



# MSPO SURVEILLANCE CERTIFICATION REPORT [YEAR 01] 2021

## SENG KIN OIL PALM SDN BHD [825570-M]

**Main Office Address:**

NO 1, JALAN ABDUL RAZAK, 96100, SARIKEI, SARAWAK

**Site Address:**

Tanah NCR, Tembawai Awur, Munggu Pudu, Sungei Enseluai, Sare, 96100, Sarikei, Sarawak.



### BQAS Certification [M] Sdn Bhd

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

Tel: 082 572 043

Email: [bqascertification@gmail.com](mailto:bqascertification@gmail.com)

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Accreditation No: ACB MSPO CB15



## MSPO SURVEILLANCE CERTIFICATION REPORT Year 01: 2021

**SENG KIN OIL PALM SDN BHD**  
**[825570-M]**

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

Ref No: : BQ/SKSB/SVA01/06/21

Standard: MS 2530-3:2013

**Remote Audit**

Report Date: 04 09 2021

### CERTIFIED ENTITY

<b>MSPO Standards</b>	<input checked="" type="checkbox"/> <b>MS2530-3:2013</b> <b>General Principles for Palm Oil Plantations &amp; Organized Smallholders</b>	
<b>Type of Certification:</b>	<input checked="" type="checkbox"/> <b>Individual</b>	
Project Ref No:	BQ/SKSB/SVA01/06/21	
MPOB License No:	5938 4300 2000	
MSPO Certificate No:	BQAS 013	
MSPO Certificate Validity:	20 10 2019 to 19 10 2024	
HQ Office Address:	NO 1, JALAN ABDUL RAZAK, 96100, SARIKEI, SARAWAK	
Site Address:	Tanah NCR, Tembawai Awur, Munggu Pudu, Sungei Enseluai, Sare, 96100, Sarikei, Sarawak.	
Contact Person / Job Title:	Mr Wong Tiew Yong	Managing Director
Telephone / Mobile:	010 967 2527	
Email / Website:	khungkongwong@hotmail.com	
Contact Person / Job Title:	Tony Wong Khung Ong	Manager
Telephone / Mobile:		
Email / Website:		

### 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:	Managing Director	
Telephone / Mobile:	+6 082 572043	
Lead Auditor:	Wilfred S Landong	
Technical Reviewer:	Maxwell S Landong	

#### Disclaimer:

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

Ref No: : BQ/SKSB/SVA01/06/21

Standard: MS 2530-3:2013

**Remote Audit**

Report Date: 04 09 2021

### EXECUTIVE SUMMARY

**SENG KIN OIL PALM SDN BHD [SKSB]** main office is located at **NO 1, JALAN ABDUL RAZAK, 96100, SARIKEI, SARAWAK**. The Plantation site is located at Geo-coordinates **N02°06.14.4' E111°27.00'** with its' address at **Tanah NCR Tembawai Awur, Munggu Pudu, Sungai Enseluai, Sare, 96100, Sarikei, Sarawak**; approximately 27 kilometers from Sarikei Town.

Established since **July 2008**, the Plantation has a **total certified area of 285.00 hectares** of lowland terrain with peat & sandy loam type soil; **Total planted area 208.00 hectares** and 77.00 hectares is reserved land and riparian zones. Plantation lands are rented from local communities in the area; with tenure of 25 years [1 planting cycle]

This is a **Surveillance [Remote] Audit [Year 1]**, 2<sup>nd</sup> year of certification to assess performance & maintenance of the management system & continued certification of **SKSB** under the Standard MSPO2530-3:2013 General Principles for Plantations & Organized Smallholders & scope is **Individual Certification**.

This Audit which was scheduled earlier to be conducted onsite in Nov 2020 was forcibly delayed a few times due to compliance requirements of COVID 19 MCO [movement control order] enforced by government authorities of Sarawak & Malaysia. Additionally, the plantation also had undergone a period of inactivity of operations in compliance to requirements of the authorities. Remote Audits options were assessed since; however, then it was rated as **high risk**; hence, the plan was shelved.

Upon various and continued communications between CB and **SKSB**, and further reassessment, the planned Onsite Audit was changed to Remote Audit to ensure regulatory compliances to national COVID 19 Pandemic MCO [movement control order] and regulations enforced by the SDMC [Sarawak Disaster Management Committee].

Guidance documents for this Remote Audit is MPOCC Version 3 Updated Circular [22 March 2021]

Guidance on remote audits due to Covid 19 Pandemic Restrictions.

Risk Assessment was conducted and it was determined prior to conducting the audit that **SKSB** is categorized as **low to medium risk entity** and qualify to be audited remotely.

ICT tools and audit medias in use during this Audit include zoom meetings, google drive for uploading documents, emails, whatsapp chat group for Auditors & Auditees [clients] personnel, postings of realtime photographs evidence and other relevant virtual communication tools etc.

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



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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 **SKSB**:

No of Employees	<ul style="list-style-type: none"><li>• 21 employees:</li></ul>
MPOB License No / Expiry date	<ul style="list-style-type: none"><li>• No: 5938 4300 2000; Expiry: 31 01 2022</li></ul>
Date of Establishment	<ul style="list-style-type: none"><li>• July 2008</li></ul>
Certified Area	<ul style="list-style-type: none"><li>• <b>285.00 hectares</b></li></ul>
FFB Actual Production Volume 2020	<ul style="list-style-type: none"><li>• 3600.00 MT</li></ul>
FFB Estimated Production Volume 2021	<ul style="list-style-type: none"><li>• 4200.00 MT</li></ul>

The Surveillance Audit was conducted on 25 - 26 06 2021; 2 Auditors; 4 mandays.

The purpose of this Audit is to evaluate the implementation, including effectiveness, and continuous compliance to MSPO requirements of **SKSB** management systems.

Assessments were done on management system documentation & compliance, estates facilities and palm oil production activities & operations. Information & data were systematically gathered & documented from online interviews, realtime photos as evidence & review of documentations and records.

