the stakeholders, the form of communication are provided for them to made any communication.		
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.	
Seen during site visit the general document been publicly display at office such policies of MSPO, Organization Chart, Complaint procedure, Warning signs, Safety Data Sheet & etc.		
Refer to the Communication Procedure dated 02/09/2019, stated that all information requested must be through the Manager first and the stakeholders need to fill up the Complaint form. For time of review, NIL confidential document requested by stakeholder.		

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		
<p>Company has established the Communication (Aduan & Permohonan) Procedure dated 02/09/2019. Seen the scope of the procedure covered all internal and external stakeholder, where any communication such complaint, request, consultation, griveance, sexual harrasment & etc. are able to submit to head management though the communication form provided. Verified communication form available at site for any communication to be made.</p> <p>Noted management communicate with stakeholder individually and will record into the "Stakeholder Communication Log Book". Noted as to date no any communication with stakeholder benn held.</p>			
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)		
<p>Sighted document appointment letter to Mr Fu Shee Woey as person in charge for Social issues related to Grand Formula dated 08/04/2019. Seen the Job description listed such i) To investigate any communication issues raised, ii) save and kept the private & confidential record of communication and the action taken, iii) Consult to employee that required the assistance & etc.</p>			
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.		
<p>Sighted the list of stakeholders established on "Senarai Pihak Berkepentingan (Stakeholder)" as below:</p> <ol style="list-style-type: none"> 1. S.K. Cherana Puteh 2. Pondok Polis Taboh Naning 3. Majlis Perbandaran Alor Gajah 4. JAS Taboh Naning 5. JKKK Kg Cherana Putih 6. JKKK Kg Lanjut 			
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).		
<p>Procedure for traceability has been established by the management as per "Traceability Procedure" dated 02/09/2019.</p> <p>Refer to the procedure the traceability are according the recording of the FFB harvesting such as Harvesting round control form, Harvesting Bunches form, harvester attendance, attendance harvester block, Despatch Lorry to mill form, Daily FFB ((Tons) Despatch to oil mill from ramp, Despatch lorry to Mill, Daily Field Collection Sheet FFB at field to ramp updated by Mr Fu daily basis.</p>			
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system		
<p>The management has established a mechanism to monitor and record all the tasks given to the workers, and been traced by Mr Fu Shee Woey, Estate incharge.</p>			
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system		
<p>The management has appoint Mr Fu Shee Woey dated 02/09/2019 as person in charge for traceability with clear job description mention in the appointment letter such i) supervise the traceability system process, revise the traceability procedure, iii) revise the quality record & etc.</p>			
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.		
<p>Record of sales, delivery or transport of FFB maintained by estate and submit to HQ for their record keeping.</p>			
P3: Compliance to legal requirements			

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		
<p>Verified the license/permit as evidence of compliance toward applicable local, state, national and ratified international laws and regulation as below:</p> <p>i) Actipalms Resources Sdn Bhd MPOB - Menjual dan mengalih FFB #614296002000 validation date till 31/07/2019 for 170.78 ha</p> <p>ii) Unik Perdana Sdn Bhd MPOB - Menjual dan mengalih FFB #504810102000 validation date till 31/08/2019 for 741.4Ha</p>			
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register		
<p>Refer to Legal Register for company where legislation applicable such:</p> <p>1) OSHA and regulations 1994 (Act 514) 2) Environmental Quality Act 1974 3) Malaysian Palm Oil Board Act 1998 4) Employment Act 1974 5) Passport Act 1966 & etc.</p>			
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.		
<p>Verified the listed legal requirement register are new and valid regulation for time of review as refer date of review on 02/09/2019.</p>			
4.3.1.3	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.		
<p>Seen Ms Teo Fwee lea Jantan has been appointed as the person responsible to monitor compliance of regulatory requirement, track and update the changes in regulatory requirement or perform any further function that may be required by employer to enable the implementation of MSPO. The functions are listed in one nomination letter dated on 08/04/2019.</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		
<p>As verified the land title and perimeter boundary, estate has planting Palm oil and seen visual identification of perimeter boundary. Sighted the inspection during site visits.</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.		
<p>Verified the land title available for each company with evidence as below:</p> <p>Unik Perdana Sdn Bhd total 741.4Ha and sample land title as below</p> <p>i) Borang 5BK (Jadual Keempat Belas)- GERAN- No Hakmilik: 40268, Lot# 2244 ii) Borang 5BK (Jadual Keempat Belas)- GERAN- No hakmilik: 40269, Lot# 2245 iii) Borang 5BK (Jadual Keempat Belas)- GERAN- No Hakmilik: 40270, Lot# 2246</p> <p>Actiplams Resources Sdn Bhd- lease land with Emasin Resources Sdn Bhd i) Schedule VII Certificate Of Title# 11884</p>			
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.		

