



MSPO SURVEILLANCE CERTIFICATION REPORT 03 [Year 04] 2022

BQAS CERTIFICATION [M] SDN BHD [1179994-X]
MSPO Certification Services
ACB MSPO 15

BBC Group of Plantations
Ref No: BQ/BBCGROUP/SVA03/02/22

Standard: MS 2530-4:2013

On Site Audit

Report Date: 16/02/2022

MSPO SURVEILLANCE CERTIFICATION REPORT 03[YEAR 04] 2022



MAJRANY PLANTATION SDN BHD (224249-D)

**Lot 16433, Junction 5 Commercial
Centre, Mile 5, Jalan Tun Hussein Onn, 97000 Bintulu,
Sarawak.**



BQAS Certification [M] Sdn Bhd

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

Tel: 082 572 043

Email: bqascertification@gmail.com

Website: www.bqas.com.my

Accreditation No: ACB MSPO 15



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CERTIFIED ENTITY	BBC GROUP OF PLANTATIONS
MSPO Standards	<input checked="" type="checkbox"/> MS2530-4:2013 General Principles for Plantations & Organized Smallholders
Type of Certification:	<input checked="" type="checkbox"/> Group
Project Ref No:	BQ/BBCGRP/SVA03/02/22
MSPO Certificate No:	BQAS 001-1,2,3,4,5,7,8,9
MSPO Certificate Validity:	01 01 2019 to 31 12 2023
HQ Office Address:	Lot 16433, Junction 5 Commercial Centre, Mile 5, Jalan Tun Hussein Onn, 97000 Bintulu, Sarawak.
Contact Person / Job Title:	Mr Leram Sedin / General Manager
Telephone / Mobile:	086 351881 / 086 351881
Email / Website:	leram.sedin@bbcgroup.com.my
Contact Person / Job Title:	En Mohamad Firdaus Bin Ibrahim/Compliance Manager
Telephone / Mobile:	086 351881/012-8814524
Email / Website:	mohamad.firdaus@bbcgroup.com.my

CERTIFICATION BODY	BQAS CERTIFICATION [M] SDN BHD [1179994-X]
Office Address:	Lot 7823, Sublot 6, 2 nd Floor, Block A, King Center, Simpang Tiga, 93350 Kuching, Sarawak.
Contact Person / Job Title:	Douglas Alau Tayan/Audit & Certification Director
Telephone / Mobile:	+6 0198599891
Lead Auditor:	Dominic Retan Giah
Technical Reviewer	Patrick Sibat Sujang

Disclaimer:

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EXECUTIVE SUMMARY

Majrany Plantation Sdn Bhd (MPSB) is one of the plantations within the BBC Group of Companies, which is situated at Lots 696 & 697, Block 53, Sungai Nyalau, Kemena Land District, Bintulu, Sarawak.

This is a **Surveillance Audit 03 [Year 4]** to assess performance & maintenance of the management system & continued Group Certification of BBC Group of Plantations under the Standard MSPO2530-3:2013 General Principles for Plantations & Organized Smallholders.

For this Surveillance Audit Year 03, the following plantations are audited:

No.	Name of Plantation	Certified Area	Planted Area	Geo-Coordinates
1	Majrany Plantation Sdn Bhd (224249-D)	3725.75 Ha	3725.75 Ha	03° 36' 58.1"N; 113° 29' 07.9" E

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.

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

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

The following are pertinent information on MPSB:

No of Employees	●	181 Employees
MPOB License No.	●	503225602000
Expiry Date	●	31/07/2022
Date of Establishment	●	Sept. 2, 1991
FFB Production (Actual) 2021	●	49,161.10 MT
FFB Production (Estimate) 2022	●	48,200.00 MT
Main Purchaser	●	BBC Palm Oil Mill Sdn Bhd & Suburmas Palm Oil Mill Sdn Bhd



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The Surveillance Audit was conducted from 14th to 15th February 2022 and 2 Auditors were assigned to do the Assessment; clocking a total of 4 Man-days to complete the Audit.

There were three (3) findings during this Audit; categorised as OFIs [opportunity for improvements].

Corrective Action Reports were raised on 16th February, 2022 and these findings were closed out on 14th March, 2022.

During SVA03, the Auditors also confirmed that actions to be taken on findings in SVA02 had been implemented satisfactorily and in compliance with requirements of the Standards.

The Audit team had assessed that BBC Group of Plantations has continuously complied & conformed to MSPO Certification standards, conditions & requirements.

Conclusively, the Lead Auditor therefore recommended that **Majrany Plantation Sdn Bhd's** Certification in the **BBC GROUP OF PLANTATIONS** management systems be maintained and continue to be certified under MSPO Standards MS2530-4:2013 (Part 3 – General Principles for Oil Palm Plantations & Organized Smallholders).

1.0 INFORMATION: CERTIFICATION ASSESSMENT

1.1	Type of Certification Assessment	<input type="checkbox"/>	Initial Certification / Main Audit	
		<input checked="" type="checkbox"/>	Annual Surveillance Audit 03 [Year 4]	
		<input type="checkbox"/>	Re-certification Audit	
1.2	Scope of MSPO Certification	<input checked="" type="checkbox"/>	MSPO P&C Production of Sustainable Fresh fruit Bunch from:	
	Majrany Plantation Sdn Bhd		TOTAL CERTIFIED AREA	TOTAL PLANTED AREA
			3725.75 ha	3725.75 ha
1.3	MSPO Standards	<input checked="" type="checkbox"/>	PART 3: MS2530-3:2013	

2.0 INFORMATION : CERTIFIED ENTITY

INFORMATION	ENTITY
Company Name & Registration No:	Majrany Plantation Sdn Bhd (224249-D)
Head Office Address	Lot 16433, Junction 5 Commercial Centre, Mile 5, Jalan Tun Hussein Onn, 97000 Bintulu, Sarawak.
Site Name	Majrany Plantation Sdn Bhd



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Primary Function:	<input checked="" type="checkbox"/> Plantation/Organized Smallholders
Site Address	Lots 696 & 697, Block 53, Sungai Nyalau, Kemena Land District, Bintulu
Management Contact Details	
1 Name : Hee Poh Chiang	Job Title: Senior Estate Manager
Mobile: 019 4879773	Email: hee.pohchiang@bbcgroup.com.my
2 Name : Mohamad Firdaus Bin Ibrahim	Job Title: Compliance Manager
Mobile: 012-8814524	Tel:086-351881 Email: mohamad.firdaus@bbcgroup.com.my
Headcount : Local Workers : 21	Foreign Workers : 160 Total : 181
MS 2530-3:2013 General Principles for Plantations & Organized Smallholders	
MPOB License No: 503225602000	Expiry Date: 31/07/2022
Scope of Activity: Menjual & mengalih FFB #	
Date of Establishment: Sept. 2, 1991	Geo-Coordinates: 03° 36' 58.1" N, 113° 29' 07.9"E
Certified Area : 3,725.75 Ha	Planted Area: 3,725.75 Ha
FFB Production (actual) 2021: 49,161.10 MT	FFB Production (estimate) 2022: 48,200 MT
Sources of FFB: Own Estate	Main FFB purchaser: BBC Palm Oil Mill Sdn Bhd & Suburmas Palm Oil Mill Sdn Bhd.
No of Planting Blocks: 49	No of Palm trees: 485,537
Palm Species: Golden Hope & Felda Yanganbi	Age Range of Palm Trees: 1 – 25 Years
Topography: Undulating	Soil Type: mineral
Land Status: Ownership: Title land	<input type="checkbox"/> Rented <input checked="" type="checkbox"/> Own Land <input type="checkbox"/> Joint Venture
Validity/Date of Certification: 01 01 2019 to 31 12 2023	Other Sustainability Certification: NIL

3.0 ASSESSMENT METHODOLOGY

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

Information gathering Data collection from	<ul style="list-style-type: none"> • Interviews – staffs and workers • Observation of process & activities • Review of documentations & records • Site visits • Field inspections
Assessment method	<p>Paper</p> <ul style="list-style-type: none"> • Assessing past implementations from records, reports of the management system Practice <p>Practice</p> <ul style="list-style-type: none"> • Assessing current implementation from observing current practices <p>People</p> <ul style="list-style-type: none"> • Assessing future maintenance from interviewing personnel on



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	understanding & assessing competencies.	
Surveillance Audit	Audit Findings Classification	
Term/Abbreviation	Category	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

The assessment process was preceded by/with **Risk Assessment of the certified entity** to determine that the Audited Entity qualify to be audited **on site**. BQAS had assessed that Surveillance Audit 01 of **BBC Group of Plantations** is classified as **low to medium risk**.