There were 4 findings during this Audit; classified as OFI [opportunity for improvements] under Criterion 4.4.3: Commitment to contribute to local sustainable development; Criterion 4.4.6: Training and competency; Criterion 4.5.1: Environmental management plan & Criterion 4.6.1: Site management.

Corrective Action reports on these findings are raised on 27 06 2021 and closed out on 30 08 2021.

In this Audit, the Auditors also determined that actions to be taken on findings in initial certification audit had been implemented satisfactorily and in compliance with requirements of the Standards.

Estate employees are remunerated in compliance with Employment Act & minimum wage regulations; and living & housing conditions in the staff housing and facilities continue to comply with standard requirements of health & safety regulations & the relevant Housing Act.

Available amenities in **SKSB** include treated water, electricity, telecommunication services and waste disposal services.

**SKSB** management systems had complied & conformed to MSPO Certification standards, conditions & requirements. Conclusively, the Lead Auditor therefore recommended that **SKSB** certification under MSPO Standards MS2530-3:2013 Part 3 – General Principles for Oil Palm Plantations & Organized Smallholders to be continued and maintained.



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Ref No.: BQ/SKSB/SVA01/06/21

Standard: MS 2530-3:2013

**Remote Audit**

Report Date: 04 09 2021

## 1.0. INFORMATION: CERTIFICATION ASSESSMENT

1.1.	Type of Certification Assessment	<input type="checkbox"/>	Initial Certification / Main Audit
		<input checked="" type="checkbox"/>	<b>Annual Surveillance Audit [Year 1]</b>
		<input type="checkbox"/>	Re-certification Audit
1.2.	Scope of MSPO Certification	<input checked="" type="checkbox"/>	<b>Production of Sustainable Fresh fruit Bunch from:</b>
			Total Planted Areas      Total Certified Areas
	<b>SENG KIN OIL PALM SDN BHD</b>		<b>208.00 hectares      285.00 hectares</b>
1.3.	MSPO Standards	<input checked="" type="checkbox"/>	<b>PART 3: MS2530-3:2013</b>

## 2.0. INFORMATION: CERTIFIED ENTITY

Company Name & Reg. No	SENG KIN OIL PALM SDN BHD : 825570-M		
Main Address:	NO 1, JALAN ABDUL RAZAK, 96100, SARIKEI, SARAWAK		
Primary Function:	<input checked="" type="checkbox"/> Plantation/Organized Smallholders		
Site Address:	Tanah NCR Tembawai Awur, Munggu Pudu, Sungai Enseluai Sare, 96100, Sarikei.		
Management Contact Details			
1. Name: Wong Tiew Yong	Job Title: Managing Director		
Mobile: 010 967 2527	Email: khungkongwong@hotmail.com		
2. Name: Tony Wong Khung Ong	Job Title: Manager		
Headcount:	Local: 6	General Workers: 15	Total: 21
MS 2530-3:2013 General Principles for Plantations & Organized Smallholders			
MPOB License No: 5938 4300 2000	Expiry Date: 31/01/2022		
Scope of Activity: Menjual dan Mengalih FFB#			
Date of Establishment: 16 07 2008	Geo-Coordinates: N02°06.14.4' E111°27.00.0'		
Certified Area: 285 ha	Planted Area: 208ha		
FFB Production (actual) 2020: 3600.00 MT	FFB Production (estimate) 2021: 4200.00 MT		
Sources of FFB: Own Estate	Main FFB purchaser: Bulat Palm Centre Sdn Bhd		
No of Planting Blocks: 17	No of Palm trees: 26,207		
Palm Species: GOLDEN HOPE; FELDA	Age Range of Palm Trees: 4 - 12YEARS OLD.		
Topography: lowland	Soil Type: peat & sandy loam type soil		
Land Status: Ownership:	<input checked="" type="checkbox"/> <b>Rented</b>	<input type="checkbox"/> Own Land	
Validity/Date of Certification:	20 10 2019 to 19 10 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 Auditors established to make an accurate conclusion.

Information gathering Data collection	<ul style="list-style-type: none"> <li>ICT tools and audit medias in use during this Audit include zoom meetings, google drive for uploading documents, emails, whatsapp chat group for Auditors &amp; Auditees [clients] personnel, postings of realtime photographs evidence and other relevant virtual communication tools etc.</li> </ul>
Assessment method	<p>Paper</p> <ul style="list-style-type: none"> <li>Assessing past implementations from records, reports of the management system</li> </ul> <p>Practice</p> <ul style="list-style-type: none"> <li>Assessing current implementation from evidence collection on current practices</li> </ul> <p>People</p> <ul style="list-style-type: none"> <li>Assessing future maintenance from interviewing online the auditee personnel on understanding &amp; assessing competencies.</li> </ul>

Surveillance Audit		Audit Findings Classification	
Term	Meaning	Description	
YES	Compliance	<ul style="list-style-type: none"> <li>Fulfilled requirement of audited standard</li> </ul>	
OFI	Opportunity for improvements	<ul style="list-style-type: none"> <li>Demonstrate conformity. There are, however, improvement opportunity identified that will benefit the organization</li> </ul>	
NO (minor NC)	Minor non conformity	<ul style="list-style-type: none"> <li>Non-compliance to standard requirements or company's SOP; or are issues that when combined, jeopardized the functioning of the system</li> </ul>	
NO (major NC)	Major non conformity	<ul style="list-style-type: none"> <li>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.</li> </ul>	



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Standard: MS 2530-3:2013

**Remote Audit**

Report Date: 04 09 2021

### 4.0. ASSESSMENT PROCESS

The assessment process was preceded by/with **Risk Assessment of the certified entity** to determine that the Audited Entity qualify to be audited vide **Remote Audit**. BQAS had assessed that surveillance audit 01 of **SYAIKAT ILAM** is classified as **low to medium risk**.

