



MSPO SURVEILLANCE CERTIFICATION REPORT [YEAR 01]



MUKAH KILANG KELAPA SAWIT SDN BHD

Lot 29, Jalan Bukit Ambun, Mukah-Selangau,
96400, Mukah, Sarawak.



BQAS Certification [M] Sdn Bhd

Lot 7823, Sublot 6, 2nd Floor, Block A, King Center,
Simpang Tiga, 93350, Kuching, Sarawak.

Tel: 082 572 043

Email: bqassb@gmail.com

Website: www.bqas.com.my

Accreditation No: ACB MSPO CB15

**MSPO SURVEILLANCE CERTIFICATION REPORT Year 01****MUKAH KILANG KELAPA SAWIT SDN BHD****BQAS CERTIFICATION [M] SDN BHD [1179994-X]**Ref No: **BQ/MKKS/SVA01/02/21**Standard: **MS 2530-4:2013**Report Date: **30 04 2021****CERTIFIED ENTITY**

MSPO Standards MS2530-3:2013
General Principles for Palm Oil Plantations & Organized Smallholders

 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/MKKS/SVA01/02/21	
MSPO Certificate Validity:	25 12 2019 - 24 12 2024	
HQ Office Address:	Lot 29, Jalan Bukit Ambun, Mukah-Selangau, 96400, Mukah, Sarawak.	
Contact Person / Job Title:	Saperi bin Salli	Mill Manager
Telephone / Mobile:	019 553 9226	019 818 8908
Email / Website:	saperisalli@gmail.com	
Site Address:	Lot 29, Jalan Bukit Ambun, Mukah-Selangau, 96400, Mukah, Sarawak.	
Contact Person / Job Title:	Muhammad Al Haziq bin Abdullah	MSPO Chief Coordinator
Telephone / Mobile:	019 553 9226	012 833 6285
Email / Website	kcid6285@gmail.com	

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
Lead Auditor	Wilfred S Landong	
Technical Reviewer	Patrick Sibat	

Disclaimer:

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EXECUTIVE SUMMARY

This is Surveillance Audit Year 1 & scope is Individual Certification of Mukah Kilang Kelapa Sawit Sdn Bhd [MKKS] under the Standards MSPO MS2530-4:2013 for Palm Oil Mills.

MKKS is located at Lot 29, Block 60, Jalan Bukit Ambun, Mukah-Selangau, 96400, Mukah, Sarawak.

The Mill Site is situated at Geo-coordinates N02°54.30.5' E111°18.40.0'; approximately 25 kilometers from Mukah Town; 55 hectares in land size, Mixed Zone Country land; own land; leasehold with 60 years' lease expiring in 2075.

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.

In this Audit, dialogues and interviews were conducted with staffs, Mill workers, 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 MKKS Management and this was found to be positive. Approximately, about 80% of the local employees of MKKS are from the local communities and the Mukah area.

Plantation employees are remunerated in compliance with Employment Act & minimum wage regulations; and living & housing conditions in the Mill Staff & Workers Quarters meet minimum requirements of health & safety regulations & the relevant Housing Act.

Available amenities in MKKS include treated water, domestic waste collection & disposal, electricity and telecommunication services.

IN this Audit it was noted that MKKS top management had recently been changed; and palm oil milling activities at MKKS remained 'business as usual'. It was also observed that the Mill implement Covid 19 pandemic guidelines in compliance with established SOP.

The Audit was conducted on 01 – 02 02 2021. There were 4 findings during this Audit; 3 minor NC [non-conformance] and 1 OFI [opportunity for improvements].

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

Conclusively, the Lead Auditor therefore recommended that MUKAH KILANG KELAPA SAWIT SDN BHD be maintained and continue to be certified under MSPO Standards MS2530-4:2013 (Part 4 – General Principles for Palm Oil Mills).

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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 type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

INFORMATION:	CERTIFICATION BODY	
Name:	BQAS Certification [M] Sdn Bhd [1179994-x]	
Address:	Lot 7823, Sublot 6, 2 nd Floor, Block A, Kings' Centre, Simpang Tiga, 93350, Kuching, Sarawak.	
Contact:	Email: bqassb@gmail.com	Tel: +6 082 572 043
	Watsapp: +6 017 814 1112	Website: www.bqas.com.my
Surveillance Audit Date:	01 – 02 02 2021	Audit Duration: 4 man-days
BQAS Audit Team:	Name	Role in the Audit
	Wilfred Landong	Lead Auditor
	Duke Ladin	Auditor