4.1 AUDIT TEAM

NAME	ROLE
Dominic Retan Giah	Lead Auditor
Duke Ladin	Auditor

A. Dominic Retan Giah	Lead Auditor
Qualifications:	
<ul style="list-style-type: none"> ● Bachelor of Science in Wood Science & Technology, Colorado State University, Fort Collins; 1987, ● Diploma in Wood Technology, Institut Teknologi MARA (UiTM), Shah Alam; 1983 ● St Joseph School, Kuching, Sarawak; 1963-1973 	
Working Experience:	



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Year ended	Employer	Highest Job
2017	Mitsubishi Heavy Industries Ltd	Environmental Officer
2014	Saytech General Inspection Services S/B.	Manager, EIA & Certification
2012	Sarawak Planted Forest Sdn Bhd	District Plantation Manager
2008	Grand Perfect Sdn Bhd	Senior Training Officer
2002	Borneo Pulp and Paper Sdn Bhd	District Planner
1997	Easimax Dynamics Sdn Bhd	Manager

Relevant MSPO Related Credentials:

- MSPO Lead Auditor (Pioneer Group), Course No. 1 dated 26 to 30th January 2015
- EIA Consultant No. C038[NREB/I/2008], March 2014
- Logged more than 150 Man-days as MSPO Lead Auditors

B. Duke Ladin	Auditor
Qualifications:	
1. B.Sc of Management (Major in Human Resource & Minor in Data Processing), Bemidji State University, Minnesota, USA, 1999	
2. Bach of Management with Honours (OUM) 2017	
Working Career & Experience	
1. Currently working as an oil palm planter managing own estate of 23 acres (about 9 ha) on NCR land in Pakan, Sarawak	
2. Previously worked (from 2014 to 2016) as a construction subcontractor at various sites such as the Air Force Base in Kuching and the 2-storey Native Court Building in Kota Samarahan, Sarawak.	
3. Also served as Project Manager ((2007 to 2013) having started as Site Supervisor at Splendid CME Projserve Sdn Bhd for construction of various government infrastructure projects.	
Relevant MSPO Related Credentials:	
1. MSPO Auditor Training Course (MPOCC endorsed) (SGS) 14/02/2019.	
2. Logged more than 68 M,an-days as MSPO Auditor	



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4.2 AUDIT PLAN

4.2.1 AUDIT OBJECTIVES

The objectives of this audit are as follows:

- a. To assess changes to the certified client and its management system;
- b. Verification of continuous management system implementation;
- c. To verify effectiveness and implementation of all correction and corrective actions for non-conformance(s) raised in the previous audit (if any);
- d. To identify and evaluate links between the normative requirements, policies, procedures, performance objectives and targets (consistent with the expectations in the applicable MSPO standard or relevant normative documents), any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions;
- e. Review of effectiveness of measures arising from the previous audit (if applicable);
- f. Confirmation of fulfillment of certification requirements;
- g. Inquiries on aspects of certification (complaints);
- h. To 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) and;
- i. To verify and ensure that if there is MSPO logo usage, then it shall be in accordance with MSPOLGP04 1 Oct 2019.

4.2.2 ASSESSMENT SITES/PROGRAMS/PARAMETERS

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

A. ASSESSMENT SITES

Assessment were performed at :

- Estate Office – documentations & records
- Estate – processes, stores, waste & water management, workshop and related facilities



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- Staff facilities – housing, amenities etc.

B. SURVEILLANCE AUDIT - Main Assessment Program

Date: 14 & 15 02 2022

No. of Auditors: 2

No. of Man-days: 4

Day 1 14/02/2022	•	Site Audit @ Mill Office, Bintulu
	• • • •	Opening Meeting at Mill/Site Office Review SVA 02 Certification Audit Report Documentation Audit / Record Review Estates – facilities review (chemical, schedule waste stores, workshop, etc.) FFB handling process
Day 2 15.02/2022	• • • •	Assessment/review of staff/workers housing & living conditions, facilities & amenities, domestic waste treatment etc. Documentation Audit continued Closing meeting Presentation of Audit Checklist / Report
Day 3 16/02/2022		Cross-checking for outstanding issues Wrap up & discussion Preparation of reports for mill and plantations. Closing meeting (combined) for: Mill and Estates 1, 2 & 3

C. 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



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- 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

4.3 THE AUDIT PROCESS

The Audit Process for Surveillance Audit Assessments was conducted as follows:

No.	Process	Description/Activities
1	Public Notification	Written notice to inform public on MSPO Audit is posted at Estate Office 1 month before Audit dates
	↓	
2	Audit Plan	Auditee received 2 weeks before Audit dates
	↓	
3	Audit Day 1	Opening Meeting Estate site Assessment & Field Audits <ul style="list-style-type: none"> • Participants: Audit Team & Auditee Management Stakeholders Consultation / Field & Site Audits <ul style="list-style-type: none"> • Stakeholders Interviews • MSPO knowledge of Estate staffs • Checks & verification on Boundary, Buffer Zone, Riparian Zone, Waste/scheduled waste management, Water management, Water courses, Harvesting • Staff/workers housing & amenities, • Use of PPE, Stores, Workshop
	↓	
4	Audit Day 2	Review of Initial Certification Audit Report Documentation Review <ul style="list-style-type: none"> • Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc. Documentation Review [continuation] 1 to 6 documents etc.
	↓	
5	Audit Day 3	Closing meeting - Combined <ul style="list-style-type: none"> • Participants: Audit Team & Auditee Management • Agenda: Wrap up & Discussion Presentation of Report / Checklists. Review, discuss & decide corrective & forward action to be taken by Auditee



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Audit Stage:	BBC Group of Plantations	Audit Duration
Stage 1 Audit Date:	15 - 16 05 2018	4 man-days
Stage 2 Audit Date:	18 - 19 07 2018	4 man-days
Surveillance Audit 01	24 - 25 07 2019	4 man-days
Surveillance Audit 02	08 - 10 06 2021	4 man-days
Surveillance Audit 03	14 - 16 02 2022	4 man-days

5.0 SURVEILLANCE AUDIT - MAIN ASSESSMENT

5.1 AUDIT REPORT - BBC PLANTATIONS GROUP SDN BHD [661374-U]

Ref No: BBC POM/AU/SVA1/09/21

Standards : MS2530-3:1 MS2530-3:2 MS2530-3 MS2530-4

Other Standard and/or Edition : Nil

Note: For Group Certification please fill up separate information data sheet for each entity.

