



MSPO SURVEILLANCE CERTIFICATION SUMMARY REPORT [YEAR 02] 2020



SALCRA

BAU PALM OIL MILL SDN BHD

KM25, JALAN BAU-LUNDU, PO BOX 1818, 94007 BAU, SARAWAK



BQAS Certification [M] Sdn Bhd

Lot 7823, Sublot 6, 2nd Floor, Block A, King Center,
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Accreditation No: ACB MSPO CB15

**MSPO SURVEILLANCE CERTIFICATION PUBLIC SUMMARY REPORT [Year 02]**

SALCRA: BAU PALM OIL MILL SDN BHD

BQAS CERTIFICATION [M] SDN BHD [1179994-X]

Ref No: BQ/SBPOM/SVA2/06/2020

Standard: MS 2530-4:2013

20 09 2020

CERTIFIED ENTITY

MSPO Standards	<input type="checkbox"/> MS2530-3:2013 General Principles for Palm Oil Plantations & Organized Smallholders
	<input checked="" type="checkbox"/> MS2530-4:2013 General Principles for Palm Oil Mills
Type of Certification:	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Project Ref No:	BQ/SBPOM/SVA2/06/2020
MSPO Certificate No:	BQAS P4 023-2 0420
MSPO Certificate Validity:	30 04 2018 – 29 04 2023
HQ Office Address:	Wisma SALCRA, No 1, Lot 2220, Block 26, MTL D, Jalan Dato Mohd Musa, 94300, Kota Samarahan, Sarawak
Contact Person / Job Title:	Mdm Patricia Chan Sustainability Executive
Telephone / Mobile:	082 621 904 016 831 2705
Email / Website:	patriciachan@salcra.gov.my
Site Address:	KM 25, Jalan Bau –Lundu, P.O. Box 1818, 94007 Bau, Sarawak.
Contact Person / Job Title:	Mr Ubang Balang Mill Manager
Telephone / Mobile:	011 1608 7588 019-8876522
Email / Website	bapom01@salcra.gov.my

CERTIFICATION BODY**BQAS CERTIFICATION [M] SDN BHD [1179994-X]**

Office Address:	Lot 7823, Sublot 6, 2n Floor, Block A, Kings' Center, Simpang Tiga, 93350, Kuching Sarawak.
Contact Person / Job Title:	Wilfred S Landong Managing Director
Telephone / Mobile:	+6 082 572043 +6 017 222 5555
Email / Website:	bqassb@gmail.com www.bqas.com.my

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EXECUTIVE SUMMARY

BAPOM [Bau Palm Oil Mill Sdn Bhd] is a subsidiary of SALCRA [Sarawak Land Consolidation Rehabilitation Authority]. This is a Surveillance Certification Report Year 2 [third year of certification] for BAPOM & scope is individual certification of BAPOM under the Standards MSPO MS2530-4:2013 for Palm Oil Mills. BQAS [BQAS Certification Sdn Bhd] had been selected to conduct this Surveillance Audit taking over from another Certification Body. It is to be noted that this Audit which was scheduled earlier to be conducted in March, 2020 was forcibly delayed due to compliance requirements of COVID 19 MCO [movement control order] enforced by government authorities of Malaysia.

BAPOM is located at KM 25, Jalan Bau-Lundu, P.O. Box 1818, 94007 Bau, Sarawak. The Mill Site is situated at Geo-coordinates N01° 29' 22.48" E109° 58' 49.3"; approximately 25 kilometers from Bau Town; 60.834 hectares of Mixed Zone Country land; owned by SALCRA and rented to BAPOM.

The assessment method follows principles of **3P** (Paper, Practice & People)

This certification assessment is a sampling process where management systems effectiveness & efficiency are confirmed via an Audit Trail that the Auditor established to make an accurate conclusion.