#### 4.1. AUDIT TEAM

Assessment Year	Name	Role
Surveillance Year 01	Wilfred S Landong	Lead Auditor
	Robert Tella	Auditor

#### 4.2. AUDIT PLAN

##### 4.2.1. AUDIT OBJECTIVES

###### Surveillance Audit Year 01

- Changes to the certified client and its management system
- Verification of 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

MS2530-3:2013	General Principles for Plantations & Organized Smallholders
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##### 4.2.2.1. Assessment Sites

Remote Assessments were performed on:

- Documentations & records
- Estate – field sites / activities





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- Estate – processes, stores, waste & water management, workshop and related facilities
- Staff facilities – housing, amenities etc.

### 4.2.2.2. Assessment Program

Date: 25 - 26 06 21

No of Auditors: 2

No of Mandays: 4

Day 1

- Opening Meeting
- Review Certification Audit Report Year 01
- Documentation Audit / Record Review
- Estates – facilities review (chemical, schedule waste stores, workshop, etc.)

Day 2

- FFB evacuation process
- Assessment/review of staff/workers housing & living conditions, facilities & amenities, domestic waste treatment etc.
- Documentation Audit continued
- 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



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Standard: MS 2530-3:2013

**Remote Audit**

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### 5.0. SURVEILLANCE ASSESSMENT

#### 5.1. AUDIT REPORT

<b>Standard(s):</b>	<input type="checkbox"/> MS 2530-1	<input type="checkbox"/> MS 2530-2	<input checked="" type="checkbox"/> MS 2530-3
Other Standard and/or Edition:	Nil		

INFORMATION:	CERTIFICATION BODY	
Name:	BQAS Certification [M] Sdn Bhd [11799994-x]	
CB No:	ACB MSPO 15	
Address:	Lot 7823, Sublot 6, 2 <sup>nd</sup> Floor, Block A, Kings' Centre, Simpang Tiga, 93350, Kuching, Sarawak.	
Contact:	Tel: +6 082 572 043	
	Website: www.bqas.com.my	
Surveillance Audit Date:	25 - 26 06 2021	Audit Duration: <b>3</b> man-days
<b>BQAS Audit Team:</b>	Name	Role in the Audit
	Wilfred S Landong	Lead Auditor
	Robert Tella	Auditor

### PRINCIPLE 1 MANAGEMENT COMMITMENT & RESPONSIBILITY

#### Criterion 4.1.1: Malaysian Sustainable Palm Oil (MSPO) Policy

Indicator	Requirement	Compliance	Findings
4.1.1.1	A policy for the implementation of MSPO shall be established.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Seng Kin Oil Palm Sdn Bhd (SK) has the following policies documented vide doc no: P-01/MSPO-SKOP/2019 <ol style="list-style-type: none"> <li>1. Sustainable Palm Oil Policy</li> <li>2. Workplace Health &amp; Safety Policy</li> <li>3. Sexual Harassment Policy</li> <li>4. Child Protection Policy</li> <li>5. Environmental &amp; Biodiversity Policy</li> </ol>



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			All policies are verified and signed by MD dated 01 02 2019. Adequate no of policies for implementation of MSPO.
4.1.1.2	The policy shall also emphasize commitment to continual improvement.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	RE: P-01/MSPO-SKOP/2019 dated 01 02 19; Item 3; SK commit towards sustainable production of palm oil and its continuous improvement as outlined in the MSPO guidelines.
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 strong and weak points and potential area for further improvement.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No latest IA due to pandemic Covid 19. Refer to last audit report: SK Internal Audit for 2019 was conducted on 01 01 19. Objective: GAP analysis assessment to determine the readiness & preparation of SK for MSPO Certification under MSPO 2530-3:2013. Assessment conducted by Wong Nan Yong; Principle 1 to 6; 8 findings were noted (Observation Report 01 02 19: IA 19 01). Non-conformance (NCR) is raised. All NC were closed out on 02 02 19.
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Internal Audit Procedure is documented vide doc SKOP/MSPO/SOP/17 dated 28 04 19. IA results are well documented and the NCR contains action & documentation required to determine root cause/analysis, corrective actions & justification. All noted to be in compliance with requirements.
4.1.2.3	Report shall be made available to the management for their review.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Refer: Management review meeting that Internal Audit report presented to management for review. Doc SKOP/MSPO/SOP/17 (IA Procedure) also mentioned IA report must be



**MSPO SURVEILLANCE CERTIFICATION REPORT Year 01: 2021**

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Standard: MS 2530-3:2013

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			presented to MD for review. Verified in compliance.
Criterion 4.1.3: Management review			
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>2 management review conducted as follows:</p> <ol style="list-style-type: none"> <li>1<sup>st</sup> Management review on 14 01 19 to review changes in external &amp; internal issues that are relevant to the MSPO requirements</li> <li>2<sup>nd</sup> MR on 27 04 19 to review &amp; update Policies; &amp; status of action taken on issues from 1<sup>st</sup> MR.</li> </ol> <p>Both management reviews were attended by management and staffs of SK; chaired by MD.</p> <p>** no management review done in 2020 due pandemic covid 19.</p>
Criterion 4.1.4: Continual improvement			
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed Social Impact Assessment Plan dated 01 04 19. The plan does include some aspect & impact assessment.
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology, where applicable, that are available and feasible for adoption.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>In practice refer SKOP/MSPO/BMP/01 dated 23 02 19 (Best Management Practices)</p> <p>SK had since 2016 adopted and installed 4 solar energy panels for production of renewable energy at the Estate site. This provides for the daily energy usage need of the estate workers who live on site</p>
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	Training plan for 2019/2020 (dated 01 04 19). 27 types of training are scheduled for the period on Policies, 1 <sup>st</sup>



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	industry standard or technology (where applicable) shall be established.	<input type="checkbox"/> NC - Major <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Aid &amp; SOP &amp; Site Management.</p> <p>Training are minimized due pandemic covid 19.</p> <p>The plan mentioned where applicable SK will adopt new technology and train its staff.</p>
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## 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 the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Form available in the file Ref. SKOP-F-02/2019.</p> <p>Public documents to stakeholders are made accessible at the estate site office</p>
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>List of publicly available documents is documented in the file Ref. SKOP/MSPO/PAD/19/01 dated 01/02/2019. The list was approved and signed by the managing director.</p>

