



## 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



**BBC PELITA [NYALAU]  
PLANTATION SDN BHD  
(269766-W)**

**Lot 2, Block 51, Kemena Land District, Bintulu  
Division, Sarawak.**



### **BQAS Certification [M] Sdn Bhd**

Lat 7823, Sublot 6, 2<sup>nd</sup> Floor, Block A, King Center, Simpang Tiga, 93350,  
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Website: [www.bqas.com.my](http://www.bqas.com.my)

Accreditation No: ACB MSPO 15



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

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

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*for an alternative purpose from which it was intended, nor would BQAS owe any duty of care to any third party in respect of this Report.*

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### EXECUTIVE SUMMARY

BBC Pelita [Nyalau] Plantation Sdn Bhd is one of the plantations within the BBC Group of Companies. This plantation is situated at Lot 2, Block 51, Kemena Land District, Bintulu Division, 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 03 [Year 04], the following plantation was audited:

No.	Name of Plantation	Certified Area	Planted Area	Geo-Coordinates
1	<b>BBC Pelita [Nyalau] Plantation Sdn Bhd</b>	1,288.5 Ha	1,275.49 Ha	03°40'55.8"N; 113°25'02.4"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.

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

Available amenities in BBC Pelita [Nyalau] Plantation Sdn Bhd include treated water, domestic waste collection & disposal, electricity and telecommunication services.

The following are pertinent information on BBC Pelita [Nyalau] Sdn Bhd:

No of Employees	●	76 Employees
MPOB License No.	●	550618002000
Date of Expiry	●	30 06 2022
Date of Establishment	●	October 2008
FFB Production (Actual) 2021	●	33,835.20 MT
FFB Production (Estimate) 2022	●	35,720.00 MT
Main Purchaser	●	BBC Palm Oil Mill Sdn Bhd & Suburmas Palm Oil Mill Sdn Bhd

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



**MSPO SURVEILLANCE CERTIFICATION REPORT 03 [Year 04] 2022**

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There were Six (6) findings during this Audit, which were OFIs [opportunity for improvements].

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

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

**1.0 INFORMATION: CERTIFICATION ASSESSMENT**

1.1	Type of Certification Assessment	<input type="checkbox"/>	Initial Certification / Main Audit	
		<input checked="" type="checkbox"/>	<b>Annual Surveillance Audit 03 [Year 4]</b>	
		<input type="checkbox"/>	Re-certification Audit	
1.2	Scope of MSPO Certification	<input checked="" type="checkbox"/>	<b>MSPO P &amp; C Production of Sustainable Fresh fruit Bunch from:</b>	
			<b>TOTAL CERTIFIED AREA</b>	<b>TOTAL PLANTED AREA</b>
	BBC Pelita (Nyalau) Estate		1,288.5 Ha	1,275.49 Ha
1.3	<b>MSPO Standards</b>	<input checked="" type="checkbox"/>	<b>PART 3: MS2530-3:2013</b>	

**2.0 INFORMATION : CERTIFIED ENTITY**

<b>INFORMATION</b>	<b>ENTITY</b>
Company Name & Registration No:	<b>BBC Pelita (Nyalau) Plantation Sdn Bhd(269766-W)</b>
Head Office Address	Lot 16433, Junction 5 Commercial Centre, Mile 5, Jalan Tun Hussein Onn, 97000 Bintulu, Sarawak.
Site Name	<b>BBC Pelita (Nyalau) Plantation Sdn Bhd</b>
Primary Function:	<input checked="" type="checkbox"/> <b>Plantation/Organized Smallholders</b>
Site Address	Lot 2, Block 51, Kemena Land District, Bintulu Division, Sarawak.