2.0. INFORMATION: CERTIFIED ENTITY

INFORMATION	CERTIFIED ENTITY		
Company Name & Registration No:	Mukah Kilang Kelapa Sawit Sdn Bhd [542117-M]		
Main Address:	Lot 29, Jalan Bukit Ambun, Mukah-Selangau, 96400, Mukah, Sarawak.		
Site Name:	Mukah Kilang Kelapa Sawit Sdn Bhd		
Primary Function:	<input type="checkbox"/> Plantation/Organized Smallholders	<input checked="" type="checkbox"/> Mill	
Site Address:	Lot 29, Jalan Bukit Ambun, Mukah-Selangau, 96400, Mukah, Sarawak.		
Management Contact Details			
1.	Saperi bin Saili	Mill Manager	
	Mobile: 019 818 8908	Tel: 019 553 9226	Email: saperisaili@gmail.com
2.	Muhammad Al Haziq bin Abdullah	MSPO Chief Coordinator	
	Mobile: 012 833 6285	Tel: 019 553 9226	kcid6285@gmail.com
Headcount:	Local: 60	Foreign Workers: 33	Total: 93

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MPOB License No: 5088 0650 4000	Expiry Date: 30 06 2021
Scope of Activity:	
Menjual dan Mengalih	FFB, PK, CPO, SPO#
Membeli dan Mengalih	FFB#
Menyimpan	PK, CPO, SPO#
Mengilang	FFB#
Production Capacity:	60MT per hour
OER Extraction Ratio: 17.84%	KER Extraction Ratio: 3.65%
PK Production Volume(actual) 2020: 3,853.65 MT	PK Production (estimate) 2021: 8,000MT
PK Pricing (actual) 2020: RM1,900/MT	PK Pricing (forecast) 2021: RM2,000/MT
CPO Production Volume(actual) 2020: 18,829.18 MT	CPO Production (estimate) 2021: 37,000MT
CPO Pricing (actual) 2020: RM3,000/MT	CPO Pricing (forecast) 2021: RM3,300/MT
FFB Volume(actual) 2020: 105,533.70 MT	FFB Volume (estimate) 2021: 200,000MT
Main Sources of FFB:	50 % own estate / 50 % external sources / smallholders
Land Status: Ownership:	Mill Land: Mixed Zone Land, Country land; 55 hectares; 60 years lease [2015 – 2075]; own land
Other Sustainability Certification: nil	Geo-Coordinates:
	N02°91: 08' E112°31:105'' 2.907133, 112.310522
Date of Certification: Issue 1: 25 12 2019	Validity: 25 12 2019 to 24 12 2024

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	Interviews – staffs, contractors, local communities, FFB suppliers & other stakeholders
Data collection from	<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

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- 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 01	Wilfred S Landong	Lead Auditor
	Duke Ladin	Auditor

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 (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

Assessments 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: 01 – 02 02 2021

No of Auditors: 2

No of Mandays: 4

- | | |
|-------|---|
| Day 1 | <ul style="list-style-type: none">• Opening Meeting• Review Certification Audit Report• Documentation Audit / Record Review at Mill Office |
| Day 2 | <ul style="list-style-type: none">• 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.• Dialogues/interviews (contractors, FFB suppliers)• 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

5.0. SURVEILLANCE ASSESSMENT**5.1. SURVEILLANCE AUDIT REPORT****PRINCIPLE 1:****MANAGEMENT COMMITMENT & RESPONSIBILITY****Criterion 4.1.1: Malaysian Sustainable Palm Oil (MSPO) Policy**

Indicator	Requirement	Compliance	Findings
4.1.1.1	Policy for the implementation of MSPO shall be established.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted & verified MSPO Policy established. Approved by Managing Director dated 03 09 2019. Unchanged.
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted MSPO Policy Statement MKKS overall business strategy adheres to the principle of sustainable development, balancing consideration of people, planet and profit and continuous improvement.

Criterion 4.1.2: Internal Audit

Indicator	Requirement	Compliance	Findings
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	Verified that Internal Audit was conducted on 15 – 17 07 2020. 5



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	strong and weak points and potential area for further improvement.	<input type="checkbox"/> NC - Major	findings classified as NCR. Closed out on 28 09 2020
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All procedures and results were verified to be well documented. Corrective Action Reports – clearly identify root causes and correction action taken well evidenced.
4.1.2.3	Report shall be made available to the management for their review.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	IA Report was presented to top management and reviewed on 28 09 2020.

Criterion 4.1.3: Management review

Indicator	Requirement	Compliance	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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Management review procedure ref SOP-03 01 10 18. Management review noted to be conducted at least once a year. Last management review conducted on 28 09 20 chaired by Mill Manager. 12 operational areas were reviewed. Verified subsequent action taken on issues/outputs arising from the review.