Estate Boundary is bound by a trenches which are available and visible during site observation. The management has established a map close up on boundary location.		
Observation has been made in the estate map to show the block identification. Sighted evidence during site inspection visit.		
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).	
There is no land dispute issue as the whole estate block. As of to-date there was no complaint on land matter. No record on FPIC process because of none community surrounding the plantation area.		
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.	
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	
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.	
Estate operation is not under customary right land		
P4: Social responsibility, health, safety and employment condition		
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	
CAR 2 No evidence on the Social Impact Assessment was conducted		
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	
The management has established procedure "Aduan Dan Keluhan" issued on 02/09/2019.		
CAR 3 No evidence on the complaints procedure was communicated		
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.	
Verified records of complaints were kept in file Complaint Form and "Buku Rekod Aduan". Noted as to date no any complaint received by the stakeholders.		
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	

Verified the form of 'Buku Rekod Aduan' available in the office comound at estate and HQ in Ipoh.		
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time	
CAR 3 No evidence on the complaints procedure was communicated		
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.	
Verified complaint book and file for form complaint was available. Observe the detail was not obselete and kept in the office		
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.	
Noted management do CSR as below: a) allowed local community to used their land for access road by the local community without any charges. b) do road maintenance to the village road for Kg Tanah Merah and Kg Lanjut Manis.		
OBS To record all the CSR activity		
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	
Slighted management established policy "Keselamatan Dan Kesihatan" dated 02/09/2019 and approved by Director.		
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		
Site visit sighted the policy was communicatæd to the employee by display at the site office and communicated to the stakeholder during stakeholder meeting.		
b) The risks of all operations shall be assessed and documented		
Verified the HIRARC and listed the risk assessment for all activities in estate such as harvesting, pruning, manuring, office work & etc. Refer to procedure Pengenalpastian Hazad, Penilaian Risiko dan Kawalan. Noted the procedure LOW: maintain the control, MED & HIGH: Recommendation control. i) Harvesting HIRARC dated 02/09/2019 and sighted all job steps were assessed with LOW and MEDIUM Risk. ii) Spraying HIRARC dated 02/09/2019 and sighted all job steps were assessed with LOW and MEDIUM risk		
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.		
Management established the SOP for all activities related to the chemical such as SOP Meraacun, SOP Membaja etc.		
CAR 4 No evidence on the chemical handling training was conductedd		

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).		
CAR 4 No evidence on the PPE issuance to the employee.		
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.		
Management established the SOP for all activities related to the chemical such as SOP Meraacun, SOP Membaja etc. Noted all pesticide and manuring activity was outsourced to the contractors and site visit sighted management not stored the chemical in the estate.		
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.		
CAR 4 No evidence on the two-way communication was conducted by management		
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.		
Management conduct regular two-way communication during conduct briefing or training to the workers and as to date sighted the two-communication was conducted on 19/08/2019 and sighted the minute meeting and attended by mandour, contractor etc.		
h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.		
Establish the procedure for emergency response as per "Prosedur Persediaan Dan Tindakan Kecemasan" dated 04/06/2019. Sighted the organisation chart for ERT with the composition of the members is Estate Manager as a Commander and the other employee as the person responsible for accident and spillage.		
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		
Site visit sighted management allocate 2 set of First Aid Kit to the field supervisor and it was sufficient for the 18 workers.		
CAR 4 No evidence on the employees trained n First Aid were present		
j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.		
Records of accident was updated as per JKPP Form submitted to DOSH dated 04/01/2018 and refer to the records NIL accident were recorded.		
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	
	Sighted management established the "Polisi Kemasyarakatan Dan Hak Asasi Manusia" dated 02/09/2019 approved by Director and sighted the policy displayed in front of qaurters notice board.	
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.	