### Criterion 4.2.2: Transparency method of communication and consultation

4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The Procedures for consultation and communication can be viewed in the file Ref. SKOP-MSPO-SOP-16. Ref. SKOP-MSPO-SOP-020.</p> <p>Documents approved and signed by the managing director on 28/04/2019.</p>
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Mr Wong Nan Yong is appointed by the management to be the person-in-charge of the transparency of information and communication with</p>



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			the stakeholders. His letter of appointment can be viewed in the file Ref. SKOPSD/MSPO/APL/1/2019 dated 01/01/2019, approved and signed by the managing director.
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Lists of stakeholders are properly documented in the file Ref. SKOP/MSPO/LIS/19/01.
Criterion 4.2.3: Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Traceability procedures can be viewed in the flow chart incorporated in the file Ref. SKOP-MSPO-SOP-001 dated 02/05/2019. The procedure was approved and signed by the Managing director.
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There is no mentioned of traceability inspections timeline being documented in the procedures. However, the management are monitoring the process of every FFB sales and to make sure relevant documents are collected and give to the office for review and safekeeping.
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No changes since last audit. Mr Wong Nan Yong is the person in charge of the traceability system. His letter of appointment can be viewed in the file ref SKOPSD/MSPO/APL/1/2019 dated 01/01/2019, approved and signed by the managing director.
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI	Record available as follows: <ul style="list-style-type: none"> <li>● Harvesting Muster Chit</li> <li>● FFB Block transportation Chit</li> </ul>



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	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<ul style="list-style-type: none"> <li>• Weighbridge advice tickets from: Saratok Palm Oil Mill Sdn Bhd Bulat Palm Center Sdn Bhd</li> <li>• Payment vouchers/receipts</li> </ul> <p>All above are confirmed and verified.</p>
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**PRINCIPLE 3 COMPLIANCE TO LEGAL REQUIREMENTS**

Criterion 4.3.1: Regulatory requirements

Indicator	Requirement	Compliance	Findings
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>All operations are verified to be in compliance with all applicable legislation</p> <p>Doc viewed and verified</p> <p>MPOB Licence No. 593843002000; expiry on 01/02/2021.</p> <p><b>A.</b> SSM 200801024246 (825570-M) dated 16 07 08.</p> <p><b>B.</b> Trade Licence No. A 647823; expiry 24<sup>th</sup> August 2019.</p> <p>State, national and international laws are ratified.</p> <p>Ref: legal file 01 to 04</p>
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirement register.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>List of relevant laws, regulation and applicable laws available in the Legal Requirement register and are readily available for reference.</p> <p>There are evidence and ongoing effort to comply.</p>
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>All legal requirements are up to date and of the latest amendments and changes.</p>



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			<p>Internal mechanism to monitor new version and to identify changes or amendment in regulation.</p> <p>Following documents are verified:</p> <ul style="list-style-type: none"> <li>Organization Chart.</li> </ul> <p>Appointment letter to Ms. Lau Sai Ai@ lau sie ai. SENG KIN OIL PALM SDN BHD/MSPO/APL/I2019 dated 01<sup>st</sup> January 2019.</p>
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Ability to demonstrate compliance with relevant law during site inspection, visit and interview.</p> <p>Storage of pesticide, fertilizers and schedule waste compliance with the relevant laws.</p> <p>Following documents are verified:</p> <ul style="list-style-type: none"> <li>Organization Chart.</li> <li>Appointment letter to Ms. Lau Sai Ai@ lau sie ai. SENG KIN OIL PALM SDN BHD/MSPO/APL/I2019 dated 01<sup>st</sup> January 2019.</li> </ul> <p>Minimum pay requirement met.</p> <p>Payslip produced as evidence seen and verified.</p>
<p>Criterion 4.3.2: Land use rights</p>			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>285ha. Native Customary Rights land in accordance with section 5 Sarawak Land Code.</p> <p>All land are planted with Oil Palm species:</p> <ul style="list-style-type: none"> <li>FELDA 90%</li> <li>GOLDEN HOPE 10%.</li> </ul> <p>Tenancy agreement made on 30<sup>th</sup> June 2017, commence on 01<sup>st</sup> July 2017 and will expires on 31<sup>st</sup> July 2042.</p>





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4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Land is rented from locals. 3 plot of land. Ref Tenancy Agreement dated 30 06 2017 between landowners & Seng Kin OPP.  Legal document sighted 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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Visual inspection of adjacent boundary verified that markers are visibly maintained and mark as per company SOP. Boundary markers are made of hardwood of high and acceptable quality.  GPS coordinate is correct and verified.  Boundary map sighted and verified.
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Verified on documented evidence the following: <ul style="list-style-type: none"> <li>• No history of land dispute.</li> <li>• Native Customary Rights land.</li> <li>• Legal documents and agreement between parties involve are Tenancy agreement made with 10 land lord on 30<sup>th</sup> June 2017, commence on 01<sup>st</sup> July 2017 and will expire on 31<sup>st</sup> July 2042. Sighted and verified.</li> </ul> Documents and evidence that compensation was paid as per agreement made dated 30 <sup>th</sup> June 2016; payment voucher sighted and verified.

**Criterion 4.3.3: Customary rights**

4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The rented land status is NCR. In the Tenancy Agreement it is clearly expressed in Section 2 page 1
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	understood and are not being threatened or reduced.		"the landlords are the claimants to the right over a parcel of the said land"; thus legally noted that the right of landowners are not threatened".
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Official map (of appropriate scale) recognizing native customary rights from land and survey seen and verified.
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The last Tenancy agreement made on 30 <sup>th</sup> June 2017, commence on 01 <sup>st</sup> July 2017 and will expires on 31 <sup>st</sup> July 2042. Document seen and verified

**PRINCIPLE 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS**

Criterion 4.4.1: Social impact assessment (SIA)

Indicator	Requirement	Compliance	Findings
4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Process of SIA took into consideration of internal and external stakeholders. Attendance list was documented, sighted and verified. Timetable with responsibilities for mitigating the negative impact is reviewed and updated annually. Sighted and verified.