Criterion 4.1.4: Continuous Improvement

Indicator	Requirement	Compliance	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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted CIP documentation ref MKKS F-19 dated 20 07 2020 Plans for continuous improvements include aspects and consideration of the main social and environmental impact and opportunities of the company. Objectives include <ul style="list-style-type: none"> • Reduce water and electricity consumption by 5% yearly • Total compliance to environmental obligations requirements



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			<ul style="list-style-type: none"> Zero accidents in workplace and ill health related cases due to working conditions FFA of CPO dispatch below 4.5
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Verified system established MKKS implementing new ESP [electrostatic precipitator system to replace multi cyclone system to reduce particulate matters emitted from the boilers.</p> <p>MKKS experimenting on new technique on Chlorine contamination test. [ongoing]</p>

PRINCIPLE 2: TRANSPARENCY

Criterion 4.2.1: Transparency of information and documents relevant to MSPO requirements

Indicator	Requirement	Compliance	Findings
4.2.1.1	The management shall communicate adequate information to other stakeholders on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Evidence noted and verified management had communicated all relevant information to other stakeholders; by way of public notices, personal communications & correspondence, signages. Language used both in Bahasa & English. This practice is verified and continued
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Noted & verified the following:</p> <p>Communication & Consultation procedure doc ref SOP-07 01 10 18.</p> <p>MSPO policies & other relevant information on public display @ notice board in Mill office & other relevant premises</p> <p>Public notices to customers & stakeholders in Bahasa</p> <p>This practice is verified and continued</p>

4.2.2: Transparent Method of Communication & Consultation

Indicator	Requirement	Compliance	Findings
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4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Communication & Consultation Procedure doc ref SOP-07 01 10 18 established. Noted & verified implementation is in practice and continued
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to Indicator 1	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS appointed Romie ak Selit as PIC of Consultation and Communication vide letter 25 04 2019; letter signed by Director. Romie continues to be the PIC
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted & verified list of stakeholders & interested parties [200+ kampungs, longhouses, clients] established Noted various meeting and consultations done in 2019 with Kampung, Govt agencies. List of stakeholders vetted and are continually updated

4.2.3: Traceability

Indicator	Requirement	Compliance	Findings
4.2.3.1	The management shall commit itself to implement and maintain the requirements for traceability and shall establish a standard operation procedure for traceability.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Verified SOP for Identification & Traceability established ref SOP 08 dated 01 10 18. No changes to SOP
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All process areas are inspected daily to ensure compliance by Mill Manager & Asst Mill Manager. A management compliance check is being planned weekly. Ref MKKS QMS INSP form.
4.2.3.3	The management shall identify and assign suitable employees to implement and maintain the traceability system.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS appointed Romie ak Selat as PIC of Traceability vide letter 25 04 2019; letter signed by Director. This appointment is still continued



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4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted the following records maintained on storage, sales & delivery: Palm Kernel <ul style="list-style-type: none"> • Delivery note • Weighing slip • Delivery chit [transporter] Crude palm oil <ul style="list-style-type: none"> • CPO delivery note • Weighing slip • CPO delivery chit [contractor] • Invoice to refinery Verified continuous compliance
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PRINCIPLE 3:	COMPLIANCE TO LEGAL REQUIREMENTS
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Criterion 4.3.1: Regulatory requirements

Indicator	Requirement	Compliance	Findings
4.3.1.1	All operations shall be in compliance with applicable local, national and ratified international laws and regulations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS had established an SOP on Legal Compliance Obligations of doc SOP 09 dd 01 10 18; this provide guidance to ensure that all operations shall be in compliance with applicable local, national and ratified international laws and regulations.
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirement register.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Legal register is documented vide document ref no MKKS-F03 dated 01 10 18.
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted and verified legal requirement register are regularly updated. Last updated on 27 07 2020
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS appointed Mohammad Hassan bin Foji as PIC of regulatory requirements vide letter 25 04 2019; letter signed by Director. This appointment is still in force.



Criterion 4.3.2: Land Use Rights

Indicator	Requirement	Compliance	Findings
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Adjacent & contiguous to the Mill land is a Palm Oil Plantation owned by MKKS owners {MPI Pelita Estate} as well. No evidence of milling activities that diminish the land use rights of others users.
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Legal documentation of Mill land: <ul style="list-style-type: none"> • Size 55 hectares • Block 29, Lot 60, Mukah land • Tenure 60 years [2015 – 2075] • Mixed Zone / Country land Land title issued by Land & Survey Dept is noted and verified.
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground, where practicable.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Legal perimeter boundary markers are clearly demarcated and visibly maintained [indicator – Red White pole planted on the ground]
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).	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Land title transfer legally documented information ref as follows: Survey Plan no H11-31-49 [6.3] & BP 10/13 Quit Rent book No issued on 29 06 2015 Land acquired for RM1,391,500/- Verified again in this Audit no evidence of any land dispute with any party.

Criterion 4.3.3: Customary Rights

Indicator	Requirement	Compliance	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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable as land status is Mixed Zone Country land
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. However, Map of appropriate scale of Mill land is made available. Noted and verified



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4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted and verified Sale & Purchase Agreement between MPI Pelita Mukah Sdn Bhd & MKKS dated June 2015 was made available and viewed.
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PRINCIPLE 4: SOCIAL RESPONSIBILITY, HEALTH, SAFETY, & EMPLOYMENT CONDITION

Criterion 4.4.1: Social impact assessment (SIA)

Indicator	Requirement	Compliance	Findings
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Documentation on Social Impacts and plans can be found in the file ref: MKKS/SIA/REP/01 which was established on 1 st October 2018 and revision on the 5 th July 2019, approved and signed by the Mill Manager Mr Ng Yong Kiang. The mitigation plan can be seen in page 22 - 25 of the Social Impact Assessment. The mitigation plan is focusing on the air pollution that produce by the mill and the vehicles especially FFB trucks and lorries. In the document ref: WI-19 is written a work Instruction for Social Impact Program.