The following are pertinent information on BAPOM:

No of Employees	• 153 employees: all locals
MPOB License No / Expiry date	• No: 5003 6980 4000/ Expiry: 30 07 2020
Production Capacity	• 60 (MT) of fresh fruit bunch (FFB) per hour
FFB supply base	• Mainly SALCRA owned plantations & other dealers, plantations & smallholders in Bau-Lundu District
Annual Production Quota	• 300,000 MT
Actual volume of FFB processed for 2019	• 265,209 MT
Projected volume of FFB processed for 2020	• 245,465 MT
Extraction Ratio	• Oil extraction ratio @ 20.05%
	• Kernel extraction ratio @ 4.04%
Actual production volume for 2019	• Crude Palm Oil @ 53,418.75 MT
	• Palm Kernel @ 12,756.55 MT
Projected production volume for 2020	• Crude Palm Oil @ 58,800 MT
	• Palm Kernel @ 11,885 MT
Projected pricing for 2020	• CPO @ RM RM1,857/- per MT
	• PK @ RM1,285/- per MT

The Surveillance Audit was conducted on 25 to 26 06 2020; 2 Auditors & 1 Observer; 4 mandays. The purpose of this Audit is to evaluate the implementation, including effectiveness, and continuous compliance to MSPO requirements of BAPOM management systems. Assessments were done at Mill Site Office and Mill proper to assess documentation, mill facilities and mill operations. Information & data were systematically gathered & documented from interviews, observations of process and activities, field audits & review of documentations and records.

There were 2 findings classified as OFI [opportunity for improvements] on criteria 4.3.1 regulatory requirements & 4.4.4 employee safety and health.

During the Audit, dialogues and interviews were conducted with staffs, Mill workers, Local community representatives, contractors & stakeholders to gauge understanding of MSPO principles, applications & its importance and relevance to sustainable growth and production of palm oil products. Also assessed were their opinion on working & business relationship with BAPOM management & staffs and this was found to be positive, cordial & mutually beneficial.

Mill employees are remunerated in compliance with Employment Act & minimum wage regulations; and living & housing conditions in the mill employees housing and facilities are generally above standard requirements of health & safety regulations & the relevant Housing Act. Available amenities in BAPOM include treated water, domestic waste collection & disposal, electricity and telecommunication services.

BAPOM has continuously complied & conformed to MSPO Certification standards, conditions & requirements.

Conclusively, the Lead Auditor therefore recommended that BAPOM Certification under MSPO Standards MS2530-4:2013 Part 4 – General Principles for Palm Oil Mills to be continued and maintained.

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BQAS CERTIFICATION [M] SDN BHD [1179994-X]

Ref No: BQ/SBPOM/SVA2/06/2020

Standard: MS 2530-4:2013

20 09 2020

1.0. INFORMATION: CERTIFICATION ASSESSMENT

1.1.	Type of Certification Assessment	<input checked="" type="checkbox"/>	Annual Surveillance Audit [Year 2]
1.2.	Scope of MSPO Certification	<input checked="" type="checkbox"/>	Sustainable Management of Palm Oil Mill with 60MT/Hour
1.3.	MSPO Standards	<input checked="" type="checkbox"/>	PART 4: MS2530-4:2013
1.4.	Maps and others [Refer Attachments]	<input checked="" type="checkbox"/>	Google Locations
		<input checked="" type="checkbox"/>	Mill Land Map
		<input checked="" type="checkbox"/>	Mill Layout