Criterion 4.4.2: Complaints and grievances

4.4.2.1	A system for dealing with complaints and grievances shall be established and documented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	System available and exist. No complaint or grievances so far have been recorded. Sighted and verified.
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The system implemented no complaint and grievances were recorded/resolved to date.



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4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Form available sighted and verified. No complaint and grievances recorded so far.
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Employees and the surrounding communities are aware of such procedures and it availability.
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	System just implemented. No complaint and grievances in the last 24 months.
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> <b>OFI</b> <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	CSR policies and list of stakeholders are available. However, there are no records or evidence of implementation and contribution made to the surrounding communities since last audit.
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Occupational safety and health policy documented and available.
4.4.4.2	The occupational safety and health plan shall cover the following:		
<b>A.</b>	A safety and health policy, which is communicated and implemented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Safety and Health policy available. Records of meeting and implementation and evidence in pictures and minute of meeting available sighted and verified. Aspects of safety and health are pointed out at the morning muster.



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<b>B.</b>	b) The risks of all operations shall be assessed and documented	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	HIRARC on all operation carried out and identified document seen and verified.
<b>C.</b>	An awareness and training program which includes the following requirements for employees exposed to pesticides:	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Annual Training programme developed and conducted for all employees about their jobs function. Records and evidence of training available. Refer: Training matrix and programmed base on job description. CHRA available.
C.1	All employees involved shall be adequately trained on safe working practices; and	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Adequate training on safe working practices are conducted. Photos and attendance recorded and sighted.
C.2	All precautions attached to products shall be properly observed and applied.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All Safety Data Sheet on all product are available and communicated to relevant employees. SDS folder on all product available, Warning sign implemented to create safety awareness available on site.
<b>D.</b>	The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Site management provide adequate appropriate PPE as identified in HIRARC and Safety Data Sheet, product label and as required by regulation.
<b>E.</b>	The management shall establish Standard Operating Procedure for	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI	Standard Operating Procedures for safe handling of chemicals to ensure



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	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 type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	proper and safe handling and storage of chemicals in accordance to OSH established. CHRA and HIRARC report available sighted and verified.
<b>F.</b>	The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Mr. NGU HEW TECKI.C No 901218-13-6145, is appointed to be the officer responsible for workers safety and health.
<b>G.</b>	The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the employees and any remedial actions taken are recorded	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	OSH committee meeting conducted as required by regulation all members are present representing all categories of operation. Minutes, agendas, attendance of meeting available. Sighted and verified.
<b>H.</b>	Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Document on Accident & Emergency SOP existed and transmitted to all level of employees via training, posters and signage. Sighted and verified.
<b>I.</b>	Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	First aid kit available in work site, Person train first aid: Mr. Ngu Hew Teck I/c No. 901218-13-6145 Cert No.: (PCA01) 11357 Validity: 25/11/2019-25/11/2022 Nearest clinic is about 20km away.



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J.	Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All activity records available, no occurrence of accident recorded up to date.
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Good social practice policy established Based on recognized national human right and sign by top management and are communicate to the employees by displaying it on noticeboards. Sighted and verified.
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Equal opportunity Policy are documented and signed by top management and are communicate and displayed on noticeboard. Sighted and verified.
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Management have ensured that all wages are compliance to Minimum Wage Order. Evidence demonstrated in payslip. Sighted and verified.
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable as no contractors are employed by Seng Kin OPP.
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	An accurate account of all employees is well documented and



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	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 type="checkbox"/> NC - Major	records maintained and updated; in detail. Sighted and verified. Documents and personal particulars of foreign workers are also verified; all in compliance with existing labour laws & regulations.
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Copies of employment contract available and sign by both employer and employee. Sighted and verified.
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	System established in the form of individual's working record/card. Sighted and verified.
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Working hours and break of each individual employee are in compliance with the legal regulation. Sighted and verified.
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Existing wages and overtime payment meets legal requirement and recorded in payslip. Sighted and verified.
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No social benefit offered other than free medical care as and when required.



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4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	On-site living quarters are habitable with basic amenities and facilities in compliance with the workers minimum housing standard. Sighted and verified.
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No incident of sexual harassment and violence reported. Policy of sexual harassment and violence prevention are implemented by posters on noticeboard and talks. System for statement of complaint established and implemented. Interview of workers and sight inspection done for verification done. Refer: P-03/MSPO-SKOP/2019
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The management are committed and allows the freedom to form trade union and own representatives as stated in the management MSPO POLICY P-01/MSPO-SKOP/2019.
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI	No children or young person being employed by the management.





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	age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Child labour policy available and implemented. Refer: P-04/MSPO-SKOP/2019 Field audit shows no present of children or young person being employed.
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training program (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Training programme developed for all employees are available, sighted and verified. <b>However insufficient evidence in the form of photos are not available.</b> Refer Training File SKOP-MSPO-F-01 dated 01/02/2019.
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training program in order to provide the specific skill and competency required to all employees based on their job description.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Training need analysis conducted base on their job description. Document and record /evidence of implementation Refer Training File SKOP-MSPO-SH-19-F02 dated 01 <sup>st</sup> January 2019.
4.4.6.3	A continuous training program should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Annual Training programme developed and conducted for all employees about their jobs function. Records and evidence of training available, Refer: Training matrix and training program for year 2021 sighted and verified.