<p>Policy above clearly mention on freedom of association and recognition of human right to collective bargaining, prohibition of all form of forced labour, prohibition of child labour & prohibition of discriminatory in respect of employment laws in regards to the rights and welfare of employment and occupation. Verified during interview with internal stakeholder, no discrimination by management to the employees are practicing.</p>	
4.4.5.3	<p>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.</p>
<p>Verified employee pay slip for month of July 2019 and noted management only engage with 1 permanent staff and noted he was take care of both company APSB and UPSB:</p> <p>Actiplam Resources Sdn Bhd 1) Employee: Azman bin Jalil, Position: Staff Basic Salary: RM1650/ month Overtime: RM648 Allowance: RM350 Gross Salary : RM2648.50</p>	
4.4.5.4	<p>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</p>
<p>Noted management engaged with the contractor below: a) Palma Permai Sdn Bhd for harvesting, spraying, transporation and manuring</p> <p>CAR 5 No evidence on the management ensure employees of contractors are paid as per legal</p>	
4.4.5.5	<p>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.</p>
<p>The detail of employee recorded in the master file of employees as per Buku Rekod Pekerja and sighted the record are contain of full names, gender, BOD, date of entry, job description etc.</p>	
4.4.5.6	<p>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</p>
<p>Verified agreement with employee as below:</p>	
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p>
<p>Sighted the time recording are as per Checkroll Book and the attendance was taken by the Estate Manager during the morning rocall. The overtime job were remarks at the Checkroll Book and will calculate every end of month for the overtime payment.</p>	
4.4.5.8	<p>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</p>
<p>Working hour: Field Checkroll 6 days (Monday - Saturday) 7.00 am- 4.00 pm (working hour) 1.00pm - 2.00 pm (rest)</p>	
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements</p>
<p>Verified the payslip and sighted the calculation of the payment are accurate and in line with legal regulation.</p>	

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	
Benefit offered such, medical treatment, full day attendance allowance, free housing, electricity & water supply, Accident Insurance and mention in the "Kontrak Perkhidmatan".		
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.	
<p>CAR 7</p> <p>Site visit sighted management provided housing to the contractors employee and sighted poor cleanliness of the housing area. Noted all staff not stay at the quarters and live at the village nearby.</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	
Sighted management established the "Polisi Kemasyarakatan Dan Hak Asasi Manusia" dated 02/09/2019 signed by Director and there is a commitment for Workplace Harassment. The procedure include the harassment such Workplace, personal, sexual, poisons work environment, abuse authority. Noted currently no any female employee was working at the estate operation site.		
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.	
Sighted management established the "Polisi Kemasyarakatan Dan Hak Asasi Manusia" dated 02/09/2019 signed by Director has clearly mention on freedom of association and recognition of human right to collective bargaining, prohibition of all form of forced labour, prohibition of child labour & prohibition of discriminatory in respect of employment laws in regards to the rights and welfare of employment and occupation. Sighted visit and refer to employee records sighted no any under age employee been employed by management.		
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.	
Site visit and verified employee record sighted management not employed any underage or your person as estate workers.		
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.	
Verified training record are in the in Training file and sighted the Training Matrix was established to identified the suitable training for the employee. Verified the Training Matrix dated 02/09/2019 and sighted list of training required for employee such as Safety, Manuring, Harvesting, Pruning etc.		
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.	
Refer to Training Needs Analysis (TNA) form, the company has identify the training needs based on position and training required. Sample: 1. Manager, Objective - Maximize plantation profitability and sustainability, Competency required- Planning, coordination, asset management & etc, How will this training achieved - Tailor-made training. 2. Filed Mandour, Objective - to monitor FFB maximize the production quality of FFB, Competency required -		