GROUP [MULTI SITES] CERTIFICATION

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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MSPO policy file ref: BBCPLT/Policy/082017/rev.01 was established on 20th October 2017 with a revision on 16th November 2020. The policy was approved and endorsed by the Managing Director.
4.1.1.2	The policy shall also emphasize commitment to continual improvement.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Quote at the last paragraph of MSPO Policy, " Our mission is to strive for continual improvement by maximizing production through new technologies implementation in order to ensure the continuous production of oil palm product in sustainable manner."
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sited at file ref: MPSB-SUS-M1-10, the first internal audit was conducted on the 20th - 21st November 2018. The last internal audit was conducted on 15th to 16th December 2021 and the next planned audit will be on 15th to 16th December 2022.
4.1.2.2	The internal audit procedures	<input checked="" type="checkbox"/> Compliance	Internal audit procedures can be found in file ref:



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	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 type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MPSB-SUS-M1-10 which mentioned the documentation of the results and management evaluation. Samples are seen in file ref: IAR/MPSB/21/01 Internal Audit Report 2021 and Minutes of Meeting of The Malaysian Sustainable Palm Oil (MSPO) Management review for the Year 2021 signed and approved by the Senior Plantation Manager.
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	Internal Audit Report 2021 file ref: IAR/MPSB/21/01 as per management review dated 16 - 17th December 2021, approved and signed by both the Sr Estate Manager and the Sr Assistant Manager.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Based on Minutes of Meeting of the Malaysian Sustainable Palm Oil (MSPO) Management Review for the year 2021, the Plantations have achieved considerable achievements in the Group continuous implementation of MSPO standards with some recommendations for further improvement. The continuous physical improvements also verified through observation by the auditors during site inspections.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Action Plan for Continual Improvement 2022 file ref: MPSB-SUS-P1-02 is continuation of the previous action plans as can be seen in its revisions dated 2nd February 2020. Added some new plans that include the construction of sports facilities and repairing workers quarters.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Although mentioned the continuous effort for optimization for energy consumption, the management also considering using solar panels after the study of the cost benefits being carried out. Also introduction of new machines for efficient harvesting like motored wheel barrow.
4.1.4.2	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The written action plan (MPSB-SUS-P1-02) was quite comprehensive that include continuous awareness and training among the staffs in regards to the MSPO. New technologies will be under consideration to maximize productions and stakeholders profits.

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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Consultation and communication procedures can be seen at file ref: MPSB-SUS-M2-01 established on 1st of June 2019, approved and signed by both Sr Estate Manager and Sr Assistant Manager. The documents are ready and written in 2 languages which are in



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	those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.		English and BM. As an example the MSPO Policy.
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	List of available documents that can be requested can be found in the file ref: MPSB-SUS-02-02 dated 1st June 2019. Some like the Policies, wildlife and environmental awareness are display at the four notice boards located at: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Main entrance <input checked="" type="checkbox"/> Estate office <input checked="" type="checkbox"/> Workshops and Surau
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Consultation and Communication with the Relevant Stakeholders file ref: MPSB-SUS-M2-01 was established on 1st June 2018 with revision on 1st June 2019, approved and signed by Sr Estate Manager and Sr Assistant Manager.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Mr Mohd Zekkeri Bin Deri, the Sr Assistant Manager is appointed as MSPO Communication and Consultant Officer through an appointment letter dated 14th March 2019, signed and approved by Sr Estate Manager.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Stakeholders are listed in the file ref: MPSB-SUS-G2-03 and the records of Request and Response were found in the Request and Responses Record Year 2018 - 2021.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The SOP for traceability can be seen on the file ref: APSE-SUS-M2-03 established on 1st June 2018 with revision on 1st June 2019, approved and signed by the Sr Estate Manager.
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	Regular inspection of traceability system is an important activity to form an effective system for product identification and traceability linking the stages of growers, transporter, buyer and suppliers, as stated in the Traceability SOP. The workflow chart of the FFB supply chain and Stock Supply Chain can be viewed in the Traceability SOP document.
4.2.3.3	The management should 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	Miss Mastura Binti Yusri is being appointed as traceability officer according to the appointment letter dated 15th June 2020, approved and signed by Sr Estate Manager.
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	Records of sales, delivery or transportation of FFB are well maintained and the monthly summary is sent to the HQ.



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		<input type="checkbox"/> NC - Major	Most of the FFB was sent to Suburmas Palm Oil Mill Sdn Bhd located at KM Bintulu - Miri Road or about 20 KM from the estate.
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PRINCIPLE 3:	COMPLIANCE TO LEGAL REQUIREMENTS
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Criterion 4.3.1: Regulatory requirements			
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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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Site inspections and documentation verified that all operations are in compliance with the applicable local, state, national and ratified international laws and regulations.
4.3.1.2	The management shall list all laws applicable 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	List of Legal register (estate) with list of compliance status under each law was well documented in the Legal Register file.
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	As seen in the Legal Register Update Sheet file ref: MPSB-SUS-F3-01 from year 2018 until 2021, appropriate update has been made with the latest update was on 2nd July 2020 in regards to new regulation and order pertaining to Prevention and Control of Covid-19 diseases.
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	Mr Mohamad Firdaus Bin Ibrahim was appointed as the MSPO Legal coordinator according to the letter of appointment on 13th November 2017, signed and approved by the General Manager.

Criterion 4.3.2: Land Use Rights			
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Indicator	Requirement	Compliance	Findings
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The palm cultivation activities do not diminish the land use rights of other users as the land used is listed as state land (Mix zone) which is leased to the plantation.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Shown were the Land Survey Department agreements for Lease of State Land (Mixed Zone Land) of the Lot 696 of 1442 ha and Lot 697 of 2301 ha at Sungai Nyalau, Bintulu.
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 was shown as longitude and latitude in the Majrany Plantation Sdn Bhd boundary map. On the ground the boundary markers are mark using red and white Belian poles.
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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There is no record of land dispute.



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	occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).		
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	The lands are deem State lands leased to Majrany Plantation Sdn Bhd from June 1989 to June 2088 (99 years).
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	No land with customary land was affected as this is State land leased to Majrany Plantation.
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable as the agreement is between the State represent by the Land Survey Department and Majrany Sdn Bhd.

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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted – BBC Plantation Group Social Impact Management Plan (SIMP) has been prepared for year 2021 & implementation is ongoing. Monitoring is also conducted.

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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The system to deal with complaints and grievances is illustrated in the flowchart of the Complaints/Grievances Handling Procedure file ref. no. BBC/OPP/MSPO/SOP/4.1.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The system indicate 2 stages to resolve disputes/complaints/grievances in which the first stage is given up to days to have a resolve and if it still unresolved then the case goes to stage 2. At that stage the management give themselves 20 days to reach the decision in resolving a case.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	A complaint form (Borang Aduan dan Cadangan) can be acquired at the main gate guard house, workers canteen and at the estate office.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The employees had been undergone training and made aware through Internal Communication. The surrounding communities had been informed via various interactions with the staff and information at the first point of contact –



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			at the guardhouse where the complaint forms are available.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The complaints and resolutions were well documented and record kept in the Complaints and Grievances folder. The first complaints recorded was on 20th November 2018 and the latest was on 17th January 2022.
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 checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Major activities on corporate social responsibility are the function of the head office while the estate engages in direct interaction with the local communities.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Safety and Health policy and The OSH meetings are well documented file ref: MPSB-SUS-P4-01 dated 1 st January 2020 and maintained.
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	Safety and Health Policy file ref: BBCPLT/Policy/082017/rev.01 was established on the 20 th October 2017, signed and approved by the Managing Director. The policy can be viewed publicly at the main entrance, housing canteen, workshop and the surau notice boards.
B.	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	The risk of all operation are comprehensively documented in the HIRARC and CHRA Report. Annual review is conducted by the OSH committee and internal auditors. The CHRA Report has the validity until year 2023.
C.	All precautions attached to products shall be properly observed and applied.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As observed, SDS for every oil and chemical products are attached at every stores.
C.1	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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed in the PPE Issuance Record and as observed on-site, staffs and workers use appropriate PPE while working in the field and plantation.
C.2	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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The SOP for handling of chemical is viewed in the file ref: MPSB-SUS-M4-04 dated 1 st June 2019, approved and signed by both Sr Estate Manager and Senior Assistant Manager.