### PRINCIPLE 5 ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES

Criterion 4.5.1: Environmental management plan



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Indicator	Requirement	Compliance	Findings
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Environmental policy is to be viewed in the file Ref. P-05/MSPO-SKOP/2019. The policy was approved and signed by the managing director on the 01/02/2019.</p> <p>Also, commitment to good environmental management is incorporated in the Sustainable Palm Oil Policy in the file Ref. P-01/MSPO-SKOP/2019.</p>
4.5.1.2.	The environmental management plan shall cover the following:		
A.	An environmental policy and objectives	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Environmental policy is to be viewed in the file Ref. P-05/MSPO-SKOP/2019. The policy was approved and signed by the managing director on the 01/02/2019.</p>
B.	The aspects and impacts analysis of all operations.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> <b>OFI</b> <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>A more comprehensive documentation on environment aspect and impact analysis for all operation is required as the organization environmental guidelines.</p>
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>An environmental monitoring committee was established as mentioned in the first committee meeting minutes on 03/01/2019. There was adequate listing of biodiversity and High Conservation Value plans viewed in the file Ref. SKOP/MSPO/HCV/19/01. A sample of Environment Aspect Assessment Form in the file Ref. SKOP-F-03-2019 is to be used as a monitoring and recording</p>



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			environmental issues and plans' implementation.
4.5.1.4	A program to promote the positive impacts should be included in the continual improvement plan.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Biodiversity action plan and HCV planning available. Ref: SKOP/MSPO/HCV/19/01 and 'Executive Staff & Workers Annual Training Programme Schedule' outline the continuous awareness on the positive impact.
4.5.1.5	An awareness and training program shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	In the annual training programme titled "Executive Staff & Workers Annual Training Programme Schedule" viewed in the folder SKOP/MSPO/Training incorporated various environmental awareness and management training to be conducted by SKOPSB. There were attendance sheets viewed in the file Ref. SKOP-MSPO-F-01 that indicated the workers/employees have undergone training on: 1. 3R (reuse, Reduce and recycle) held on 17/05/2019. 2. No burning/HVC Awareness held on 17/05/2019 3. Riparian protection held on 18/05/2019
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The first environmental quality meeting was held on the 03/01/2019 chaired by the managing director. The agendas and minutes of meeting vide. Ref: SKOP/MSPO/Environmental. The minutes didn't specify any time frame for the next meetings.



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

4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Estimates on usage of non-renewable energy for 2020 are documented in the business plan.
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The estimation for 2020 fuel consumption was documented in the folder Seng Kin Oil Palm Sdn Bhd Business Plan 2020. In 2020, estimated 3201 liters of fuel to be used which is equivalent to RM 6,978.18 annually. Solar panels are used for electricity.
4.5.2.3	The use of renewable energy should be applied where possible.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As verified by observation on site/plantation, the workers quarters are using solar panels and batteries for electricity supply.

## Criterion 4.5.3: Waste management and disposal

4.5.3.1	waste products and sources of pollution shall be identified and documented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Waste products and sources of pollution were adequately identified inside the folder SKOP/MSPO/Environmental.
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
A	Identifying and monitoring sources of waste and pollution	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	Identification and monitoring sources of waste and pollution can be viewed in the Waste Inventory

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		<input type="checkbox"/> NC - Major	Record found in the file Ref. SKOP-F-04-2019.
B.	Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There was no evidence of recycling activities to be seen on site to convert the waste into value added by products or any documentation on the subject.
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Standard operating procedure for chemical handling can be viewed in the file Ref. SKOP-MSPO-SOP-19-13.
4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national program on recycling of used HDPE pesticide containers.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Empty pesticide containers are stored as general store items in the Waste Centre for recycling as receptacles for triple-rinsed water to be used in chemical spraying. The containers are used to destruction when they are disposed as scheduled waste (perforated and broken) through the designated scheduled waste contractor.
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Waste disposals were done 3 times a week to be dispose at the Sarikei Municipal Council's large waste container 9 kilometres away. Also, there was no evidence of open burning on site.

**Criterion 4.5.4: Reduction of pollution and emission**

4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Assessment of polluting activities can be viewed in the file Ref. SKOP-F-04-2019. An assessment form as viewed in the file Ref. SKOP-F-03-2019 will be used
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			to assess and monitor the polluting activities. A committee has been established on 03/01/2019 for the above purposes as cited in minutes of meeting found in the folder SKOP/MSPO/Environmental.
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The action plans can be viewed in the tables of biodiversity action plan in file Ref. SKOP/MSPO/HCV/19/01.

**Criterion 4.5.5: Natural water resources**

4.5.5.1.	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
A	Assessment of water usage and sources of supply.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Water management plan to ensure the quality and availability of natural water resources can be viewed in the Water Management located in the folder SKOP/MSPO/Environment.</p> <p>Primary source of water come from the treated water from the Water Board.</p> <p>As for agricultural purposes, a dug out water pond for collection of rain water is to be used for watering the plantation.</p> <p>There is no river or natural water ways running through the plantation.</p>
B	Monitoring of outgoing water which may have negative impacts into the natural	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	There was a signage been put up for no hunting, manuring and chemical spraying located at the entrance of



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	waterways at a frequency that reflects the estate's current activities.	<input type="checkbox"/> NC - Major	the estate, beside a small drainage that divide the land property. The drain might have connected to a small stream nearby.
C	Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The water piping to the plantation was connected through series of taps and a meter located a kilometre away. The meter recorded the water usage.</p> <p>There is a small tank for water reservations for washing and cleaning.</p>
D	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along natural waterways within the estate.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There is no occurrence of natural water courses at the plantation. Only man made drainage to be found.
E	Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The vegetation along the water drain was to be planted and to grow naturally. The riparian signage has been put up near the drain. This is verified and sighted on site.
F	Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No borewell use or constructed.
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No bunds, weirs or dam constructed.
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Water harvesting was done through the dug-out pond as verified through observation on site.



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Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area

4.5.6.1.	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:		
A	Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There no rare and endangered species of animal have been sighted and reported at the plantation. However, the villagers nearby reported to have sighted some wild boars roaming around the estate and the secondary forest nearby. The statement is verified through the conversation with the estate supervisor and manager.
B	Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No evidence of high conservation value habitat in the estate. There no rare and endangered species of animal have been sighted and reported at the plantation. On site audit visit verified no plantation activities threatening the ecosystem. Approximately 87 hectares of not planted peat land to promote wildlife conservation.
4.5.6.2.	If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
A	Ensuring that any legal requirements relating to the protection of the species are met.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	No hunting signage being put up at the entrance.