Result orientation, How will this training achieved - Workshop.		
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.	
Refer to form workers training plan year 2019, there 10 training palnned in year 2019 such Manuring, harvesting, pruning spraying & etc		
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.	
Company has established the "Polisi Alam Sekitar" dated 02/09/2019 Document and approved by the Director. Sighted the commitment on the environmental as below: a) Comply with Legal & regulation b) Create clear environment c) Promote environmental awareness d) Encourage 3R campaign (Reduce, Recyle, Reuse) & etc. Seen the environmnetal plan related in order to implement the environment policy in environmental plan.		
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives. b) The aspects and impacts analysis of all operations	
As refer to "Polisi Alam Sekitar" as per 4.5.1.1. Sighted the Environmental Aspect & Impact was established and cover the activity such as load and unload of FFB, machine Parking area, maintenance and etc. Sample as below: 1. Scope: Spraying, Manuring & Scheduled Waste Activity: Spraying using pesticide/chemical Environment Component: Soil Impact: Soil erosion due to surplus spraying Risk: 4 (2 x 2) Management step: Spraying as per program/ circle and strip spraying only allowed Monitoring program: Daily inpspection during program 2. Scope: Penuaian & Pemangkasan Pelepah Activity: Harvesting & pruning operation Environment Component: Water souce Impact: Improper biomass disposal Risk: 2 (1 x 2) Management step: Proper frond stacking Monitoring program: Daily inspection during program Seen the Environmental plan "Pelan Pengurusan Alam Sekitar" for year 2019 with total 3 activities raised, such: a) Activity Spraying at water source - Caused errosion (Action plan - circle spray and strip spray only), b) Chemical storage - no containment tray (Action plan - construct bund/ provide tray), c) Activity at Housing - waste burning (Action plan - briefing regarding zero burning/ clean the burning traces) & etc.		
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.	
As seen in the environmental plan, the positive programme been promoted to mitigate negative impact been planned such segregate the domestic waste campaign, regular inspection toward tractor/vehicle & etc.		
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan	

Refer to Environmental Plan year 2019 stated there is quarterly record, monthly monitoring and positive impacts by the estate operation.	
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.
CAR 8 No evidence of awareness and training programme implented as required by standard in order to ensure all employees understand the policy and objectives of the environmental management.	
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed
Verified the the meeting minute for ESH Matters meeting minute dated 01/10/2019 and sighted management discuss on the issue related with environment such as buffer zone, waste management, soil errotion etc	
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.
Seen the non-renewable energy used has developed for the diesel use per ton of FFB with trend in graph and baseline value based on tonnage yield of diesel usage, the record as below: i) Actiplam Resources Sdn Bhd - Aug 2019 118.91L, Jul 147.37L, June 97.58L & etc. ii) Unik Perdana Sdn Bhd - Aug 2019 115.03L, Jul 125.59L, June 140.5L & etc.	
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.
Estimation based on yield crop forecast, seen the estimation for diesel is RM1.03/Liter (APSB), RM1.06/Liter (APSB). While for electricity, the estimation based on previous average usage for a financial year 2017/18 which to be stated in the monitoring plan as per 4.5.2.1.	
4.5.2.3	The use of renewable energy should be applied where possible
Noted as to date, management yet to apply any renewable energy use for the operation.	
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.
Noted Waste Management Plan has identified waste such as empty pesticide container - source spraying activity, domestic waste (Rubbish) - source office & line site and operation waste (frond) - source field operation.	
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.
a) Source of waste identified in waste management plan as per 4.5.3.1. b) All the domestic waste was managable amd dispose at the dumping site in the field.	