Criterion 4.4.2: Complaints and grievances

Indicator	Requirement	Compliance	Findings
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	In the file ref: SOP-19, is the Standard Operating Procedure for Complaints and Grievances established on the 1 st October 2018, signed and approved by the Mill Manager. It is well illustrated in a flow chart including management tier in handling cases and expected days involved in resolving those cases. However, the Complaints and grievances committee seem to be established on 1 st August 2019, headed by the mill manager.



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4.4.2.2	The system shall be able to resolves disputes in an effective, timely and appropriate manner, which is accepted by all parties.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The flow chart in the file ref: SOP-19 simplified the procedures of resolving disputes in which number of days and tier of managements involve are mentioned. Sample of complaints and Grievances form can be seen in the file ref: MKKS-F20.
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Complaints and Grievances form can be accessed by the workers and the communities at the two guard houses which guard the entrance to the mill.
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The awareness of the existence of Complaints and Grievances was incorporated in the MSPO Awareness Training among the workers and employees. The record in the file ref: MKKS-F10 and training attendances showed that the latest such training was held on 15th June 2019. The surrounding communities being informed of the complaints, grievances and suggestions procedures during the stakeholders meeting dated 27th June 2019 as mentioned in minutes of the particular meeting Ref: Minit Mesyuarat Bil. 1/2019.</p> <p>The meeting was attended and approved by the representative of the Managing Director which was the MSPO Chief coordinator Mr Foo Kok Hou on the date stated above. There was no other stakeholder meeting in year 2020. The last meeting/briefing was e-mailing to all the relevant stakeholders as mentioned in the letter titled "Undangan Memberi Maklum Balas Terhadap Pensijilan Minyak Sawit Lestari Malaysia (MSPO) Kepada Mukah</p>

			Kilang Kelapa Sawit" dated 16 th January 2021.
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	According to the records, the last complaints received was on 12 th June 2020 regarding the potholes at the mill's junction. It was resolved by covering those holes with gravel.

Criterion 4.4.3: Commitment to contribute to local sustainable development

Indicator	Requirement	Compliance	Findings
4.4.3.1	Palm oil millers should contribute to local development in consultation with the local communities. Where the mill is an integral part of a plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	According to the Social Impact Assessment, the Mill is well aware the positive and negative impacts of its existence to the surrounding communities within 10 km radius. Through the impromptu interview with a local worker indicated that the mill is one of the primary sources of employments for the community.

Criterion 4.4.4: Employees safety and health

Indicator	Requirement	Compliance	Findings
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act139) shall be documented, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Occupational safety and health policy was established on the 1 st of August 2018, signed and approved by the managing director, Mr Teoh Peng Lee. Safety and Health objectives and plan were documented as Safety and Health Objective and regulations. There were found to be in line with the mentioned Acts and were communicated through various training program related to the matter.
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Awareness in regards to the policy and plan among the workers were implemented through training syllabus seen in the file Annual Training Program 2020 and Annual Training Plan 2021, ref:



			MKKS-F10. The policy can be seen on every notice boards around the mill.
B.	The risks of all operations shall be assessed and documented	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	HIRARC documentation was established on 21 st October 2019, approved and signed by the mill manager. References of the documents can be seen in HIRARC folder ref: MKKS/HIRARC/19/01 - 01 to MKKS/HIRARC/19/01-52. It was a comprehensive documentation encompassing all the known activities of the mill.
C.	An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: i) all employees involved are adequately trained on safe working practices; and ii) all precautions attached to products should be properly observed and applied.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Employee awareness and training programme for chemicals handling as mentioned in Annual Training Programme and Employee Training Record: <ol style="list-style-type: none"> 1. General chemical control and handling on 16th February 2019 2. Safety and Health Precaution 14th March 2019 3. Raw Chemical Management 3rd July 2019 4. CHRA Briefing on Chemical Handling 10th March 2020 by ESI personnel. Safety Data Sheet and SOP sheets were also found in every chemical and oil storage around the mill. Chemical Health Risk Assessment ref: HQ/14/ASS/00/343-2019/005 was done for MKKS on the 16 th may 2019 by ESI Sampling Sdn Bhd.
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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The management appropriately distributed PPE to the employees in accordance to HIRARC as sighted in 'Rekod Penerimaan PPE' ref: MKKS/ST/PPE/19/01. The PPE will be

	assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).		replaced on every six months for free to the employees. Any misused and losses of the PPE by the employee, the cost will be deducted from the employee wages.
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SOP for handling of chemicals ref: WI-14, approved and signed by the Mill Manager on 1 st October 2019, is found to be in accordance to the 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.
F.	The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Mr Sia Kee Ching was appointed as the person in charge of workers' safety and health. His formal position in the mill was as an assistant engineer. The appointment of Mr Sia was approved and signed by the Mill manager on 25 th October 2019. Noted that Mr Sia has resigned from the mill a day before the audit and his replacement is still to be under consideration by the management.
G.	The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meetings shall be kept and the concerns of the employees and any remedial actions taken shall be recorded.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As seen in the minutes of meetings recorded in the Safety Meeting File (JKKP), the Safety and Health Committee Meetings were held frequently and the last meeting was held on 12 th January 2021.



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H.	Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SOP for the Accident and Emergency is written under the file ref: SOP-12, established on 1 st October 2018, approved and signed by the Mill Manager. The SOP was communicated to the workers by organizing drills, in which the latest drills recorded was on the 16 th January 2021.
I.	Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Currently, there are 3 certified First Aider at the Mill in which one each at the Mill, Office and the Workshops.
J.	Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As of date of surveillance audit there are no on-site accident being reported. Any accident will be reported in Incident Reporting Form (MKKS-F16) and Incident/Accident Investigation Report (MKKS-F17).

Criterion 4.4.5: Employment conditions

Indicator	Requirement	Compliance	Findings
4.4.5.1	The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The policy on Good Social Practice was approved and signed by the Managing Director on the 3 rd September 2019.
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As observed, MKKS did not engage in or support discriminatory practices that provide equal treatment regardless of race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Base on the salary and wages payment slip samples, the employees pay met the legal or industry minimum standards as per Collective Agreements. The samples are from the month of

	basic needs and provide some discretionary income based on minimum wage.		December the salary of Mr Balai Anak Anyum, a local workers and Mr Naspon from Indonesia.
4.4.5.4.	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS used Pengangkutan Lean Soon Hung (PLSH) as it contractor for CPO and PK transporter to the refinery in Bintulu. PLSH found to be paying their employees in accordance to legal or industry minimum standards.
4.4.5.5.	The management shall establish records that provide an accurate overview 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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The employee appointment letter as sighted in a sample of the letter, Miss Rebina anak Lembang (Store Clerk), provide accurate overview of the employees records that contained the mentioned details.
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The contract of employment seem to be fair and the employee had being given a copy of the contract as their legal references.
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The mill used Machine Punch card system to record the working hours and overtime was clearly stated in the time card.
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirement applicable.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As sighted in the sample of the payment slip of an employee, Mr Balai anak Anyum (Oil Room Operator), the working hours and breaks is complying to legal regulations and collective agreements.



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4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted in the samples of the monthly pay slip indicated that wages and overtime statement are inline with legal regulations and collective agreement. Noted that all the workers agreed to maintain their EPF contribution of 11% deduction during Covid-19 pandemic.
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The employees are given a free housing or workers quarters with free electricity and water in which they can bring in their immediate family to stay at the quarters. Other benefits such as annual increment based on performance, bonuses and professional developments are under sole discretion of the company as stated in the Letter of employment. MKKS did provide free medical care for the workers.
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As observed during facilities audit, the on-site living quarters are adequately habitable and have basic amenities and facilities such as football and takraw fields. However, one of the quarters compound situated at the back of effluent pond found to be dirty and in unhealthy living condition, with chicken rearing and improper upkeep of domestic waste. Meanwhile, the staff living quarters inhibit naked electrical wire that can lead to fire hazard.
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sexual Harassment Policy was formulated and approved and signed by the Managing Director on the 1 st August 2018. The policy also mentioned in the letter of employment.
4.4.5.13	The management shall respect the right of all employees to form and join	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	As mentioned in the Good Social Practice Policy, the management

	trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or 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.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	respect the right of all employees to form and join trade union and allow workers' own representative to facilitate collective bargaining.
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Through observations and inspection of employee record, there are no children and young person being employed by the mill.

Criterion 4.4.6: Training & Competency

Indicator	Requirement	Compliance	Findings
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS training programme was incorporated in the Annual Training Plan for the year 2020 document ref: MKKS-F10 approved and signed by the Mill manager on the 21 st November 2020 Also sighted were Employee Training Needs Analysis and Training Attendance Record.
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programs in order to provide the specific skill and competency required to all employees based on their job description.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The training need analysis as sighted in the file ref: TNA-19 is made based on work position rather than individual needs.