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	Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.		
D.	All precautions attached to products shall be properly observed and applied.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As observed, SDS for every oil and chemical products are attached at every stores.
E.	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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed in the PPE Issuance Record and as observed on-site, staffs and workers use appropriate PPE while working in the field and plantation.
F.	The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Sr Estate Manager was appointed as the chairman for the OSH Committee. Endorsed by the Internal Auditor and HQ OSH director, therefore the chairman has the support on knowledge and access to the latest regulations and agreements.
G.	The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the employees and any remedial actions taken are recorded	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed minutes of OSH meetings held quarterly as required by OSH Act and instructions, concerns of the employees and remedial actions taken are recorded.
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 Emergency Preparedness and Response viewed in the file ref: MPSB-SUS-M4-0 dated 1 st June 2019, approved and signed by the Sr Estate Manager and Sr assistant Manager. Safety briefings and training have been provided for employees to understand the instructions.
I.	Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Field conductors have undergone basic First Aid and CPR training conducted by Medical assistant. First Aid kits are available on-site including portable kits are being carried around by the field conductors.
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	Records of OSHA Accident and Investigation can be viewed in MSPO File 4 Item 4.4.2 and discussed in OSH meetings.
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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Good Social Practices Policy was established on the 20 th October 2017 and revised on 7 th January 2022, approved and signed by the Managing Director.



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	communicated to the employees.		
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 during site visit and viewed in employment documentations, the plantation does not practices any discrimination as mentioned in their Employment Policy.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Documentation and conditions of pay for foreign workers hired in the estate are available. Employment agreement with the foreign workers, who are mostly Ines coverage, Indonesian, stated all statutory fringe benefits and eligible incentives, e.g. working hours, overtime, leave and medical benefits, maternity leave for women, insurance coverage, deductions, resignation notice period and company rules.
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	There is no contractor used for plantation operations except for FFB transportation which is monitored by the estate management.
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The management maintained lists of employees that recorded the full names, gender, date of birth, date of entry, wage and period of employment and also jobs description.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All employees are provided with employment contracts. The terms of employment are clearly specified in the contracts, which included position offered, period of employment, salary, overtime rate, rest days every Sundays, rate of pay when working on rest days, days and hours of work, approved deductions, termination of employment, rate of pay when working on holidays, leave pay, sick leave, maternity leave, passage expenses, expatriation of remains and burial arrangement, insurance. The employment contract is signed by the Sr Estate Manager or the Assistant Manager and the employee.
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	Workers are paid on output basis where each person's output is recorded by the mandore and tallied daily and the workers are given a copy of the record. The



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			monthly wages record indicated that those workers generally received above the minimum daily wage. Overtime is not practice in the plantations.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Unlike the plantation staffs that has a fix working and break hours viewed in file ref: MPSB-SUS-M1-03, the field workers will determine their own breaks and working hours base on their targeted daily output and collective decision.
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	Viewed payslips and found to be in order as shown in a sample of monthly payslip Mr Jumarni Ali of Indonesia for the month of December 2021.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The employment contracts include provision of free housing inclusive of utilities, basic medical treatment and training.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As observed on site, the living quarters of the staffs and workers are adequate to meet the minimum requirement for the Workers' Minimum Standards Housing and Amenities Act 1990 or any other appropriate legislation.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Sexual Harassment Policy was established on the 20 th October 2017, approved and signed by the Managing Director.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Freedom of association is mentioned in the Good Social Practices Policy, established on 20 th October 2017, approved and signed by the Managing Director.
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No underage workers among the list of workers currently employed.



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	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.		
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 checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Training programme planned for year 2020 includes training for all categories of workers. Appropriate trainings on safe working practices are planned for: Training programme planned for year 2022 includes training for all categories of workers. Appropriate training on safe working practices are planned for:</p> <ul style="list-style-type: none"> ● harvesters ● sprayers ● manurers <p>The training programme included the various types of training such as firefighting and fire drill, understanding SDS and first aid training. The trainings were conducted for year 2021. Records of training for each employee, including new employees were maintained.</p>
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>A formal training programme on all aspects of MSPO requirements have been established and implemented. Training for various categories of operators, including all field and office staff, with regards to their duties and training needs had been reviewed and found acceptable. The training needs are reviewed annually and implementation of training programme discussed in the quarterly Safety and Health meetings.</p>
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Training programme planned for year 2021 includes training for all categories of workers. The training conducted were based on job categories such as:</p> <ul style="list-style-type: none"> ● Harvesters: Prosedur Kerja Selamat Memotong dan Mengutip Buah Sawit & PPE training ● Sprayers: Prosedur Kerja Selamat Menyembur Racun & PPE training. ● Manurers: Prosedur Kerja Selamat Menabur ● Baja, PPE Training <p>Other training include First Aiders training,</p>



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		SDS Training, dan Panduan Keselamatan. The training program for 2021 is based on the Training Needs for 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 in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted - The BBC Plantation Group Environmental Policy, signed by the Managing Director on 20/10/2017 and displayed at various locations on site.
4.5.1.2.	The environmental management plan shall cover the following:		
A.	An environmental policy and objectives	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted - The Environmental Management Plan (EMP) has been prepared and documented. The environmental policy and the objectives are clearly stated.
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	Sighted - Environmental Risk Assessment Register for Majrany Plantation Sdn Bhd; Date assessed: 06/01/2020; Next assessment: 07/01/2023 citing 10 areas of estate activities/operations: <ol style="list-style-type: none"> 1. Harvesting 2. Field maintenance 3. Pest & disease 4. Workshop 5. Road maintenance 6. Living quarters & office 7. Diesel tank 8. Scheduled waste handling 9. Road grading & graveling OFI: The individual Environment Risk Assessment form for each activity may be further improved by including a date of assessment for each activity instead of mentioning it only in the register.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted: Majrany Plantation Sdn Bhd Environmental Improvement Plan 2022 which covers: <ol style="list-style-type: none"> 1. Soil erosion & water management 2. Protection of HCV 3. Plantation operation management
4.5.1.4	A program 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	Among some of the programmes with positive impacts in the Environmental Improvement Plan 2022 are:



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		<input type="checkbox"/> NC - Major	<ol style="list-style-type: none"> Stacking of pruned palm fronds in the inter-row for straight line planting & stacking along the edge for terrace planting. Spreading of chipped palm trunks to decompose in-situ into natural organic nutrients. Used fertilizer bags after washing are re-used to collect loose fruits. Empty fruit bunches from the mill are applied in the field as mulching material. Boiler ashes are applied on inter-row areas as natural organic nutrients.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Majrany Estate Training Schedule 2021 lists out 12 types of courses of which the following had been conducted: <ol style="list-style-type: none"> SOP Training: Scheduled Waste Management (in Feb. 2021) Protected Wildlife Awareness (in July 2021) Riparian Zone Management (in Oct.n 2021) Handling, Storage & Disposal of Common Waste (in Dec. 2021)
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Majrany Plantation Environmental Committee last held its meeting on 07/10/2021 (the 3 rd for the year) attended by 8 personnel. Among the issues discussed were: <ul style="list-style-type: none"> Water sampling results for period August 2021 – October 2021 conducted by ESI Sampling Sdn Bhd. The parameters were all in compliance. Mitigation measures – in compliance
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 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	The baseline data for 2021 indicated an average consumption of 11,898 liters. Between 2017 and 2021, the bar graph showed a downward trend. Diesel is consumed by heavy machinery (such as the excavators, motor grader, backhoes, trucks, generators) and light vehicles.
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,	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The diesel consumption is recorded at 12,563 liters for January 2022. All electricity in the estate camp complex is generated by generators. Diesel is stored in a skid tank.