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.	
Refer to procedure "Prosedur Pengendalian Bahan Buangan" dated 02/09/2019, where all the waste item was manage on proper and safe handling, storage and disposal for empty chemical.		
Refer to the Waste Management Plan and sighted the waste identified in the estate is the empty chemical container, used fertilizer bag and solid waste.		
As verified the empty chemical container and spent lubricant/hydraulic handle by contractor engage to conduct the services. Where material (pesticide/hydraulic/lubricant) bought by estate, services and managing the waste handle by contractor engaged.		
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.	
Refer to procedure 'Pelupusan Bekas Racun' dated 02/09/2019, the requirement to punctured and triple rinse were mention. No empty chemical were punctured since all the container were still for chemical activity uses.		
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	
Domestic waste disposed into landfill, verified location map, the signage of landfill available and the schedule for collecting the domestic waste was 3 times per week. Noted domestic waste are from the estate office compound.		
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	
Assessment in Environmental Aspect and Impact for greenhouse gas emission, scheduled waste available: 1. Action - Estate Operation Aspect : Usage of fertilizer and Pesticide Potential Impact : Water and Land Existing Control : No Fertilizer and etc Recommendation Action : Mixing area etc Mitigation : Put Signage as awareness to the staff/workers PIC : General Workers & Mandore		
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented	
Refer to Environmental Aspect Impact Assessment - Management Action Plan. Verified 9 work unit established such Weeding/upkeep, Pesticide store, Scheduled waste store & etc. Sample: 1.Work unit: Weeding/upkeep Activity/aspect: Mixing of pesticide Potential imapct: May cause soil contaminate if leak to environment		
Criterion 5	Natural water resources	
Indicator	Requirement	Findings
4.5.7.1	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.		

Refer to water management plan, the water supplied at housing area and officer are from Syarikat Air Melaka Berhad (SAMB). The record of SAMB invoice bill kept by office.	
b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities	
Verified no natural water passed through the estate area, only hand-made drain established by company to control the water drainage system.	
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.).	
As refer to Water management plan, the company has determined the drough and contaimitation season, where in case of drough season, the water supplied to get from SAMB & nearby natural river, for contaimitation, case, the plan to get from SAMB & etc.	
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.	
Verified no natural water passed through the estate area, only hand-made drain established by company to control the water drainage system.	
e) Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.	
Verified no natural water passed through the estate area, only hand-made drain established by company to control the water drainage system.	
f) Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.	
Verified during site visit, NIL bore well is being use for water supply available in estate area.	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.
Verified no natural water passed through the estate area, only hand-made drain established by company to control the water drainage system.	
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).
Seen during site visit, water harvesting practices been implemented such road side drain, water catchment, culvert rain harvesting & etc.	
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.	
Refer to the Biodiversity Assessment Report dated 01/10/2019 and sighted identified the species of flora and fauna as below:	
Birds	
a) Ashy Tailorbird (<i>Orthofomus ruficeps</i>)- Status: LC – least concern	
b) Zebra Dove (<i>Geopelia striata</i>)- Status: LC – Least Concern	
c) Common Tailorbird (<i>Orthotomus sutorius</i>)- Status: LC – Least Concern	
Mamals	
a) Long-tailed Leaf-Monkey (<i>Macaca fascicularis</i>)- Status: LC – Least Concern	