4.4.6.3	A continuous training programme shall 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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The continuous training plan was sighted as Annual Training Plan 2020 and 2021.
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PRINCIPLE 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES

Criterion 4.5.1: Environmental management plan

Indicator	Requirement	Compliance	Findings
4.5.1.1	An environmental policy and management plan which shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The Environmental Policy was formulated on 1st August 2018, approved and signed by the Managing Director.</p> <p>The management and mitigation plan found to be in line with the state environmental laws as sighted in a document titled Registration of Environmental Aspect & Impact ref: MKKS-F27, reviewed and signed by the Mill Manager on the 1st April 2019.</p> <p>The policy can be found pinned on every Notice Boards located around the Mill.</p>
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations.</p>	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The Environmental Policy was sighted in the folder Principle 5: Environmental Natural resources Biodiversity & Ecosystem Services.</p> <p>The objectives and aspect and impact analysis was incorporated in the documents:</p> <ol style="list-style-type: none"> 1. Environmental Aspect and Impact Procedures - Ref: SOP-14 2. SOP: Performance Monitoring and Measurement - Ref: SOP-15 3. Registration of Environmental Aspect & Impact - Ref: MKKS-F27
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	An environmental improvement plan for mitigation of negative impact was found written in document titled Registration of Environmental Aspect & Impact - Ref:



	positive ones, shall be developed, implemented and monitored.	<input type="checkbox"/> NC - Major	MKKS-F27 and Waste Identification, Environmental Impact and Action Plan - Ref: MKKS/EMS-01. As for monitoring and implementation of the plan can be sighted in the document titled SOP: Performance Monitoring and Measurement - SOP-15. Sarawak Department of Environment (DoE) does the quarterly inspection on the Mill and the latest was in 7 th August 2020.
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Programme for promoting positive impact on the environment is incorporated in files: 1. Electricity Consumption Management - Ref: WI-01 2. Water Consumption Management - Ref: WI-02 3. Sewage Water Management - Ref: WI-03 4. Waste Water Management - Ref: WI-04 5. Noise Emission Monitoring - Ref: WI-05 6. Air Quality Monitoring - Ref: WI-06 7. Heat Emission Monitoring - Ref: WI-07 8. Chemical Spill Control - Ref: WI-09 9. Waste Management Programme - Ref: WI-11 10. Schedule Waste Management - Ref: WI-12 11. Non-Schedule Waste Management - Ref: WI-13 12. Raw Chemical Management - Ref: WI-14 13. Social Impact Program - Ref: WI-19
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy, objectives and management plans	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The last awareness training program that was organize by MKKS for the workers were on 14 th June 2019 On Schedule Waste Management and 15 th June 2019 on MSPO Awareness. The plan for 2020 was postponed because of occurring

	and are working towards achieving the objectives.		pandemic Covid-19. The new training plan 2021 was approved and signed by the Mill Manager.
4.5.1.6	Management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Environmental issues were incorporated in the Safety and Health Committee Meeting in which the last meet was held on 12 th January 2021. In between the stage 1 audit until surveillance audit, the committee held 24 meetings.

Criterion 4.5.2: Efficiency of energy use and use of renewable energy

Indicator	Requirement	Compliance	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 time frame. 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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS started to records their monthly energy consumption in January 2019, that include used of Diesel, electricity, mill turbine electricity usage and Water. The record can be found in the file titled FFB Processed and non-Renewable Energy Consumption 2019 and 2020.
4.5.2.2	Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As of the month of December 2020, the consumption of Diesel was 82,946 liter and electricity from SESCO was 575,138 kW. Meanwhile, electricity usage from the turbine was 1,666,680 kW. Comparing those from the year 2019, Diesel was 100,390 liter, electricity from SESCO 582,321 and turbine 1,630,740 kW. Nevertheless, the energy consumption is based on the FFB processed.
4.5.2.3	The use of renewable energy should be applied where possible.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The measures to reduce or efficient use of energy was mentioned in the document titled Electricity Consumption Management file ref: WI-01 and Energy Used file ref: Wi-20. The measure will be based on effective monitoring of general consumption of non-renewable energy and campaign among



			the workers to encourage them to use less electricity and water.
Criterion 4.5.3: Waste management and disposal			
Indicator	Requirement	Compliance	Findings
4.5.3.1	All waste products and sources of pollution shall be identified and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All waste products and sources were excellently identified and documented in file titled Waste Identification, Environment Impact and Action Plan ref: MKKS/EMS-01.
4.5.3.2	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution; b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Waste identification, its impact on the environment and action plan taken by MKKS can be viewed in the file MKKS/EMS-01 with effective date of implementation on the 1 st October, 2018. SOP for schedule waste management can be viewed as a flow chart at file ref: WI-12 with effective dated of 1 st October 2018. SOP for Non-schedule waste management can be view as a flow chart in file ref: WI-13 dated 1 st October 2018.
4.5.3.3	The palm oil mill 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. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Wastes) Regulations, 2005.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SOP for proper handling of used chemical is incorporated in files: 1. Scheduled Waste Management - ref: WI-12 2. Raw Chemicals Management - ref: WI-14 3. Waste Water Management ref: WI-04 4. Waste Management Program ref: WI-11 MKKS will compile a fifth schedule report and submit it to DoE by monthly basis. However, the dumping site was less than approved distance from the mill which is less than 1 km.
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There were 2 ways to dispose of domestic waste at MKKS, Quarters domestic waste is to be put in plastic bins and brought outside to large Municipal bin at the main road.