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<b>Management Contact Details</b>		
1	Name : Akbar Bin Syamsu Alam	Job Title: Divisional Manager
	Mobile: 019-5379073	Email: akbar.syalam@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 : 9      Foreign Workers : 67      Total : 76		
<b>MS 2530-3:2013 General Principles for Plantations &amp; Organized Smallholders</b>		
MPOB License No: 550618002000		Expiry Date: 30 06 2022
Scope of Activity: FFB Production		
Date of Establishment: October 2008		Geo-Coordinates: 03° 0'55.8"N; 113° 25' 02.4"E
Certified Area: 1,288.5 Ha		Planted Area : 1,275.49 Ha
FFB Production (actual) 2021: 33,835.20 MT		FFB Production (estimate) 2022: 35,720.00 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: 26		No of Palm trees: 195,372 palms
Palm Species:, FELDA, GH500		Age Range of Palm Trees: 10 – 12 years
Topography: Undulating terrain		Soil Type: Mineral Soils
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"> <li>• Interviews – staffs and workers</li> <li>• Observation of process &amp; activities</li> <li>• Review of documentations &amp; records</li> <li>• Site visits</li> <li>• Field inspections</li> </ul>
Assessment method	<p><b>Paper</b></p> <ul style="list-style-type: none"> <li>• Assessing past implementations from records, reports of the management system Practice</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Assessing current implementation from observing current practices</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Assessing future maintenance from interviewing personnel on</li> </ul>



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	understanding & assessing competencies.	
<b>Surveillance Audit</b>	<b>Audit Findings Classification</b>	
Term/Abbreviation	Category	Description
<b>Yes</b>	Compliance	●Fulfilled requirement of audited standard
<b>OFI</b>	Opportunity For Improvements	●Demonstrate conformity. There are, however, improvement opportunity identified that will benefit the organization
<b>No (Minor NC)</b>	Minor Non-Conformity	● Non-compliance to standard requirements or company's SOP; or are issues that when combined jeopardized the functioning of the system .
<b>No (Major NC)</b>	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 03 of **BBC Group of Plantations** is classified as **low to medium risk**.

## 4.1 AUDIT TEAM

NAME	ROLE
Dominic Retan Giah	Lead Auditor
Robert Tella Gunjom	Auditor

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



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<b>Working Experience:</b>		
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
<b>Relevant MSPO Related Credentials:</b>		
<ul style="list-style-type: none"> <li>● MSPO Lead Auditor (Pioneer Group), Course No. 1 dated 26 to 30<sup>th</sup> January 2015</li> <li>● EIA Consultant No. C038[NREB/I/2008], March 2014</li> <li>● Logged more than 150 Man-days as MSPO Lead Auditors</li> </ul>		

<b>B. Robert Tella Gunjom</b>	<b>Auditor</b>
<b>Qualifications:</b>	
<ul style="list-style-type: none"> <li>● Senior Cambridge Certificate               <ul style="list-style-type: none"> <li>● Completed Train the Trainer Course by HRDF in August 2018</li> <li>● Completed MSPO Auditor Course</li> </ul> </li> </ul>	
<b>Working Career &amp; Experience</b>	
<ul style="list-style-type: none"> <li>● Join Royal Malaysian Navy (RMN) in 1981</li> <li>● Retired from RMN in 2007 with the rank of Lieutenant Commander</li> </ul>	
<b>Relevant Related Credentials:</b>	
Undergone training and practiced in the following <ul style="list-style-type: none"> <li>● Total Quality Management (TQM)</li> <li>● Integrated Logistics Support (ILS)</li> <li>● Logged more than 82 Man-days as MSPO Auditors</li> </ul>	





Standard: MS 2530-4:2013

On Site Audit

Report Date: 16/02/2022

## 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
- Staff facilities – housing, amenities etc.



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## B. SURVEILLANCE AUDIT - Main Assessment Program

**Date: 14 - 16 02 2021    No. of Auditors: 2    No. of Man-days: 4**

Day 1 14 02 2022	●	Site Audit @ Mill Office and Estate sites, Bintulu
	●	<b>Opening Meeting at Mill/Site Office</b>
	●	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
	●	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
- Implementation of Policies & Procedures at all stores (fertilizer, chemical, schedule waste store)
- Improvements to workers’ quarters – health & safety
- Infrastructure / roads & drainage / natural water management