2.0. INFORMATION: CERTIFIED ENTITY

INFORMATION	CERTIFIED ENTITY		
Company Name	SALCRA BAU PALM OIL MILL SDN BHD (BAPOM)		
Company Registration No:	1998 0101 3690 [469819-x]		
Main Address:	KM 25, Jalan Bau –Lundu, P.O. Box 1818, 94007 Bau, Sarawak.		
Site Name:	BAU PALM OIL MILL SDN BHD		
Primary Function:	<input type="checkbox"/> Plantation/Organized Smallholders	<input checked="" type="checkbox"/> Mill	
Site Address:	KM 25, Jalan Bau –Lundu, P.O. Box 1818, 94007 Bau, Sarawak.		
Management Contact Details			
Name: Ubang Balang	Job Title: Mill Manager		
Mobile: 019-8876522	Tel: 011 1608 7588	Email: bapom01@salcra.gov.my	
Name: Patricia Anak Henry Bujang	Job Title: Mill Engineer		
Mobile: 019 9369389	Email: patriciah@salcra.gov.my		
Headcount:	Local: 153	Foreign: 0	Total: 153
MS 2530-4:2013 General Principles for Palm Oil Mills			
MPOB License No: 5003 6980 4000	Expiry Date: 31.07.2020		
Scope of Activities:			
Activiti Berlesen	Keluaran Kelapa Sawit		
Menjual dan Mengalih	FFB, PK, CPO, SPO #		
Membeli dan Mengalih	FFB #		
Menyimpan	PK, CPO, SPO #		
Mengilang	FFB #		
Production Capacity: 60MT/Hour			
OER Extraction Ratio: 20.05%	KER Extraction Ratio: 4.04%		
PK Production Volume(actual) 2019: 12,756.55 MT	PK Production (estimate) 2020: 11,885 MT		



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Standard: MS 2530-4:2013

20 09 2020

Actual: 2019	Forecast: 2020
PK Average Pricing: RM1,080/MT	PK Average Pricing: RM1,285/MT
CPO Production Volume: 53,418.75MT	CPO Production Volume: 58,800 MT
CPO Pricing: RM2,034/MT	CPO Pricing: RM1,857/MT
FFB Volume: 265,209MT	FFB Volume: 245,565 MT
Main Sources of FFB:	SALCRA Estates
Land Status / Ownership: Total land size: 60.834 Ha	Owned by SALCRA and rented to Bau Palm Oil Mill Sdn Bhd
Geo-Coordinates:	N01° 29' 22.48" E109° 58' 49.3"
Validity/Date of Certification:	14 04 2018 to 13 04 2023
FFB Suppliers: 411 companies & individual	Date Established: Year 2003

3.0. ASSESSMENT METHODOLOGY

This certification assessment is a SAMPLING process where management systems effectiveness & efficiency are confirmed via an audit trail that the Auditor established to make an accurate conclusion

Information gathering Data collection from	Interviews – staffs, contractors, local communities, FFB suppliers & other stakeholders <ul style="list-style-type: none"> • Observation of process & activities • Review of documentations & records • Site visits • Field inspections
Assessment method	Paper <ul style="list-style-type: none"> • Assessing past implementations from records, reports of the management system Practice <ul style="list-style-type: none"> • Assessing current implementation from observing current practices People <ul style="list-style-type: none"> • Assessing future maintenance from interviewing personnel on understanding & assessing competencies.

Surveillance Audit		Audit Findings Classification	
Term	Meaning	Description	
YES	Compliance	•	Fulfilled requirement of audited standard
OFI	Opportunity for improvements	•	Demonstrate conformity. There are, however, improvement opportunity identified that will benefit the organization
NO (minor NC)	Minor non conformity	•	Non-compliance to standard requirements or company's SOP; or are issues that when combined, jeopardized the functioning of the system
NO (major NC)	Major non conformity	•	Demonstrate absence or total breakdown of system to meet standard requirement, or a number of minor NC against a clause of standard requirements / at a particular area. Of last assessment that are not effectively addressed will be classified as major NC.

**4.0. ASSESSMENT PROCESS****4.1. AUDIT TEAM**

Assessment Stage	Name	Role
Surveillance Year 02	Wilfred S Landong	Lead Auditor
	Duke Ladin	Auditor
	Sanicas Granda	Observer

4.2. AUDIT PLAN**4.2.1. AUDIT OBJECTIVES****Surveillance Audit**

- Changes to the certified client and its management system
- Verification continuous management system implementation
- Review of effectiveness of measures arising from the previous audit (if applicable)
- Confirmation of fulfillment of certification requirements
- Enquiries on aspects of certification (Complaints)
- Review of any client's statements with respect to its certified operations (e.g. promotional material, website, use of BQAS logos and marks, use of the certificate)
- Customer specific requirements

4.2.2. ASSESSMENT SITES / PROGRAMS / PARAMETERS**MS2530-4:2013 | General Principles for Palm Oil Mills****4.2.2.1. Assessment Sites**

Assessment were performed at:

- Mill Office – documentations & records
- Mill – processes, stores, waste & water management, workshop and related facilities
- Staff facilities – housing, amenities etc.