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	including all transport and machinery operations.		
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	Majrany estate uses solar-powered street lighting in the camp complex.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>According to Majrany Guidelines for Waste Products and Sources of Pollution Doc. No. MPSB-SUS-G5-05; Rev. No. 00; Eff. Date: 10/09/2018 approved by the Senior Estate Manager Mr Hee Poh Chiang, such waste products are categorized into:</p> <ul style="list-style-type: none"> • Non-recyclable waste from the office, store, workshop, generator set room, canteen / shop and housing areas, • Conversion into value-added products from the office, store, workshop, generator set room, estate operation wastes, mill processing wastes and waste from the canteen / shop and housing areas,
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 checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany Waste Management Plan 2022 Doc. No. MPSB-SUS-P5-03; Rev. No. 03; Eff. Date: 03/09/2022 approved by the Senior Estate Manager Mr Hee Poh Chiang.
A	Identifying and monitoring sources of waste and pollution	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Majrany Waste Management Plan 2022 identifies the sources of waste as:</p> <ul style="list-style-type: none"> • office, store • workshop • generator set room • estate operation wastes • mill processing wastes and • canteen / shop and housing areas
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Some of the waste generated and re-used or recycled are:</p> <ul style="list-style-type: none"> • Empty lubricant drums reused as drums to collect and hold used oils prior to removal by a designated contractor • Discarded working tools – recyclable materials sold to a scrap metal vendor • Old newspaper, cardboard boxes and paper products – collected to be sold for recycling • Empty fertilizer bags – washed and to be re-used to collect loose fruits • EFB – application as mulch in the field
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	The Majrany Labelling, Handling, Storage, Transfer and Disposal of Scheduled Waste, Doc. No. MPSB-SUS-M5-01; Rev. No. 01; Eff.



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	classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	<input type="checkbox"/> NC - Major	Date: 01/06/2019 approved by the Senior Estate Manager Mr Hee Poh Chiang. The main waste being stored was SW 305 (used lubricant) in 2 full drums. The last time SW 305 was removed was on 30/06/2021 311 litres. A cumulative total of 1751 litres (for the period Nov. /2020 to June 2021) had been disposed by the designated scheduled waste contractor Pentas Flora (Kuching) Sdn Bhd. OFI: Consider to improve on the Labelling of the scheduled with a proper label on the drum itself.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany follows the SOP on triple rinsing of empty pesticide containers in Doc. No. BPG-SUS-S5-01, Eff. Date: 03/01/2018. The procedure is also described as Item 6.2.1 in the Majrany Sustainable Manual for Labelling, Handling, Storage, Transfer and Disposal of Scheduled Waste. A small number of triple-washed empty pesticide containers are retained as receptacles for triple rinse water used in pre-mix for weeding operation. Excess containers are perforated and disposed as scheduled waste (SW409).
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Domestic waste is disposed into a landfill within the estate at a distance of 2 km far away from any natural watercourse. Collection of domestic waste is done on a community basis (gotong royong). Last dug up in 13/02/2021, the pit had been back-filled with a new one excavated nearby as replacement.
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 type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany has identified the following polluting activities as significantly polluting: <ul style="list-style-type: none"> • Spillage at the diesel storage tank • Lubricant spillage at the workshop • Lubricant spillage at the genset house • Leakage from tractors • Spillage at the scheduled waste store • Pesticide spillage during pre-mixing • Sewage leaks from the septic tanks • Siltation of drains and rivers OFI: Ensure particular attention to spillage in the vicinity of the genset house.
4.5.4.2	An action plan to reduce identified	<input checked="" type="checkbox"/> Compliance	Majrany Plantation has established and



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	significant pollutants and emissions shall be established and implemented.	<input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	implemented its Action Plan to Reduce Identified Significant Pollutants 2022 Doc. No. MPSB-SUS-04; Rev. No. 03; Eff. Date: 03/01/2022.
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 checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany Plantation Water Management Plan Doc. No. MPSB-SUS-P5-05; Rev. No. 03; Eff. Date: 03/01/2022, approved by the Senior Estate Manager Mr Hee Poh.
A	Assessment of water usage and sources of supply.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>For 2021 (Jan. – Dec.), water consumption at Majrany plantation is estimated at 3,345,000 liters with a range from as low as 280,000 liters to as high as 385,000 liters.</p> <p>The volume of water consumed is based on the amount of water drawn in by a pump with a known rate of 5,000 liters per hour operating 7 hours a day.</p> <p>The sources of water are:</p> <ul style="list-style-type: none"> • Rainwater harvesting in widespread practice. • Water collected in an estate reservoir
B	Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Water quality monitoring is conducted by ESI Sampling Sdn Bhd on a quarterly basis. Its last report (EMR for Aug-Oct 2021) to NREB, it reported that the parameters from the 6 sampling stations showed compliance with National Water Quality Standard Class IIB except for the presence of:</p> <ul style="list-style-type: none"> • Total coliform count (TCC) at 2 stations – attributed to existing bacteria in the soil, vegetation and the water itself apart from Faecal bacteria from animal manure. Besides, there was no leakage from the sewer at the workers quarters. • Total Faecal coliform count (TFC) at one sampling station attributed to manure of warm blooded animals (particularly dogs of workers) apart from wildlife.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Majrany Plantation conducts a quarterly inspection of its workplace to monitor the conditions of camp facilities which may require maintenance or rectification. Waste water from the facilities flow into drains which are directed into the surrounding plantation blocks as uptake for the palms.</p>



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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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Majrany Plantation maintains its riparian buffers as sighted at Sg Husen (Block P1B3) Geo-coordinates N 03° 35' 59.6" E 113° 29' 43.8" which is also a water sampling point W4.</p> <p>Also sighted was a signboard to remind workers to avoid maintenance activities in the riparian buffer</p>
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Water Management Plan 2022 advocates the maintenance of natural vegetation in the buffer zone and workers are instructed to avoid interline spraying and weeding for areas within the buffer zone.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable at Majrany Plantation.
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not in practice
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Rain water is collected in tanks for use in the camp facilities.</p> <p>Drains from the camp complex and in field drains serve as receptacles for the runoff and camp discharge to be used as hydration for the palms</p>

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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>A High Conservation Value Assessment for Oil Palm Plantations was conducted in 2017 by the BBC in-house assessment team, using information from estate managers familiar with the areas as well as the EIA reports of the individual plantations.</p> <p>No HCV habitats are detected in Majrany Plantation.</p>
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),	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Posters on wildlife (protected and totally protected) from the Sarawak Forestry Corporation are available on the office noticeboard as well as at the guard house at the main entrance.



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	that could be significantly affected by the grower(s) activities.		
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 checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany has a map "Biological Diversities In and Around the Estate" indicating the presence of protected wildlife within its boundary. These include: <ul style="list-style-type: none"> • The crocodile sighted in Phase 1/Block 7 • The hornbill in Phase 2/Block 14 • The falcon in Phase 1/Block 11.
A	Ensuring that any legal requirements relating to the protection of the species are met.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Visitors and workers are reminded by means of the posters from SFC as well as the office wall map on bio-diversity.
B	Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The presence of the crocodile in Block 7 of Phase 1 is signposted as a safety hazard. The placard "Awas ada buaya" was displayed at the site.
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany Plantation maintains a record of wildlife sighting "Rekod Haiwan Liar Terlindung Dijumpai Dalam Kawasan Ladang". The last sighting was made on 16/08/2021 of a civet cat (local name 'kucing hutan') noted by field conductor Aldi bin Tangkilang. Another FC Harison Gawai anak Dato sighted an ant-eater ('tenggiling') on 28/12/2021 in Majrany 2 Phase 3/Block 5.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable as Majrany does engage in open burning.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany opts for zero burning and specifies chipping for its replanting programme and spreading of chipping debris to decomposition.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Zero burning is preferred to retain the biomass as nutrients in the soil.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	This is being done with the on-going replanting programme.



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PRINCIPLE 6		BEST PRACTICES	
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Majrany abides by its Best Management Practices (Doc. No. MPSB-SUS-M6-01; Rev. No. 01, Eff. Date: 01/06/2019) which covers: <ol style="list-style-type: none"> 1) water sources 2) planting area 3) use of pesticides 4) pre-harvest quality management variety preparation 5) pest control 6) use of fertilizer 7) harvest & post-harvest handling 8) post-harvesting 9) transportation 10) personal health 11) record keeping
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	MPSB is established on mineral soil with fairly flat to undulating terrain requiring a road network for access. Road side drains cater to runoff with silt traps to prevent soil erosion. Shell scrapes and depressions throughout the estate serve as receptacles for hydration of palms.
4.6.1.3	A visual identification or reference system shall be established for each field.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Inter-block boundary is marked with a placard which denotes the block number, its size in hectares, stand per hectare (SPH), clone type and year of planting.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted: The BBC Plantation Sdn Bhd company-wide Business Plan 2018-2022 for the 9 plantations in the group which provides a prospective outlook for the 5-year period. The MPSB Detailed Profit and Loss Account for the Financial Year Ended 31 st Dec. 2018 in the Business Plan projected: <ul style="list-style-type: none"> • a total income of RM18,642,398.09 • deduction for administration & other expenses at RM4,063,840.00 • profit for the year after tax (- RM3,510,752.00) at RM11,067,806.0-9
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Replanting has started in MPSB beginning 2020 and expected to be completed by 2023. Progress is updated quarterly in the Environmental Monitoring Report to NREB.