b) Malayan Field Rat (<i>Rattus tiomanicus</i>)- Status: LC – Least Concern c) Low's Squirrel (<i>Sundasciurus lowii</i>)- Status: LC – Least Concern d) Wild Boar (<i>Sus scrofa</i>) Status: LC – Least Concern		
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.		
Refer to the Biodiversity Assessment sighted no any species was categorized as endangered species status under the IUCN.		
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		
Mitigation measure and recommendation in the report available such i. Clearing site in stage, ii. Complete ban of hunting by workers, iii. Fencing on barriers & etc.		
b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts		
Sighted in the Biodiversity management plan, recommend to erect "DILARANG MEMBURU" at the boundary area.		
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.	
Mitigation measure and recommendation in the report available such i. Clearing site in stage, ii. Complete ban of hunting by workers, iii. Fencing on barriers & etc		
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.	
Refer to Environmental Policy dated 02/09/2019 signed by Director The policy mention on the requirement to comply with all relevant guideline and regulation relating to environment. During site visit sighted no use of fire for waste disposal was sighted.		
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.	
No replanting activity at the point of assessment		
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.	
No replanting activity at the point of assessment		
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	
No replanting activity at the point of assessment		
P6: Best Practices		
Criterion 1	Site management	
Indicator	Requirement	Findings
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	

Management establish the SOP as per "SOP Pengurusan Ladang Sawit Lestari" . Site visit sighted all activity are as per SOP. Interview contractors workers and sighted they aware with the SOP.	
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.
Noted estate was located at the flat land and not at the hilly area however during site visit sighted management maintained the soft grass.	
4.6.1.3	A visual identification or reference system shall be established for each field.
Verified the field block visual identification is displayed on the plastic plate block of its details such block number & hectarage. Verified the estate map and the block identification was sighted clearly stated on the estate map.	
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.
CAR 9 No evidence on the establishment of the documented business or management.	
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
Noted management not planned for any replanting acitivity due to all the land are planned for the housing development in future	
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.
CAR 9 No evidence on the establishment of the documented business or management	
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.
The management monitored the achievment goals as per monthly Oil Palm Tonnage as below: a) Oil Palm Tonnage Sept 18 to Aug 2019.	
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.
Verified the FFB price and determined by palm oil mill and verified the FFB statement for July 2019 as below: a) Havys Oil Mill Sdn Bhd Nett Weight: 135.57 OER% = 19.50 Price = 360.56 MT	

<p>Verified the contract agreement and determination of the service price are fair and agreed by both party. a) Palma Permai Enterprise Sdn Bhd- dated 01/01/2019 Agreement for harvesting and pruning task as below: i) Harvesting- RM40/MT ii) Loading wages- RM6.50/ MT iii) Manuring- RM5.30/ hour</p>		
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner	
<p>Refer to the payment to the contractors and sighted all payment are as per agreed contract. Verified the invoice as below: a) Invoice dated 31/08/2019 and paid on 10/09/2019.</p>		
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	
Communicate the information and MSPO requirement to contractor during stakeholder meeting on 27/04/2019		
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	
<p>Verified agreement with the contractor as below: a) Palma Permai Sdn Bhd- dated 01/01/2018 Agreement for harvesting and pruning task as below: i) Harvesting- RM45.00/MT ii) Loading wages- RM7.00/ MT iii) Manuring- RM5.30/ beg b) Mansur Rustamawi- dated 01/01/2018 Agreement for spraying activity task as below: i) Circle spraying- RM32.00/ ha ii) Slective woodies- RM40.00/ha</p>		
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required	
During stakholder consultation contractor agree to accept MSPO approved auditors.		
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	
Noted management was observe the contractor task by verified the "Payment Advise Report" before approved the final payment to contractors.		
P7: Development of new plantings		
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.	
NA		

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	
NA		
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.	
NA		
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.	
NA		
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.	
NA		
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.	
NA		
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.	
NA		
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	
NA		
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure	
NA		
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.	
NA		