4.2.2.2. Assessment Program

Date: 25 – 26 06 2020**No of Auditors: 2****No of Mandays: 4**

- Day 1
- Opening Meeting
 - Review Certification Audit Report
 - Documentation Audit / Record Review at Mill Office
- Day 2
- Mill – facilities inspection (chemical, schedule waste stores, workshop, effluence ponds, grading etc.)
 - Observation of milling processes, interview Mill workers/Engineers, weighbridge, laboratory etc.
 - Inspection/observation of staff/workers housing & living conditions, facilities & amenities, interview foreign workers, domestic waste treatment etc.
 - Stakeholders dialogues/interviews (contractors, FFB suppliers, local community representatives, adjacent landowners)
 - Closing meeting
 - Presentation of Audit Checklist / Report

4.2.2.3. Assessment Parameters

Evaluate implementation, including effectiveness of the management system

- Information & evidence about conformity to all requirements
- Performance monitoring, measuring, reporting
- Reviewing against key performance objectives & targets
- Performance as regards legal compliance
- Operational control of the client's process
- Internal auditing & Management review
- Management responsibilities for policies
- Links between the normative requirements, policy
- Competence of personnel
- Customer specific requirements
- Traceability of FFB
- Use of PPE / Safety & Health training program
- Revisit other points/areas of buffer zone, Riparian reserves, boundaries
- Implementation of Policies & procedures at all stores (fertilizer, chemical, schedule waste store)
- Improvements to workers' quarters – health & safety
- Infrastructure / roads & drainage / natural water management
- Continuous improvement plan & implementation
- Implementation of Best practices
- Implementation of environmental management plan
- Stakeholders & workers interview



5.0. SUMMARY OF ASSESSMENT RESULTS

5.1. KEY FINDINGS

5.1.1. Table of Findings

Principles	P1	P2	P3	P4	P5	P6	Total
No of OFI: Opportunity for Improvement	0	0	1	1	0	0	2
No of NC: Non-Conformance	0	0	0	0	0	0	0
Total	0	0	1	1	0	0	2

Abbreviations

- P1 Principle 1: Management Commitment & Responsibility
- P2 Principle 2: Transparency
- P3 Principle 3: Compliance to Legal Requirements
- P4 Principle 4: Social Responsibility, Health, Safety & Employment Conditions
- P5 Principle 5: Environment, Natural Resources, Biodiversity & Ecosystem Services
- P6 Principle 6: Best Practices

5.1.2. Process Area of Findings

Criterion 4.3.1: Regulatory requirements			1.
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirement register.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	42 Acts, Ordinance, Laws and Regulations [relevant] listed in the legal register. Sarawak Forest Ordinance not listed in the legal register

Criterion 4.4.4: Employees safety and health			2.
Indicator	Requirement	Compliance	Findings
4.4.4.2	The occupational safety and health plan shall cover the following:		
B.	The risks of all operations shall be assessed and documented	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	The risk of operation was comprehensively written and compile in the folder 'Pengenal Pastian Hazard, Penaksiran Risiko dan Kawalan Risiko' or HIRARC using Form no BAPOM - FRM 603.1. However, the date of revision stated in the title section (upper right) of the BAPOM - FRM 603.1 (2014) is



			inconsistent with the date of preparation and approval (2019).
H.	Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Emergency response plan for fire and explosion SOP can be viewed in the file Ref: BAPOM - WI 602 - 01 with the newest revision dated 31 st May 2010, approved and signed by OHSE manager. However, the auditor couldn't find any SOP for incident/accident.

5.1.3. Surveillance Assessment Overview

The Audit checklists follows that as prescribed under MSPO MS2530-4:2013 [Part 4]: General Principles for Palm Oil Mills. The following are brief assessment findings under each Principles.