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4.6.2.3	The business or management plan may contain:		
A	Attention to quality of planting materials and FFB.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As part of the BBC Plantation Sdn Bhd group, MPSB plants high yielding palms such as the Golden Hope 500 GH500, Felda Yangambi, IOI and Sawit Kinabalu.
B	Crop projection: site yield potential, age profile, FFB yield trends.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Based on the BPNP Forecast for Financial Year Ended February 2020:</p> <p>Site yield potential: 20.46 MT/hectare</p> <p>Age profile: Matured and being replaced over s 3-year period. Immature replanting accounts for 293.72 ha.</p> <p>Profile: Mature and too tall for productive harvesting</p> <p>FFB yield trends: no details but expected to be similar to site yield potentials of 20.46 MT/ha.</p>
C	Cost of production: cost per ton of FFB.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Based on Budgeted Expenditure Financial Year Ended February 2020:</p> <p>Cost of production: RM3,897.37/ha of FFB</p> <p>Cost per ton of FFB: RM190.47/ton of FFB</p>
D	Price forecast	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Price forecast: The price recently has been on an upward trend.</p> <p>The MPOB price forecast quoted in February 2022 is RM5,700 / MT. According to the media this week, this may well increase to RM6,000.</p>
E	Financial indicators: cost benefit, discounted cash flow, return on investment.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Based on the Detailed P/L Account for the FY Ending 31/12/2018:</p> <p>Financial indicators:</p> <ul style="list-style-type: none"> • Revenue at RM18,642,398.09 • Profit at RM11,067,806.06 <p>Cost benefits:</p> <ul style="list-style-type: none"> • Cost at RM4,063,840.00 <p>ROI: Based on the ratio between the operating profit and operating cost for 2018 at RM11,067,806.06 : RM4,063,840.00, Majrany is experiencing extraordinary profits at a ratio of 2.73 or 273% over costs.</p>
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The Business Plan provided is for a 5-year cycle with data based on 2018 projection.</p> <p>As a business organization, the BBC</p>



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	monitored, periodically reviewed and documented.		Plantation group will be sensitive to trends in the market and progress is monitored and recorded in the monthly estate report for the attention of management as well Pelita Holdings Sdn Bhd
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The FFB price follows the MPOB monthly price calculations included in the purchase agreement.</p> <p>As part of the BBC Plantation group, MPSB only supplies FFB to the BBC Palm Oil Mill in Bintulu at an internally agreed price.</p> <p>Sample sighted: Trade Confirmation dated 23/11/2016 ref. no. MPSB/FFB/S001 from BBC Palm Oil Mill to BPNP at a price of RM498.78/MT for the months January to March 2017.</p>
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted: FFB Transport Agreement signed on Feb. 1, 2021 between MPSB and Everfull Transportation Co. The contract is valid until either party submits a month's notice before termination.
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"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	A contractor Lyk Hong & Sons Realty Sdn Bhd is hired to replant 304.21 hectares in Phase I (Block 17, 18 & 19) and Phase II (Block 7). The agreement was signed on 26 th Oct. 2020 to commence on 01/11/2020 till 30/10/2022.
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 as in the above said contract between MPSB and Everfull Transportation Co.
4.6.4.3	The management shall accept MSPO approved auditors to verify 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	This is currently in progress as MSPO auditors from BQAS Certification are at this estate to conduct this surveillance 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	Completion of the contractor's task is denoted with the submission of an invoice for the work done as in the contract with monitoring recorded by the various documents as specified in the Traceability procedure.
PRINCIPLE 7			



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4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The HCVA have identified some high conservation value environmental components including Rare, Threatened and Endangered fauna, as well as flora species, Riparian Zones, Steep Slopes greater than 25 degrees and NCR lands. HCV components are preserved as recommended in the report and executive summary. Verified that the replanting development were not planted on land with high biodiversity value.</p> <p>Refer: HCV Assessment.</p>
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Not Applicable as this a replanting on areas that have been planted before. Verified that there are no new conversion of Environmentally Sensitive Areas (ESAs) at the Majrany Estate.</p>
Criterion 2: Peat land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Not applicable. The replanting development are not implemented on peat land. Site visited and verified.</p>
Criterion 3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The social and environmental impact assessment has been establish. EIA verified.</p>
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The SEIAs has include previous land use or history and involve independent consultation as per national and state regulations.</p>



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Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Information on soil types are adequate to establish the long-term suitability of the land for oil palm cultivation as recorded in the Report.
4.7.4.2	Topographic information shall be adequate to guide the planning of planting program, drainage and irrigation systems, roads and other infrastructure.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Topographic information are adequate to guide the planning of the planting programmes.
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. There are no extensive planting on steep terrain, marginal and fragile soils.
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. There are no extensive planting on steep terrain, marginal and fragile soils.
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. There are no extensive planting on steep terrain, marginal and fragile soils.
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognized customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. There is no extensive planting on steep terrain, marginal and fragile soils.
4.7.6.2	Where new plantings on recognized customary lands are acceptable, management plans and operations should maintain sacred sites.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. The new development does not involve any recognized customary land.
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. The new development does not involve any recognized customary land.
4.7.6.4	The owner of recognized customary land shall be	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	Not applicable.



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	compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The new development does not involve any recognized customary land.
4.7.6.5	Identification and assessment of legal and recognized customary rights shall be documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. The new development does not involve any recognized customary land.
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. The new development does not involve any recognized customary land.
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. The new development does not involve any recognized customary land.
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable. The new development does not involve any recognized customary land.

5.2. SUMMARY OF FINDINGS

Table 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	0	0	0	0
No of OFI: Opportunity for Improvement	0	0	0	0	3	0	3
Total	0	0	0	0	3	0	3

There was total of Three (3) Findings, which were categorised as Opportunity for Improvement(OFI).

6.0 PREVIOUS AUDIT RESULT (IF APPLICABLE)

No. of Non-Conformity (NC) raised from the previous audit	MSPO Surveillance Audit 02 (Year 3) 2 - Opportunity for Improvement
The audit team has reviewed the result from the previous audit (MSPO Surveillance Audit 02) and verified the effectiveness of the closing of any Non-Conformity (NC) raised. As a conclusion:	



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<input checked="" type="checkbox"/>	All OFI (Opportunity for Improvement) raised during the previous audit has been corrected and Corrective Action or Corrective Action Plan has been carried out and implemented effectively.
<input type="checkbox"/>	The management system has not adequately addressed Non-Conformity (NC) raised during the previous audit and the specific issue has been re-defined in this report.