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		<input type="checkbox"/> NC - Major <input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
B	Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Entrance gates and no fishing, no hunting signage being put up at the estate. These were verified through on site audit visit.
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Biodiversity action plans is documented and contained in the folder SKOP/MSPO/Environmental.
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There was no open burning for waste disposal or preparing land for oil palm cultivation occurrence or residue sighted on site.  The workers have undergone zero burning training on 17/05/2019 as cited in the file Ref. SKOP-MSPO-F-01.
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There no records of diseased crops; also verified through audit site visit.
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Controlled burning residue found in front of the workers quarters for occasional barbecuing by the workers.
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There was no felling of the palm oil trees recorded as cited by the plantation manager.

### PRINCIPLE 6

### BEST PRACTICES

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## Criterion 4.6.1: Site management

Indicator	Requirement	Compliance	Findings
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>SOP for site management are documented.</p> <p>Ref: SKOP/MSPO/SOP/001 – 007 dated 02 05 19. As follows:</p> <ol style="list-style-type: none"> <li>1. Keboleh jejukan buah tandan segar (BTS)</li> <li>2. Konsultansi dan komunikasi</li> <li>3. Audit Dalaman</li> <li>4. Emergency &amp; Incident procedure</li> <li>5. Menuai buah tandan sawit</li> <li>6. Mengangkut buah tandan sawit</li> <li>7. Pengurusan dan Pengendalian bahan kimia Berbahaya</li> <li>8. Memunggah buah sawit</li> <li>9. Memandu bajak</li> <li>10. Membaja</li> <li>11. Pelan Persediaan menentang kebakaran</li> <li>12. Keselamatan</li> <li>13. Store</li> <li>14. Alat pemotong rumput</li> <li>15. Aduan dan rungutan</li> <li>16. Aduan dan kemalangan</li> </ol> <p>Verified adequate no of SOP to meet implementation &amp; MSPO requirement.</p>
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Verified during Stage 2 field site audit. SK plantation topography – highest elevation is 10 meters; lowest at 4 meters. Approximately 80% of estate land is lowland. Evidenced during field Audit that where there are slight slopes cover crops are planted &amp; palm fronds</p>



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	surface and groundwater through runoff of either soil, nutrients or chemicals.		are used to prevent erosion and siltation. Drainage system in the estate is well planned & maintained.
4.6.1.3	A visual identification or reference system shall be established for each field.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> <b>OFI</b> <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Field Audit verified other signage on Riparian &amp; Buffer zones, stores, boundary markers had been emplaced.</p> <p>Block identification/indicator markers installed. However, Insufficient information listed. Should have the following information:</p> <ul style="list-style-type: none"> <li>• Block no. (Listed).</li> <li>• Size in ha. (Listed).</li> <li>• No of trees. (Listed).</li> <li>• Type of species. (Not Stated).</li> <li>• Date planted. (Not Stated)(.</li> </ul> <p>This key information is missing; No action taken since stage 2 audit finding.</p>
Criterion 4.6.2: Economic and financial viability plan			
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 checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Business management plan documented.</p> <p>Ref: SKOP/MSPO/BP/001 dated 23 05 2019.</p> <p>Contents are adequate to demonstrate attention to economic &amp; financial liability. The person entrusted with the plan (Mr Tony Wong) is a qualified Accountant.</p> <p>Verified compliance to MSPO requirements</p>
4.6.2.2	Where applicable, an annual replanting program shall be established. Long term replanting program should be established and review annually, where applicable every 3-5 years.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>SK palm trees are aged between 2 to 10 years old.</p> <p>No plan for new planting or replanting in the future; the spare land may be conserved for growth of natural vegetation.</p>



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			Verified compliance.																											
4.6.2.3	The business or management plan may contain:																													
A	Attention to quality of planting materials and FFB.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted and verified planted species are: <ul style="list-style-type: none"> <li>• Felda@90%</li> <li>• Golden Hope@90%</li> </ul> Field audit on harvesting confirmed at random check production of FFB from these species is weighed between 28 to 30 kg (which is above average size).																											
B	Crop projection: site yield potential, age profile, FFB yield trends.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Verified in the Business Plan the following Projection/actual figures: <table border="1"> <thead> <tr> <th>Items</th> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Planted Area</td> <td>208ha</td> <td>208ha</td> </tr> <tr> <td>Projected YPH</td> <td>17.3mt/ha</td> <td>20.2mt</td> </tr> <tr> <td>Age profile</td> <td>3 to 11 yrs</td> <td>4-12 yrs</td> </tr> <tr> <td>FFB production</td> <td>3600mt</td> <td>4200mt</td> </tr> <tr> <td></td> <td>2019</td> <td>2020</td> </tr> <tr> <td>FFB Production</td> <td>2970mt</td> <td>3521mt</td> </tr> <tr> <td>Yield per ha</td> <td>14.3mt/ha</td> <td>17mt</td> </tr> <tr> <td>No of trees</td> <td>26207</td> <td></td> </tr> </tbody> </table>	Items	2020	2021	Planted Area	208ha	208ha	Projected YPH	17.3mt/ha	20.2mt	Age profile	3 to 11 yrs	4-12 yrs	FFB production	3600mt	4200mt		2019	2020	FFB Production	2970mt	3521mt	Yield per ha	14.3mt/ha	17mt	No of trees	26207	
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C	Cost of production: cost per ton of FFB.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Projection for cost per ton of FFB; as noted in the business plan <table border="1"> <thead> <tr> <th>Item</th> <th>2020/2021 (rm)</th> </tr> </thead> <tbody> <tr> <td>Harvesting</td> <td>55.00</td> </tr> <tr> <td>Loading</td> <td>nil</td> </tr> <tr> <td>Transport etc.</td> <td>30.00</td> </tr> <tr> <td>Total</td> <td>85.00</td> </tr> </tbody> </table>	Item	2020/2021 (rm)	Harvesting	55.00	Loading	nil	Transport etc.	30.00	Total	85.00																	
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D	Price forecast	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Price forecast for FFB 2019/2020; noted in the business plan to be RM350 per mt																											