5.1.3.1. Principle 1: Management Commitment & Responsibility

All Criterion in this Principle are in compliance with MSPO requirements

- MSPO Policy is established and maintained; approved by new GM on 01 04 2020; continual improvement is included in the Policy.
- Internal Audit had been conducted annually from 2018 – 2020 and the reports were reviewed by the management team led by the Chairman of MSPO Steering Committee
- The last Management Review was conducted by the MSPO Steering Committee On 21 11 2019.
- Continuous Improvement Plan are implemented on Productivity, Social conditions and Environmental improvements.

5.1.3.2. Principle 2: Transparency

All Criterion in this Principle are in compliance with MSPO requirements

- General procedures guidelines on Transparency, Traceability, Consultation & Communications are established and maintained
- Officers in Charge are appointed and carrying out their responsibilities
- Lists of stakeholders are maintained and updated
- Traceability system is implemented and maintained
- Records of storage, sales, delivery of CPO: control documents are maintained and updated.

5.1.3.3. Principle 3: Regulatory Requirements

1 finding as OFI – Opportunity for improvements is noted in this Principle; under Regulatory requirements

- All operations are observed to be in compliance with all relevant laws and regulations
- **However, the Sarawak Forest Ordinance is not listed and maintained in the legal register. The area of operation of BAPOM is close to Forest reserves and national parks or conservation areas. [Ref Criterion 4.3.1.2]**
- Milling activities are confined to land owned by SALCRA; and these activities are observed as not affecting the land use rights of other users.

5.1.3.4. Principle 4: Social Responsibility, Health, Safety & Employment Conditions

1 finding as OFI – Opportunity for improvements is noted in this Principle; under Employees Safety and Health

- Recommendations in the SIA report is observed to be implemented and ongoing

- The system for dealing with complaints and grievance is well established and maintained.
- A committee BAPOM FFB support group was established on 08 02 2019 for communication and discussion with key stakeholders
- In contributing to local sustainable development, BAPOM had engaged more than 50% of its headcount from the local communities.
- **The OFI recorded was on documentation pertaining to Risk of all operations [Criterion 4.4.4.2 B] and Accident and emergency procedures [Criterion 4.4.4.2 H].**

5.1.3.5. Principle 5: Environment, Natural Resources, Biodiversity & Ecosystem Services

All Criterion in this Principle are in compliance with MSPO requirements

- BAPOM Environmental & Sustainability Policy [revised] established and implemented WEF 01 04 2020
- Environmental Improvement Plan dated Sept 2017 continue to be implemented and ongoing
- Training and awareness programs are conducted according to EIP as scheduled
- Waste Management Plan, Water Management Plan & Assessment of all polluting activities are ongoing and implemented according to schedule.
- No open discharge of POME is found during the Audit

5.1.3.6. Principle 6: Best Practices

All Criterion in this Principle are in compliance with MSPO requirements

- SOP on Best Practices are established and continue to be consistently implemented and monitored.
- On pricing mechanism, the Marketing & Sales dept of SALCRA HQ is noted to be implementing this effectively
- BAPOM economic & financial viability plan is documented vide Business Management Plan 2020
- Transparent and fair price dealing with Contractor continue to be practiced; documentary evidence are sighted and verified during the Audit.

5.2. STAKEHOLDERS' CONSULTATION REPORT

3. Mill worker

She came from Kampung Sg Stum Muda, approximately 2 KM from the Mill and has been working for the Mill for 15 years. She stated that the mill workers' mostly come from the surrounding areas in which verified by one of the engineers in which he said as many as 95% are locals. Her husband also worked at the Mill as an operator. Furthermore, she mentioned the Mill management had contribute a lot on the community including CSR activities for Gawai and Christmas festivals.


It is noted that along with the office staffs, she had been brief on MSPO. Her understanding on MSPO were improving the quality of FFB, area cleanliness, safety and health and environmental.