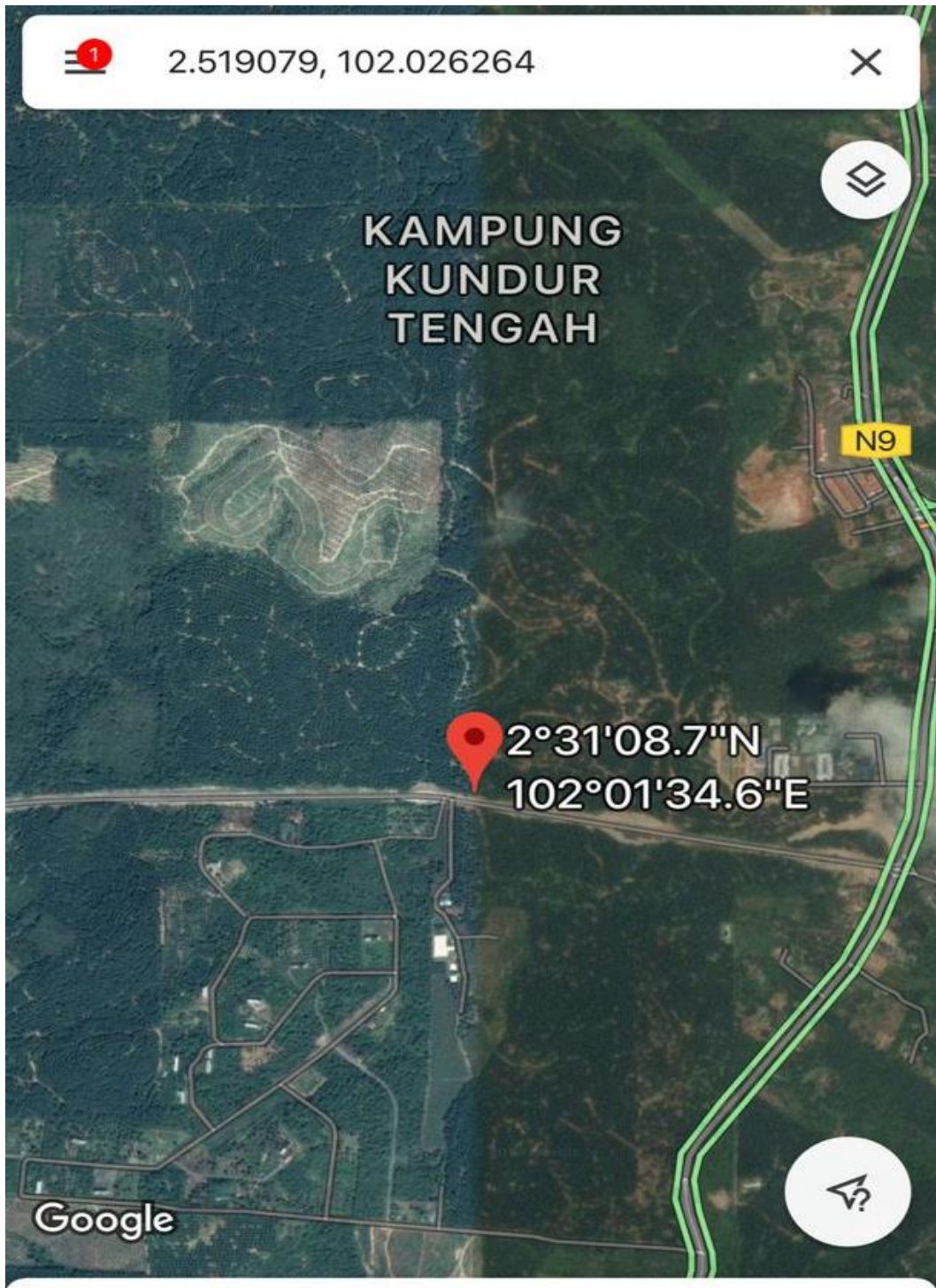
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.
NA	
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion
NA	
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 institutions
NA	
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites.
NA	
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
NA	
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.
NA	
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented.
NA	
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.
NA	
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available.
NA	
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.
NA	