Refer to **APPENDIX B: Status of Nonconformities (NC) Raised in the Previous Audit**



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Corrective Action Report

The Corrective Action Report for the five Minor NCs are as follows:

6.1.1	Standards: MS 2530-3:2013	Ref:	CAR No: 01
			BQ/BBGROUP/SVA03/02/22
6.1.1.1	Findings		To be completed by Auditor
	Principle 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES		Criterion 1: Environmental management plan
<p>MSPO Clause 4.5.1.2.states: “The environmental management plan shall cover the following:</p> <p style="padding-left: 40px;">B. The aspects and impacts analysis of all operations.”</p> <p>Improvement needed: The individual Environment Risk Assessment form for each activity may be further improved by including a date of assessment for each activity instead of mentioning it only in the register.</p>			
6.1.1.2	Classification		To be completed by Auditor
	<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity	<input checked="" type="checkbox"/> OFI: Opportunity for improvements	
	Type of follow up	<input checked="" type="checkbox"/> Document review [off-site audit]	<input type="checkbox"/> On-site audit
6.1.1.3	Confirmation		To be completed by Client
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Date: 16/02/2022	Name: Hee Poh Chiang	Job Title: Sr. Estate Manager
6.1.1.4	Root cause[s] of NC or OFI		To be completed by Client
	Remarks: The format for the individual Environment Risk Assessment form is not reviewed from time to time.		
6.1.1.5	Corrective action taken (s)		To be completed by Client
	Remarks: To include a date of assessment for each activity in the Environment Risk Assessment form. Document evidence will be shown to the auditor during the next surveillance audit.		Signature:
	Date: 28/02/2022	Name: Mohamad Firdaus Bin Ibrahim	
		Job Title: Compliance Manager	
6.1.1.6	Closure of NC or OFI findings		To be completed by Lead Auditor
	Remarks: The Majrany Environment Risk Assessment forms shall be viewed for updates and reviews in the next surveillance audit.		
	Action for closing NC or OFI has been implemented and is found acceptable.		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	Date: 14/03/2022	Name: Dominic Retan Giah	



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6.1.2	Standards: MS 2530-3:2013	Ref:	CAR No: 02	
6.1.2.1	Findings	To be completed by Auditor		
	Principle 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES	Criterion 3: Waste management and disposal		
<p>MSPO Clause 4.5.3.3 states: “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.”</p> <p>Improvement needed: Consider to improve on the labeling of the scheduled with a proper label on the drum itself.</p>				
6.1.2.2	Classification	To be completed by Auditor		
	<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity <input checked="" type="checkbox"/> OFI: Opportunity for improvements			
	Type of follow up	<input checked="" type="checkbox"/> Document review [off-site audit] <input type="checkbox"/> On-site audit		
6.1.2.3	Confirmation	To be completed by Client		
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Date: 16/02/2022	Name: Hee Poh Chiang	Job Title: Sr. Estate Manager	
6.1.2.4	Root cause[s] of NC or OFI	To be completed by Client		
	Remarks: Does not completely comprehend the labeling requirements for scheduled wastes as specified in the Malaysian Guidelines for Packaging, Labeling, and Storage of Scheduled Wastes (issued by DOE Malaysia).			
6.1.2.5	Corrective action taken (s)	To be completed by Client		
	Remarks: 1. To apply appropriate label on the Scheduled Waste drum in accordance with the Malaysian Guidelines for Packaging, Labeling, and Storage of Scheduled Wastes. 2. To conduct training related to Packaging, Labeling and Storage of Scheduled Wastes to relevant employees. Document and site evidence will be shown to the auditor during the next surveillance audit.		Signature: 	
	Date: 09/03/2022	Name: Mohamad Firdaus Bin Ibrahim	Job Title: Compliance Manager	
6.1.2.6	Closure of NC or OFI findings	To be completed by Lead Auditor		
	Remarks: The corrective actions for compliance shall be assessed in the next surveillance audit.			
	Action for closing NC or OFI has been implemented and is found acceptable.			
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Date: 14/03/2022	Name: Dominic Retan Giah		



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6.1.3	Standards: MS 2530-3:2013	Ref:	CAR No: 03
6.1.3.1	Findings	To be completed by Auditor	
	Principle 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES	Criterion 4: Reduction of pollution and emission	
<p>MSPO Clause 4.5.4.1 states: “An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.”</p> <p>Improvement needed: Ensure particular attention to spillage in the vicinity of the genset house.</p>			
6.1.3.2	Classification	To be completed by Auditor	
	<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity Type of follow up	<input checked="" type="checkbox"/> OFI: Opportunity for improvements <input checked="" type="checkbox"/> Document review [off-site audit] <input type="checkbox"/> On-site audit	
6.1.3.3	Confirmation	To be completed by Client	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 16/02/2022	Name: Hee Poh Chiang	Job Title: Sr. Estate Manager
6.1.3.4	Root cause[s] of NC or OFI	To be completed by Client	
	Remarks: Overlooked on the minor diesel spillage in the vicinity of the genset house.		
6.1.3.5	Corrective action taken (s)	To be completed by Client	
	Remarks: 1. To conduct regular inspection and maintenance of the genset equipment to ensure that no oil or diesel leakage occurs during operation. 2. To conduct Emergency spill response training to relevant employees such that, in the case of a diesel spillage, cleanup work may be accomplished swiftly. Document and site evidence will be shown to the auditor during the next surveillance audit.	Signature:	
	Date: 28/02/2022	Name: Mohamad Firdaus Bin Ibrahim	Job Title: Compliance Manager
			
6.1.3.6	Closure of NC or OFI findings	To be completed by Lead Auditor	
	Remarks:		
	Action for closing NC or OFI has been implemented and is found acceptable.		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	Date: 14/03/2022	Name: Dominic Retan Giah	
			



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7.0 SUMMARY STATEMENT OF LEAD AUDITOR

Report Summary:

The purpose of this Surveillance Audit 03 is to evaluate the implementation, including effectiveness, of **MAJRANY PLANTATION SDN BHD's** Certification in the **BBC GROUP OF PLANTATIONS** management systems and that the requirement of the Standards MS2530-3:2013 is fulfilled.

There were Three (3) findings; which were categorized as Opportunity for Improvements (OFIs) in this Year 3 Surveillance Audit.

All of the Three (3) OFIs were closed on the 14th March 2022.

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the audit findings the audit team concluded that:

1. The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system
2. The management system is in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policies and objectives.
3. All Nonconformities raised during the previous audit has been corrected and Corrective Action or Corrective Action Plan has been carried out and implemented effectively .
4. Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard.

Therefore, the audit team recommends that, based on the results of this audit and the organization commitment towards complying with **MSPO (MS2530-3:2013) - Part 3 General Principles for Plantations and Organized Smallholders for Majrany Plantation Sdn Bhd's** Certification in the **BBC GROUP OF PLANTATIONS** management systems and that the requirement of the Standards MS2530-3:2013 be continuously maintained



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8.0 AUDIT CONCLUSION

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.

9.0 AUDIT PROGRAM

Item	Description	Man-Days	Tentative Dates
Initial Certification Audit	Site Audit - Stage 1	4	15/05/2018
	Site Audit - Stage 2	4	18-19/07/2018
Annual Surveillance Audit – Year 1	Site Audit	4	24-25/07/2019
Annual Surveillance Audit – Year 2	Remote Audit	3	8-10/06/2021
Annual Surveillance Audit – Year 3	Site Audit	6	14-15/02/2022
Annual Surveillance Audit – Year 4	Site Audit	4	January 2023

Refer to **APPENDIX C: Details of Audit Plan** for the Annual Surveillance Audit 03– Year 4 (SVA-03)

Note: The actual date of the next annual surveillance audit will be discussed and decided 3 months prior to the month of planned audit.



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10.0 OFFICIAL SIGN-OFF

10.1 ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY & CONFIRMATION OF AUDIT FINDINGS

This is to acknowledge and confirm the Audit Visits/Assessments Described in this Report and the Acceptance of the Contents and Findings in the said Audit Report.