4. Contractor – Project Engineer



A 49 years old project engineer working for Yong C L Engineering Sdn Bhd. He has been working with the company for the last 7 years. Currently, for the past 3 years Yong C L was the main supplier, machine

maintenance and fabrication for Bau Oil Palm Mill. Yong C L Engineering did not have any written contract with Bau Oil Palm Mill and SALCRA. However, they did register with SALCRA HQ as an available contractor/Supplier. He has little knowledge on MSPO except that his workers safety and health is important while working at Mills.

It would be recommended that another briefing on MSPO be conducted with service providers & contractors of BAPOM

5.3. AUDIT CONCLUSION		
	Summary Statement of Lead Auditor	
	<p>The purpose of this Surveillance Audit is to evaluate the implementation, including effectiveness, of SALCRA Bau Palm Oil Mill management systems and that the requirement of the Standards MS2530-3:2013 is fulfilled.</p> <p>Assessment program include documentation audit, field and facilities audit, stakeholder consultation and random interview with management and staff of BAPOM. There were 2 Findings. Conclusively, it is verified that BAPOM had effectively maintained the implementation of its' management systems; and the Audit Team recommend that Certification under MS2530-4:2013 be continued; subject to satisfactory actions taken on all findings.</p>	 Wilfred S Landong Date: 26 06 2020

5.4. ACKNOWLEDGEMENT BY CERTIFIED ENTITY MANAGEMENT REPRESENTATIVE

	<p>This is to acknowledge and confirm the Audit Visits/Assessments described in this Report and the Acceptance of the Contents and Findings in the said Audit Report.</p>	  Ubang Balang Mill Manager Date: 26 06 2020
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5.5. CORRECTIVE ACTIONS: CERTIFIED ENTITY

CORRECTIVE ACTIONS REPORTS & ACTION TAKEN BY CERTIFIED ENTITY

Corrective Action Reports were raised on the 2 findings [OFI] on 26 06 2020
The Corrective Action Reports were closed out by Lead Auditor on 29 08 2020

6.0. OFFICIAL SIGN OFF

6.2. ASSESSMENT RECOMMENDATION: LEAD AUDITOR

Based on the Findings/Action taken by Auditee/Closures above, BAPOM – Bau Palm Oil Mill Sdn Bhd had been able to demonstrate generally its continual compliance to and with requirements of the MSPO MS2530-4:2013 Standard for General Principles for Palm Oil Mills.

Therefore, it is recommended that the Certification of BAPOM be maintained.

Wilfred S Landong

30 08 2020

6.3. ASSESSMENT REVIEW BY TECHNICAL REVIEWER

I/the undersigned, being the Technical Reviewer, confirm that I have examined thoroughly all contents of the Report in its' entirety.

I confirm that, to the best of my knowledge the information and conclusions included in this report have been prepared in compliance with the Standards requirements; and done in good faith and that the Lead Auditor recommendations had been based upon this information.

I, hereby confirm that, the Certification of Bau Palm Oil Mill Sdn Bhd under the Standard MSPO2530-4:2013 under General Principles for Palm Oil Mill be maintained.

Maxwell Stephen

15 09 2020



7.0. CONCLUSION

7.1. CERTIFICATION: BQAS MANAGEMENT

In reference to MS 2530-4:2013, BQAS Management hereby approved of:

- Issuance of the certificate.
- Issuance of the certificate as soon as implementation of corrective action(s) has been demonstrated.
- Maintenance of the certificate.**
- Maintenance of the certificate as soon as implementation of corrective action has been demonstrated.

7.2. PLAN FOR NEXT SURVEILLANCE AUDIT

Surveillance Audit Year 02 was delayed due to COVID19 Movement Control Order as enforced by Malaysian government authorities.

Surveillance Audit Year 03 will revert back to be in compliance with BAPOM official date of Certification.