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- 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	<b>Opening Meeting</b> Estate site Assessment & Field Audits <ul style="list-style-type: none"> <li>• Participants: Audit Team &amp; Auditee Management</li> <li>Stakeholders Consultation / Field &amp; Site Audits</li> <li>• Stakeholders Interviews</li> <li>• MSPO knowledge of Estate staffs</li> <li>• Checks &amp; verification on Boundary, Buffer Zone, Riparian Zone, Waste/scheduled waste management, Water management, Water courses, Harvesting</li> <li>• Staff/workers housing &amp; amenities,</li> <li>• Use of PPE, Stores, Workshop</li> </ul>
	↓	
4	Audit Day 2	Review of Initial Certification Audit Report Documentation Review <ul style="list-style-type: none"> <li>• Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc.</li> </ul> Documentation Review [continuation] 1 to 6 documents etc.
	↓	
5	Audit Day 3	<b>Closing meeting - Combined</b> <ul style="list-style-type: none"> <li>• Participants: Audit Team &amp; Auditee Management</li> <li>• Agenda: Wrap up &amp; Discussion Presentation of Report / Checklists. Review, discuss &amp; decide corrective &amp; forward action to be taken by Auditee</li> </ul>



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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
<b>Surveillance Audit 03</b>	<b>14 - 16 02 2022</b>	<b>4 man-days</b>

**5.0 SURVEILLANCE AUDIT - MAIN ASSESSMENT**

**5.1 AUDIT REPORT - BBC PELITA (NYALAU) PLANTATION SDN BHD**

Ref No: BBC GP/AU/SVA03/03/22

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.

<input checked="" type="checkbox"/>	<b>GROUP [MULTI SITES] CERTIFICATION</b>
-------------------------------------	--

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	BPNP has established its MSPO Policy signed by the Managing Director Mr Christopher Yek Nae Tsuey on 20/10/2017, revised on 16/11/2020.
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	As stated in the last paragraph of the policy, BPNP is committed to "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	BPNP conducts its internal audit on a yearly basis as per its 5-Year Action Plan for Internal Audit (Doc. No. BPNP-SUS-P1-01; Eff. Date: 01/01/2018) in order to determine the strong and weak points and potential areas for further improvement through the identification conformities and non-conformities. Sighted: MSPO Internal Audit Plan proposed for 8 <sup>th</sup> to



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			9 <sup>th</sup> Dec, 2018 and for 2022.
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>BPNP adheres by its Sustainable Manual for Internal Audit (Doc. No. BPNP-SUS-M1-10; Eff. Date: 01/09/2018) which among others, states:</p> <ul style="list-style-type: none"> <li>the preparation of the Annual Audit Schedule</li> <li>issue a notice 2 weeks before the commencement of the internal audit</li> <li>conduct opening meeting on the day of the audit.</li> </ul> <p>The BPNP Internal Audit Report of 2021 conducted from 9<sup>th</sup> to 10<sup>th</sup> Dec, 2021 detected the following findings:</p> <ul style="list-style-type: none"> <li>positive observations such as improvement noted through satisfactory rectification of OFI raised in the previous audit; good cooperation among staff and prompt access to information signifying staff familiarity with the filing system.</li> <li>Results of IA:             <ul style="list-style-type: none"> <li>NC = none</li> <li>OFI = 3 relating to legal requirement, approved contents of first aid kit and records of accidents.</li> </ul> </li> </ul>
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	The IA Report 2021 (which covered both Majrany and BPNP) was presented at the management review meeting on 21/12/2021 chaired by SEM Hee Poh Chiang and attended by 8 other personnel.
<b>Criterion 4.1.3: Management review</b>			
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	<p>Among the issues discussed were:</p> <ul style="list-style-type: none"> <li>The audit findings at Majrany and BPNP were reviewed,</li> <li>A reminder on maintaining records for manifestation of transparency</li> <li>Updating of compliance to legal requirements</li> <li>Compliance with Principle 4 (complaints &amp; grievances, local sustainable development, employees safety &amp; health, training &amp; competence)</li> </ul> <p>The resolution was to implement action plans to rectify shortcomings as identified in the IA Report.</p>
<b>Criterion 4.1.4: Continual improvement</b>			
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	<p>The BPNP Action Plan 2022 (Doc. No. BPNP-SUS-P1-02; Rev. No. 03; Eff. Date: 03/01/2022) lists out the action plans for the following areas:</p> <ol style="list-style-type: none"> <li>Operational</li> <li>Facilities</li> <li>Human resource</li> <li>Documentation</li> <li>Social</li> </ol>