			Other much larger waste to be designated into a land fill.
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Criterion 4.5.4: Reduction of pollution and emission including greenhouse gas

Indicator	Requirement	Compliance	Findings
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Assessment of polluting activities can be viewed in Registration of Environmental Aspect and Impact file ref: MKKS-F27.
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Action plans to identified and reduce significant pollutants and emissions can be view in the following files: 1. Sewage Water Management - ref: WI-03 2. Waste water management - ref: WI-04 3. Noise emission monitoring - ref: WI-05 4. Air quality monitoring - ref: WI-06 5. Heat Emission Monitoring - ref: WI-07 6. Waste management program - ref: WI-11
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	POMETs monitoring and diagrams can be viewed as appendix A and B of Waste Water Management - ref: WI-04. It was compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) regulations 1977 and compliance with the state DoE assessment.

Criterion 4.5.5: Natural water resources

Indicator	Requirement	Compliance	Findings
4.5.5.1.	The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:		



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Ref No: BQ/MKKS/SVA01/02/21

Standard: MS 2530-4:2013

Report Date: 30 04 2021

A.	Assessment of water usage and sources.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Assessment of water usage and sources were sighted as a flowchart of water sources in file MKKS/WMS/01 and FFB Processed and Non-Renewable Energy Consumption 2019. MKKS has it own water sources (Fresh Water Pond) that the Mill filtered and treated for general usage or being pump to cool the turbine. However, the mill should put additional signage at the water treatment plant such as No Smoking sign and Protected Area to safeguard the water source and the plant.</p>
B.	Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Water waste from the mill is not allowed to be discharge directly to the drainage system. The diagram as appendix A of Waste Water Management explained the process of discharging water from the mill to Maturation Pond. Method of monitoring can be viewed as appendix B. Performance monitoring parameters and sampling frequency can be viewed as Appendix C.</p>
	Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Water management system ref: MKKS/WMS/01 sighted as a flow chart to explain in optimizing water usage and reduce wastage. Written documentation can be viewed in Water Consumption Management ref:WI-02.</p>
2	Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Water waste from the mill is not allowed to be discharge directly to the drainage system. The diagram as appendix A of Waste Water Management explained the process of discharging water from the mill to Maturation Pond.</p>



Criterion 4.6.1: Site management

Indicator	Requirement	Compliance	Findings
4.6.6.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	18 SOP on site management [Ref SOP 01 to 18] dated 01 10 18. Documented and implemented. SOP on: Document control; Internal Audit, Management Review; employment; training; Incident, NC and CAR; Traceability; Compliance; Operation Control; HIRARC; Emergency; Objectives Action Plan; Environmental Aspects & Impact; Performance measurement; calibration; mill operation; SIA; Complaint & Grievances Procedure. No additional SOP added during this Audit
4.6.6.2	All palm oil mills shall implement best practices.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted and verified best practices documented & implemented. Ref docs: • 18 SOP [01-18 dated 01 10 18] • Management System Manual 01 08 19

Criterion 4.6. 2: Economic and financial viability plan

Indicator	Requirement	Compliance	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.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MKKS do not have documented business management plan for 2020 & 2021

Criterion 4.6. 3: Transparent and fair price dealing

Indicator	Requirement	Compliance	Findings									
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted and verified pricing mechanism as follows [sample from invoice to smallholder LM Plantation SB dated 04 01 2021. As follows: <table border="1" style="margin-top: 10px;"> <thead> <tr> <th></th> <th>Item</th> <th>RM/mt</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MPOB monthly average price CPO</td> <td>3,624.00</td> </tr> <tr> <td></td> <td>Palm Kernel</td> <td>2,399.00</td> </tr> </tbody> </table>		Item	RM/mt	1	MPOB monthly average price CPO	3,624.00		Palm Kernel	2,399.00
	Item	RM/mt										
1	MPOB monthly average price CPO	3,624.00										
	Palm Kernel	2,399.00										