Surveillance Audit Year 03 is scheduled to be by March, 2021

8.0. ATTACHMENTS

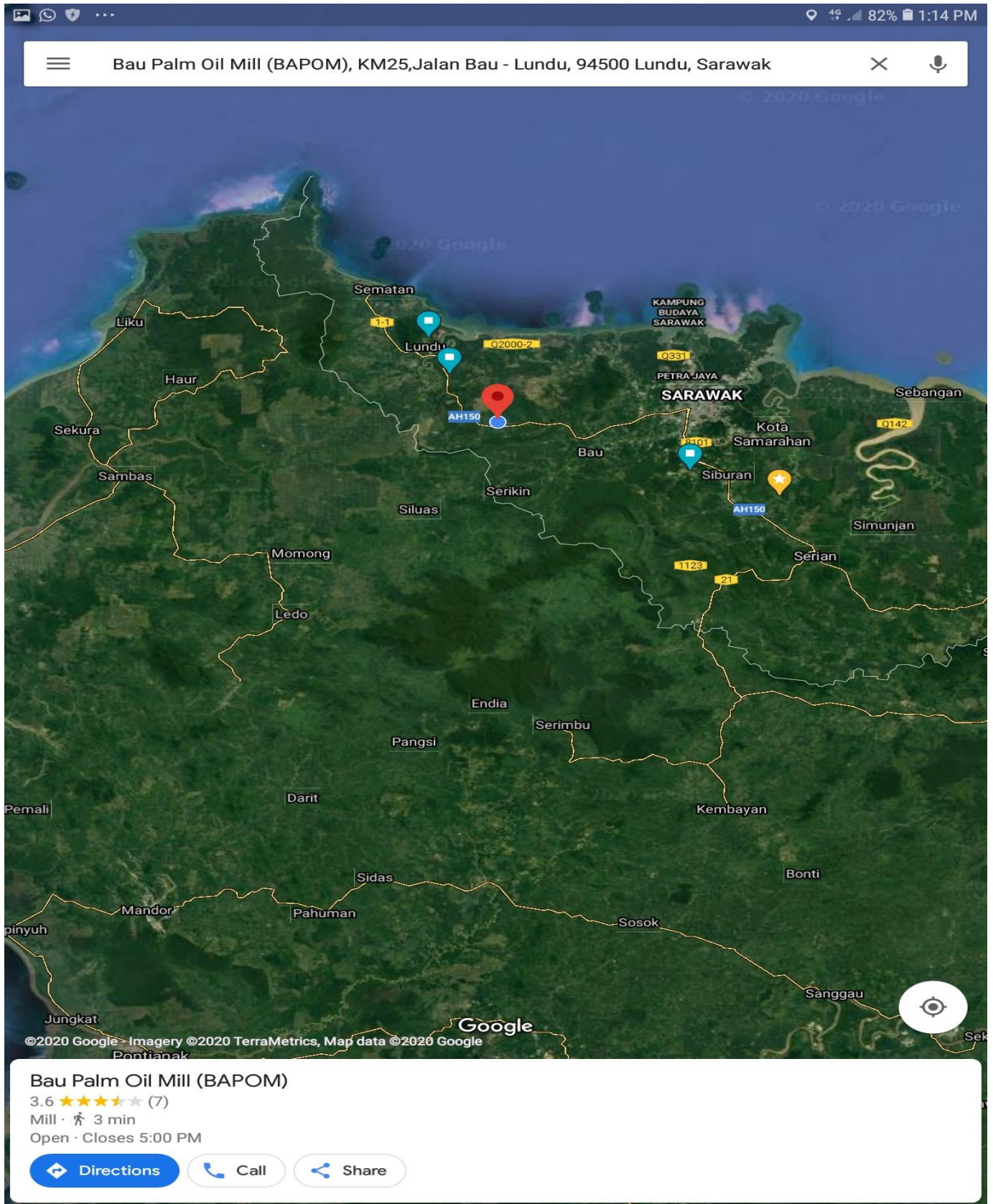
1. Google Location Maps

FOOTNOTES

All audit findings are based on a sampling process, targeted towards reliable evidence for effective implementation and compliance of the management system. Where applicable findings and required corrective action were or will be agreed upon with the responsible managers or management representatives, steps have been or will be defined to resolve such non-conformity. Further business aspects may exist, positive or negative, which have not been reviewed by the audit team. It is the organization's responsibility to investigate and evaluate the potential impact and scope of findings, thus continuously ensuring full compliance to the applied standard(s).