Signed for & on Behalf of Majrany Plantation Sdn Bhd:

Hee Poh Chiang
Senior Estate Manager
Date : 16 02 2022

10.2 LEAD AUDITOR: CONCLUSION & RECOMMENDATION

Based on the Findings/Action taken by Auditee/Closures above, Majrany Plantation Sdn Bhd had been able to demonstrate generally its continual compliance to and with requirements of MSPO MS2530-3:2013 Standard. Therefore, it is recommended that **Majrany Plantation Sdn Bhd's in the BBC GROUP OF PLANTATIONS' Certification under the Standard MSPO MS2530-3:2013 be maintained.**

Signed for & on Behalf of BQAS:

Dominic Retan Giah
Lead Auditor
Date : 16 02 2022

10.3 TECHNICAL REVIEWER: STATEMENT & CONFIRMATION

I/the undersigned, being the Technical Reviewer, confirm that I have examined thoroughly the 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, **Majrany Plantation Sdn Bhd's in the BBC GROUP OF PLANTATIONS' Certification under the Standard MSPO MS2530-3:2013 be CONTINUED.**

PATRICK SIBAT SUJANG
BQAS Technical Reviewer
Date : 16 02 2022



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Confidentiality

The content of this report and all information received in association with the audit of the subject organization will be maintained in the strictest confidence by the members of the audit team and by BQAS, in accordance with prior agreement.

APPENDIX



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Appendix A : Location Map for the BBC Plantations Sdn Bhd Estates and Mills within Bintulu Division Sarawak





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APPENDIX B SUMMARY OF FINDINGS - SVA 02 CERTIFICATION AUDIT

Table: B1 Summary of Findings - Surveillance Certification Audit 02 [Year 3]

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

The SVA 02 Findings - Two OFIs were closed on the 25th July 2021.

APPENDIX C: Details of Audit Plan for the Annual Surveillance Audit – Year 4 (SVA-03)

BQAS Certification (M) Sdn Bhd

Company No: 1179994-X
MSPO Certification Services

CONFIDENTIAL



Audit Plan

Version (date): 21/01/2022

Ref. no.:

Company name

BBC GROUP OF PLANTATIONS

Site(s)

Lot 16433, Junction 5 Commercial Centre, Mile 5, Jalan Tun
Hussein Onn, 97000 Bintulu, Sarawak.

Standard(s)

MS 2530-3:2013

Type of audit

Surveillance Audit 03

Audit team

Lead Auditor: Dominic Retan Giah (DRG)
Auditor : Duke Ladin (DL)

Audit scope

Production of Sustainable Fresh fruit Bunch

Audit language

English, Bahasa Melayu



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Standard: MS 2530-4:2013

On Site Audit

Report Date: 16/02/2022

Audit date 14/02/2022 to 15/02/2022 (2 days)
 Audit criteria Manual (name and number): ;
 Version date: ;
 Number of nonconformity report from previous audit: 0
 OFI:

Audit objective(s)

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
- Inquiries on aspects of certification (Complaints)
- Review of any client's statements with respect to its certified operations (e.g. promotional material, website, use of BQAS logos and marks, use of the certificate)
- Customer specific requirements

Audit Agenda

Date: 14/02/2022 (Monday) at the BBC head office, mill office and plant area of BBC PLANTATIONS GROUP Sdn Bhd

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
08:00	Opening Meeting		BBC POM and management combined with heads of plantations	Manager/ management representative, mill personnel	DRG, DAT PSS, DL, SG & RTG
08:45	Plant walkabout & site visit <ul style="list-style-type: none"> • Workshop & stores in the plant • Mill operations (safety signage) • Workers quarters 	MS 2530-4:2013 Principles 3, 4, 5 & 6	BBC ESTATES Sdn Bhd	Mill management representative, environmental committee member	DRG & DL
10:30	Management commitment and responsibility <ul style="list-style-type: none"> • MSPO Policy • Internal audit 	MS 2530-4:2013 Principle 1	BBC ESTATES Sdn Bhd	Mill management representative	DRG



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	<ul style="list-style-type: none"> • Management review • Continual improvement 				
10:30	Social responsibility, health, safety and employment condition <ul style="list-style-type: none"> • Social impact assessment (SIA) • Complaints & grievances • Commitment to contribute to local sustainable development 	MS 2530-4:2013 Principle 4	BBC ESTATES Sdn Bhd	Mill management representative, MSPO communication officer	DL
1230	Lunch break				
13:30	Environment, natural resources, biodiversity & ecosystem services <ul style="list-style-type: none"> • Environmental management plan • Efficiency of energy use and renewable energy • Waste management & disposal 	MS 2530-4:2013 Principle 5	BBC ESTATES Sdn Bhd	Mill management representative, environmental committee member	DRG
13:30	Transparency <ul style="list-style-type: none"> • Transparency of information • Transparent method of communication & consultation • Traceability Compliance to legal requirements <ul style="list-style-type: none"> • Regulatory requirements • Land use rights • Customary rights 	MS 2530-4:2013 Principle 2 Principle 3	BBC ESTATES Sdn Bhd	Mill management representative / Communication Officer	DL

Date: 15/02/2022 (Tuesday) at the BBC PLANTATIONS GROUP office

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
08:00	Social responsibility, health, safety and employment condition (continued) <ul style="list-style-type: none"> • Employee safety & health • Employment conditions • Training & competency 	MS 2530-4:2013 Principle 4	BBC ESTATES Sdn Bhd	Mill management representative, MSPO communication officer	DL
10:00	Environment, natural resources, biodiversity & ecosystem services (continued) <ul style="list-style-type: none"> • Reduction & pollution & emission including GHG • Natural water resources 	MS 2530-4:2013 Principle 5	BBC ESTATES Sdn Bhd	Mill management representative, environmental committee member	DRG



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1230	Lunch break				
13:00	Best practices <ul style="list-style-type: none"> • Site management • Economic & financial viability plan • Transparent & fair price dealing • Contractor 	MS 2530-4:2013 Principle 6	BBC ESTATES Sdn Bhd	Mill management representative, Safety & Health PIC	DRG
17:00	End of surveillance audit at BBC ESTATES V, VI, VII				

Date: 16/02/2022 (Wednesday) at the BBC Group head office, Junction 5 Commercial Centre, Bintulu

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
08:00	Cross-checking for outstanding issues	-		Auditors only	All auditors
09:00	Wrap up & discussion	-		Auditors only	All auditors
10:00	Preparation of reports for mill and plantations.				
11:00	Preparation of general presentation for BBC				
12:00	Lunch break				
13:00	Closing meeting (combined) for: <ul style="list-style-type: none"> • Mill • Estates 1, 2 & 3 	-	BBC POM management combined with heads of plantations	Manager/Mill management representative, field personnel	All auditors
14:00	Question & answers			Manager/Mill management representative, field personnel	All auditors
15:00	Preparation of CARs (if any)			Manager/Mill management representative, field personnel	All auditors
17:00	End of Surveillance Audit 03 for BBC	-	-	-	-



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APPENDIX D : LIST OF ABBREVIATIONS	
AEM	Assistant Estate Manager
BBC POM	BBC Palm Oil Mill Sdn Bhd
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
CU	BQAS
BQAS	BQAS Certification [M] Sdn Bhd
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
ERT	Endangered Rare or Threatened species
EU	European Union
FFB	Fresh Fruit Bunch
FSC	Forest Stewardship Council
FSC COC	Forest Stewardship Council Chain of Custody
FSC FM	Forest Stewardship Council Forest Management
GGL	Green Gold Label
GMP	Good Manufacturing Practice
GOTS	Global Organic Textile Standard
GTP	Good Trading Practice
GPS	Global Positioning System
HACCP	Hazard Analysis and Critical Control Point
HCV	High Conservation Value
HCVF	High Conservation Value Forest
IPM	Integrated Pest Management
JAS	Japanese Agricultural Standard
MDC	MDC Publishers Sdn Bhd (Company Name)
MPOB	Malaysian Palm Oil Berhad
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
NC	Non Conformity
OE	Organic Exchange
OSH	Occupational Safety and Health
OSHAS	Occupational Safety and Health Assessment Scheme
P&C	Principle and Criteria
PEFC	PROGRAMME FOR THE ENDORSEMENT OF FOREST CERTIFICATION
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
SA8000	Social Accountability 8000
Sdn Bhd	Sendirian Berhad
SIA	Social Impact Assessment
SOCISO	Social Security Organisation
SOP	Standard Operating Procedure
USDA/NOP	United States Department of Agriculture – National Organic Program
MT	Metric Tonnes
WHO	World Health Organization