Observation for Improvement

Details
4.4.3.1 To record all the CSR activity

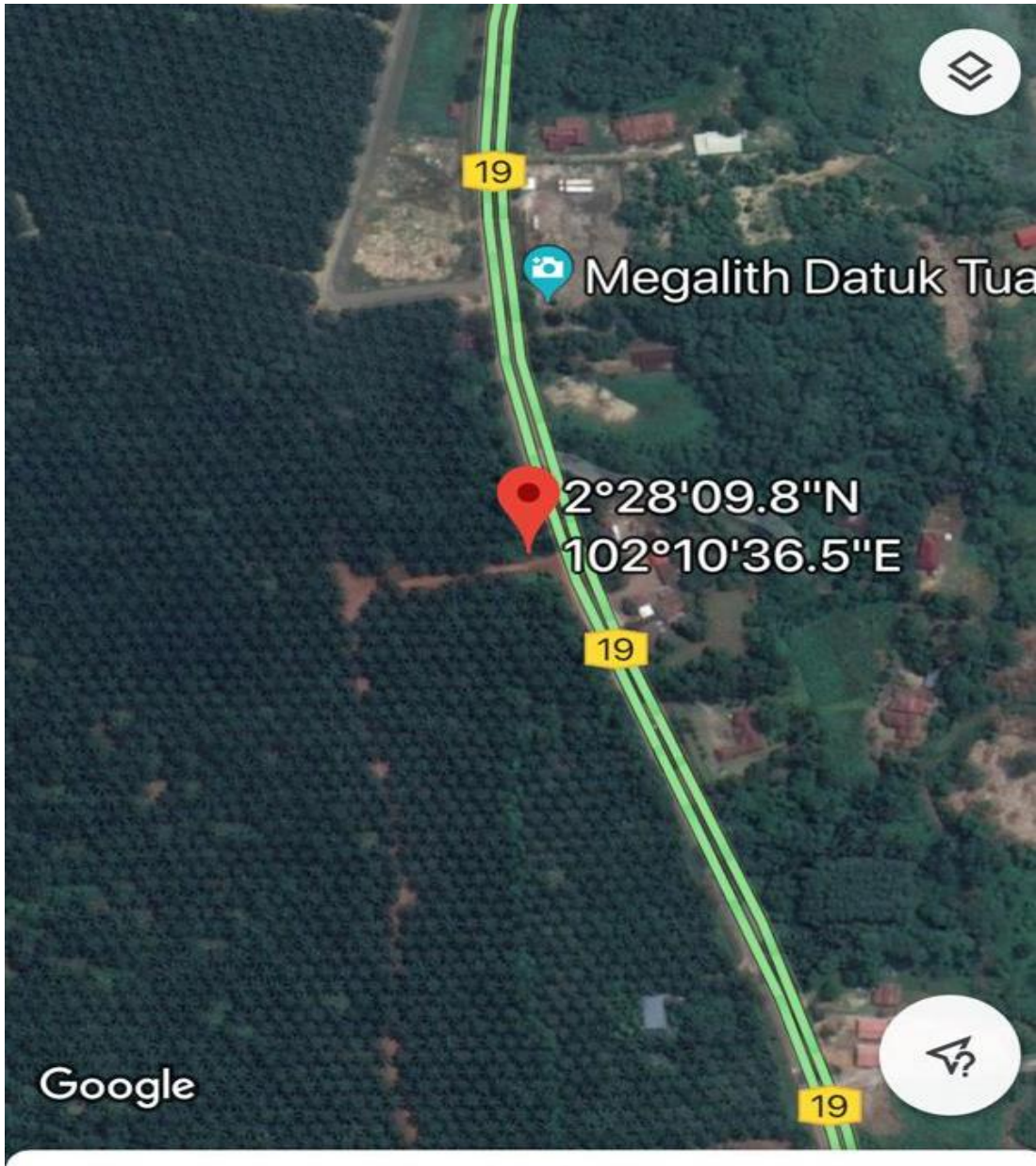
During the assessment_09_nonconformities were identified.

APPENDIX 1
MAP LOCATION FOR ACTIPALM RESOURCES SDN BHD



2°31'08.7"N 102°01'34.6"E
2.519083, 102.026278

APPENDIX 2
MAP LOCATION FOR UNIK PERDANA SDN BHD



2°28'09.8"N 102°10'36.5"E