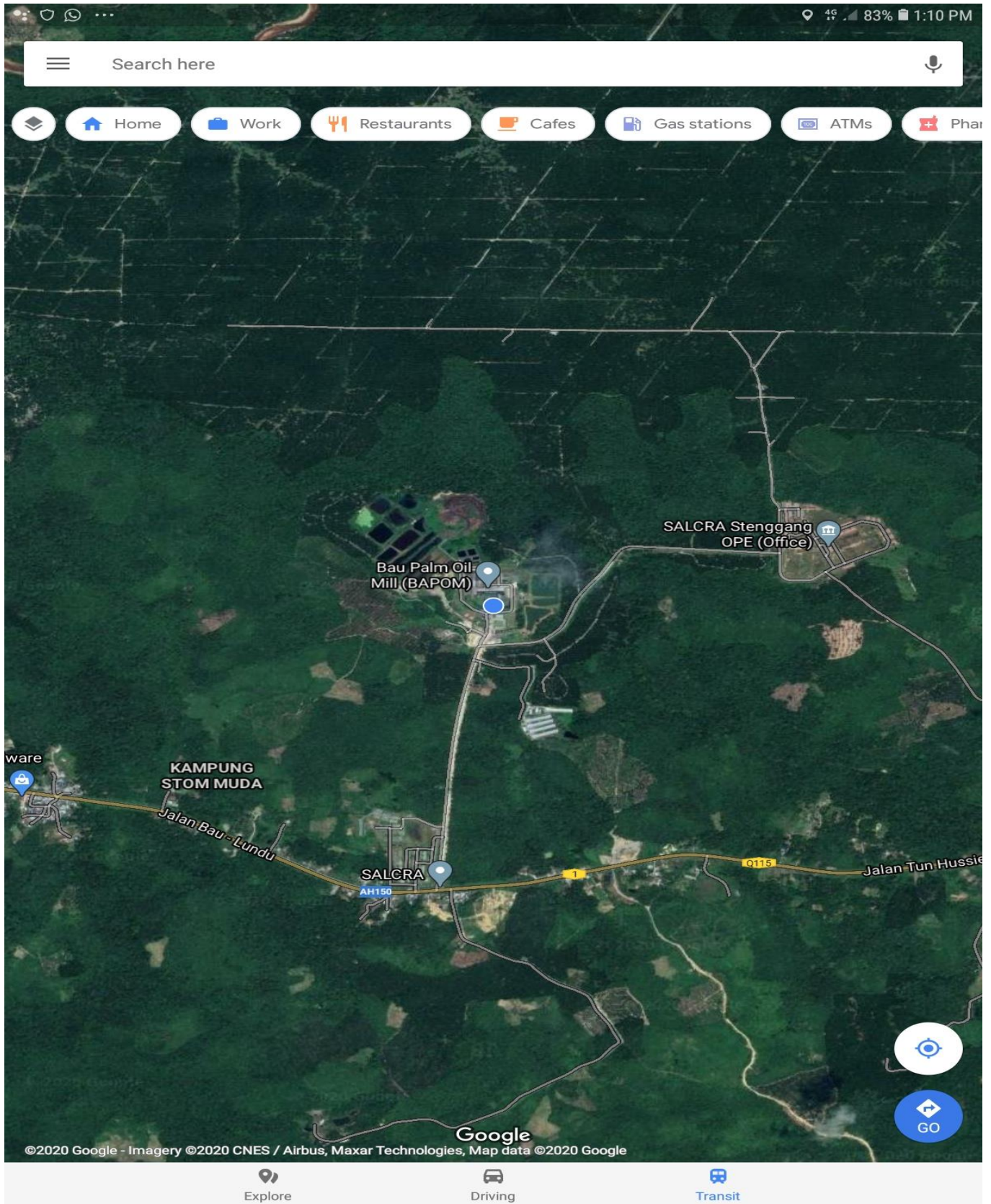


BAPOM GOOGLE LOCATION 1





BAPOM GOOGLE LOCATION 2





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