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			6) Environmental
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	<p>Based on the Sustainable Manual for System to Improve Practices in Line with New Information (Doc. No. BPNP-SUS-M1-12; Rev. No. 00; Eff. Date: 01/09/2018), BPNP gets some of its sources on new techniques from the contractor, website, newspaper &amp; research papers.</p> <p>The department head will then assign relevant personnel to make evaluation of these techniques. The department concerned will conduct trials with briefing &amp; demonstration by the supplier. If found suitable, the new technique is adopted and cascaded through the department through training, demonstration &amp; application.</p> <p>Defects encountered during application will be reported as feedback to the head of business.</p>
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	<p>BPNP Sustainable Plan for Action Plan to Implement the New Technology 2022 (Doc. No. BPNP-SUS-P1-02; Rev. No. 00; Eff. Date: 03/01/2022) seeks to implement the revised version of MSPO certification</p> <p>The Ninja motorized wheel barrow was adopted into the plantation after a process evaluation and trail in 2021.</p>

PRINCIPLE 2                      TRANSPARENCY			
Criterion 4.2.1: Transparency of information and documents relevant to MSPO requirements			
Indicator	Requirement	Compliance	Findings
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Request for information from external stakeholders is recorded in a logbook.</p> <p>Sighted: BBC Pellita (Nyalau) Plantation Sdn Bhd Requests &amp; Response Logbook. Entries commenced from January 2018. Only requests received were from NREB on 3 occasions: June 2018, Nov. 2020 and Oct. 2021.</p>
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>MSPO policies, permits from DOSH, corporate documents, company bulletins and notices and posters on safety, health &amp; environment are displayed on the office wall as well as on the guardhouse noticeboard at the main entrance.</p> <p>Some other documents publicly available are:</p> <ul style="list-style-type: none"> <li>• records of requests and response</li> <li>• land titles</li> <li>• safety &amp; health plan</li> <li>• pollution prevention plans</li> </ul>



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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	BPNP has established its SOP for Consultation & Communication with the Relevant Stakeholders (Doc. No. BPNP-SUS-M2-01; Rev. No. 00; Eff. Date: 01/09/2018. This SOP determines the manner for: <ul style="list-style-type: none"> <li>Internal Communications - communication flow between management &amp; staff / workers</li> <li>External Communication - comments from interested parties with a time frame for feedback &amp; responses</li> </ul>
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	The BPNP Communication & Consultation Officer is Mr Halim Bin Sahar appointed by the Divisional Manager Mr Akbar Syamsu Alam on 13/01/2018.
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	BPNP has a comprehensive List of Stakeholders (Doc. No. BPNP-SUS-G2-03; Eff. Date: 01/01/2018) which consists of : <ol style="list-style-type: none"> <li>1) surrounding communities (3 Kedayan villages &amp; 1 Iban longhouse)</li> <li>2) employees as per BPNP Worker Regiust groups)</li> <li>3) ration Record)</li> <li>4) List of suppliers (309 companies)</li> <li>5) Corporate group (12 related companies)</li> <li>6) Consultants (5 entities)</li> <li>7) MSPO Certification (2 entities)</li> <li>8) Government agencies (22 groips)</li> <li>9) NGO (1 organisation)</li> </ol> <p>The list was approved on 03/01/2022 by the Divisional Manager.</p>
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	BPNP has its Sustainable Manual for Traceability Doc. No. BPNP-SUS-M2-03; Rev. No. 00; Eff. Date: 01/09/2018. It determines the responsibility of key personnel involved in the FFB supply chain and the stock supply chain.
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The system with a paper trail of records is subjected to a quarterly inspection with the last one conducted on 30/12/2021 for the period Oct. to Dec. <p style="background-color: yellow;"><b>OFI:</b> The inputs in this report as well as the previous ones are all similar. Consider to provide a few specific random examples to verify the traceability for each quarter.</p>
4.2.3.3	The management should identify and assign suitable	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	The Traceability Coordinator is Mdm Nur Ain Safiyah Binti Michael Abdullah via appointment