MSPO SURVEILLANCE CERTIFICATION REPORT Year 01

MUKAH KILANG KELAPA SAWIT SDN BHD

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

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			<table border="1"> <tr> <td></td> <td>Crude Palm Kernel Oil</td> <td>4,730.50</td> </tr> <tr> <td>2</td> <td>Additional Cess</td> <td>14.00</td> </tr> <tr> <td>3</td> <td>Quarterly Cess</td> <td>2.00</td> </tr> <tr> <td>4</td> <td>Refineries Charges</td> <td>40.00</td> </tr> <tr> <td>5</td> <td>Sarawak Sales Tax [CPO]</td> <td>172.60</td> </tr> <tr> <td>6</td> <td>Fixed Distribution Costs [CPO]</td> <td>115.00</td> </tr> <tr> <td>7</td> <td>OER</td> <td>19.0%</td> </tr> <tr> <td>8</td> <td>KER</td> <td>3.5%</td> </tr> <tr> <td>9</td> <td>Processing fees</td> <td>50.00</td> </tr> <tr> <td>10</td> <td>Sarawak Sales Tax [PK]</td> <td>97.99</td> </tr> <tr> <td>11</td> <td>Fixed Distribution Cost</td> <td>120.00</td> </tr> </table>		Crude Palm Kernel Oil	4,730.50	2	Additional Cess	14.00	3	Quarterly Cess	2.00	4	Refineries Charges	40.00	5	Sarawak Sales Tax [CPO]	172.60	6	Fixed Distribution Costs [CPO]	115.00	7	OER	19.0%	8	KER	3.5%	9	Processing fees	50.00	10	Sarawak Sales Tax [PK]	97.99	11	Fixed Distribution Cost	120.00
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4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in a timely manner.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Noted and verified the following agreement with Contractors</p> <ul style="list-style-type: none"> Palm Kernel Transport Agreement between MKKS & Pengangkutan Lean Soon Heng SB dated 01 01 2018 Crude Palm Oil Transport Agreement between MKKS & Pengangkutan Lean Soon Heng SB dated 01 01 2018 <p>All Terms & conditions verified to be legally enforceable, transparent & fair; payment verified made according to Terms 3 [Schedule A] of the Agreement. Agreement valid until 19 03 2022.</p>																																	

Criterion 4.6.4: Contractor

Indicator	Requirement	Compliance	Findings
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	In 2020, where needed or update necessary, Contractor are briefed via email communication. Evidence ref Covid 19 SOP dated 16 01 2021 MKKS F20
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted and verified evidence ref Renew Contract of Agreement from MKKS to Lean Soon Hung Sdn Bhd dated 28 03 2018.



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4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MSPO approved Auditors are permitted to verify the assessments through a physical inspection during field Audit
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Noted and verified by both documentation and physical observation [audit] all control points are supervised and monitored.</p> <p>Documented SOP with ref to control points are in Mill Operation SOP; Performance Monitoring SOP</p> <p>Various checking stations include guardhouse, weighbridge, ramp etc.</p>

5.2. SUMMARY OF FINDINGS

Principles	P1	P2	P3	P4	P5	P6	Total
No of NC: Major	0	0	0	0	0	0	0
No of NC: Minor	0	0	0	1	1	1	3
No of OFI: Opportunity for Improvement	0	0	0	0	1	0	1
Total	0	0	0	1	2	1	4

5.3. AUDIT CONCLUSION

Summary Statement of Lead Auditor	
<p>The purpose of this Surveillance Audit is to evaluate the implementation, including effectiveness, of Mukah Kilang Kelapa Sawit Sdn Bhd [MKKS] 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 MKKS. There were 4 Findings. Conclusively, it is verified that MKKS had effectively maintained the implementation of its' management systems; and the Auditfit Team recommend that Certification under MS2530-4:2013 be continued.</p>	 Wilfred S Landong Date: 02 02 2021

5.4. ACKNOWLEDGEMENT BY CERTIFIED ENTITY MANAGEMENT REPRESENTATIVE

This is to acknowledge and confirm the Audit Visits/Assessments described in this Report and the	Muhammad Al Haziq Bin Abdullah Igai
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MSPO SURVEILLANCE CERTIFICATION REPORT Year 01


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	Acceptance of the Contents and Findings in the said Audit Report.	 MSPO Chief Coordinator 02 02 2021
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5.5. CORRECTIVE ACTIONS REPORTS & ACTION TAKEN BY CERTIFIED ENTITY

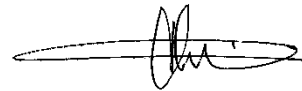
Corrective Action Reports were raised on 02 02 2021
The Corrective Action Reports were closed out by Lead Auditor on 30 03 2021

6.0. OFFICIAL SIGN OFF

6.1. ASSESSMENT RECOMMENDATION: LEAD AUDITOR

<p>Based on the Findings/Action taken by Auditee/Closures above, MKKS 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.</p> <p>Therefore, it is recommended that the Certification of BAPOM be maintained.</p>	 Wilfred S Landong 30 04 2021
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6.2. ASSESSMENT REVIEW BY TECHNICAL REVIEWER

<p>I/the undersigned, being the Technical Reviewer, confirm that I have examined thoroughly all contents of the Report in its' entirety.</p> <p>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.</p> <p>I, hereby confirm that, the Certification of Mukah Kilang Kelapa Sawit Sdn Bhd under the Standard MSPO2530-4:2013 under General Principles for Palm Oil Mill be maintained.</p>	 Patrick Sibat 03 05 2021
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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 01 was delayed due to COVID19 Movement Control Order as enforced by Malaysian government authorities.

Surveillance Audit Year 03 is scheduled to be by Feb, 2022

8.0. ATTACHMENTS

Nil

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)