## MSPO SURVEILLANCE CERTIFICATION REPORT Year 01: 2021

**SENG KIN OIL PALM SDN BHD**  
**[825570-M]**

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

Ref No: : BQ/SKSB/SVA01/06/21

Standard: MS 2530-3:2013

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E	Financial indicators: cost benefit, discounted cash flow, return on investment.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All these are contents of the Budget/Financial projection/Profit & Loss Account. Forecast Profit/loss (nett income after tax) <ul style="list-style-type: none"> <li>• 2019: RM169,941</li> <li>• 2020: RM183,411</li> </ul>
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Seng Kin Management meeting is held quarterly in a year to review company performance. Estate Management meeting is held at least once a month to discuss site management plan implementation. Morning muster conducted every Monday.
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted schedule of rates of payment during this Audit documented and implemented
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	For external contractor services SK doc ref SKOP/MSPO-5.4 dated 10 03 19 is used. Terms & conditions viewed and verified to be fair, legal and transparent dealings. Noted that MSPO compliance conditions are included in the Contract documents.
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Seng Kin does not engage services of Contractors for any of their plantation site management activities (harvesting, transporting FFB, manuring etc.)



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4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	<input type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	NA
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.	<input checked="" type="checkbox"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	NA
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"/> <b>Compliance</b> <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Control points at the estate supervised by the estate supervisor

### PRINCIPLE 7 DEVELOPMENT OF NEW PLANTING

**No development of new planting**

### 5.2. SUMMARY OF FINDINGS

**Table:**

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	0	0	0	0
No of OFI: Opportunity for Improvement	0	0	0	2	1	1	4
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>

**Finding No 1**

Criterion 4.4.3: Commitment to contribute to local sustainable development

4.4.3.1	Growers should contribute to local development in consultation with the local communities.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> <b>OFI</b> <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>CSR policies and list of stakeholders are available.</p> <p>However, there are no records or evidence of implementation and contribution made to the surrounding communities since last audit.</p>
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## Finding No 2

### Criterion 4.4.6: Training and competency

4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training program (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Training programme developed for all employees are available, sighted and verified. <b>However insufficient evidence in the form of photos are not available.</b> Refer Training File SKOP-MSPO-F-01 dated 01/02/2019.
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## Finding No 3

### Criterion 4.5.1: Environmental management plan

Indicator	Requirement	Compliance	Findings
B.	The aspects and impacts analysis of all operations.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	A more comprehensive documentation on environment aspect and impact analysis for all operation is required as the organization environmental guidelines.

## Finding No 4

### Criterion 4.6.1: Site management

4.6.1.3	A visual identification or reference system shall be established for each field.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Field Audit verified other signage on Riparian & Buffer zones, stores, boundary markers had been emplaced. Block identification/indicator markers installed. However, Insufficient information listed. Should have the following information: <ul style="list-style-type: none"> <li>• Block no. (Listed).</li> <li>• Size in ha. (Listed).</li> <li>• No of trees. (Listed).</li> <li>• Type of species. (Not Stated).</li> <li>• Date planted. (Not Stated)(.</li> </ul> This key information is missing; No action taken since stage 2 audit finding.
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### 5.3. AUDIT CONCLUSION

Summary Statement of Lead Auditor	Signature
<p>The purpose of this Remote Surveillance Audit is to evaluate the implementation, including effectiveness, of <b>SENG KIN OIL PALM SDN BHD [SKSB]</b> Oil Palm management systems [OPMS] and that the requirement of the Standards MS2530-3:2013 is fulfilled.</p> <p>There was only 1 finding during this Audit classified as OFI [opportunity for improvement].</p> <p>Overall <b>SKSB</b> had continuously maintained and conformed to the requirements of the Standards MS2530-3:2013. It is recommended that the Certification of <b>SKSB</b> under the standard be maintained.</p>	 <p>Wilfred S Landong Date: 27 06 2021</p>

### 5.4. ACKNOWLEDGEMENT BY CERTIFIED ENTITY

Acknowledgement by Auditee	Signature
<p>This is to acknowledge and confirm the Surveillance Remote Audit [SVA01] Assessments described in this Report and the Acceptance of the Contents and Findings in the said Audit Report.</p>	 <p>Tony Wong Manager 28 06 2021</p>

### 5.5. CORRECTIVE ACTION REPORTS & CLOSURE

There were 4 [four] findings in this Surveillance Audit. CAR was raised and the finding was closed out by the Lead Auditor on 30 08 2021





# MSPO SURVEILLANCE CERTIFICATION REPORT Year 01: 2021

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## 6.0. OFFICIAL SIGN OFF

### 6.1. ASSESSMENT RECOMMENDATION BY LEAD AUDITOR

Based on the Findings/Action taken by Auditee/Closures above, **SENG KIN OIL PALM SDN BHD** had been able to demonstrate and improved on its continual compliance to and with requirements of the MSPO MS2530-3:2013 Standard: General Principles for Plantations & Organized Smallholders.

Therefore, it is recommendation of the Audit team that the Certification of **SENG KIN OIL PALM SDN BHD** under MSPO MS2530-3:2013 Standard be maintained.

Wilfred S Landong  
Date: 30 08 2021

### 6.2. ASSESSMENT REVIEW BY TECHNICAL REVIEWER

#### STATEMENT & CONFIRMATION

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, **SENG KIN OIL PALM SDN BHD** Certification under the Standard MS2530-3:2013 be maintained.

Signed:

Maxwell S Landong  
30 08 2021



## MSPO SURVEILLANCE CERTIFICATION REPORT Year 01: 2021

**SENG KIN OIL PALM SDN BHD**  
**[825570-M]**

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Ref No: : BQ/SKSB/SVA01/06/21

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**Remote Audit**

Report Date: 04 09 2021

### 7.0. CONCLUSION

#### 7.1. CERTIFICATION: BQAS MANAGEMENT

In reference to MS 2530-3:2013, the 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

**SVA 02 – tentatively to be in JUNE, 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).*