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	employees to implement and maintain the traceability system.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	letter from the Divisional Manager on 13/01/2018.
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 <input type="checkbox"/> NC - Major	Sighted the following set of documents: <ul style="list-style-type: none"> <li>• BBC POM Weighbridge Ticket no. P0271512 dated 04/01/2022 for vehicle no. VFV 8999 with DO no. 08716</li> <li>• FFB Delivery Note no. 08716 for vehicle no. VFV 8999 carrying 2,370 bunches from the Rustam harvesting gang with individual members at assigned blocks.</li> </ul>
<b>PRINCIPLE 3:</b>		<b>COMPLIANCE TO LEGAL REQUIREMENTS</b>	
<b>Criterion 4.3.1: Regulatory requirements</b>			
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	The documented system for identifying, determining, reviewing and updating applicable legal and other requirements. Verified applicable laws and regulations has been satisfactorily implemented and adhered. Sighted: Copies of various permits and licenses are displayed on the office wall.





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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	<p>The Legal Register covering the applicable local and international laws and regulations are available at the and estate and was verified for any relevant updates. The relevant legislation identified and listed were among others regarding:</p> <ul style="list-style-type: none"> <li>● Safety and health.</li> <li>● Environmental management.</li> <li>● Pollution management.</li> <li>● Chemical handling, usage &amp; storage, schedule waste management.</li> <li>● Labour laws.</li> <li>● EPF.</li> <li>● SOCSO.</li> <li>● Housing and Amenities.</li> </ul> <p>• Levy and other deductions have been taken with the consent of the workers in accordance with the Labour Ordinance fees, for the health screening of foreign workers which was borne by the company and carried out as per the Ministry of Health guidelines.</p> <p>• Licenses and permits (License for Trading, License for Employment of Foreign Workers, Workers, Domestic and Consumer Permit for Keeping Diesel, Petrol &amp; Fertilizer, MPOB license, DOSH (Department of Occupational Safety and Health) Certificates were renewed and evidenced to be valid.</p> <p>• Environmental Quality (Scheduled Wastes) Regulations 2005: Scheduled wastes such as used motor oils and empty chemical collected by DOE licensed contractor.</p> <p>• Weight and Measures Act 1972, regulations 16, 28A, 45): Weighbridges were duly calibrated.</p> <p>• Valid certificates of fitness for air compressor issued by DOSH.</p> <p>• Occupational Health and Safety Act 1994 - safety and health meetings to be conducted at quarterly intervals.</p> <p>• Legal documents of foreign workers (including work permits and passports) are renewed and valid. Insurance coverage is maintained and available for foreign workers in the estates. Based on the site observations, interviews and records checked, there was evidence of compliance with the relevant laws, regulations, local and international laws at the estate. There were no cases of any violation or actions imposed by relevant authorities. Statutory returns to relevant authorities found to be in compliance.</p>
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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	The documented system for identifying, determining, reviewing and updating applicable legal and other requirements has been satisfactorily implemented. Listing of laws and regulations monitored for changes every quarterly. Legal Register update sheet available and vide. Refer BPNP-SUS-F301 dated 01/01/2018.
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	<p>Tracking of regulatory requirements and changes is done by Legal Coordinator at the BBC Plantation Group HQ. Mr. Mohd Firdaus bin Ibrahim appointed as Legal Coordinator and PIC on 13th November 2017.</p> <p>The mechanism of tracking the law changes as identified from HQ, would be distributed to all the Estates and POM via email. Monitoring of compliance was done by Divisional Manager and Sustainability team.</p> <p>Appointment letter dated 13<sup>th</sup> November 2017 sign by the General Manager Mr. LERAM SEDIN, the Group General Manager.</p>
<b>Criterion 4.3.2: Land Use Rights</b>			
<b>Indicator</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Findings</b>
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	<p>Communities surrounding the company plantation areas are able to move freely without any issues or problems.</p> <p>Verified during site inspection that no such limitations had occurred.</p> <p>Interviews (during stage 2 audit) with local communities stakeholders confirmed of no issues with the company plantation.</p>
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Copies of the land title of estate was maintained and noted to be legally owned by the BBC Pelita (Nyalau) Plantation Sdn Bhd. The original copies are maintained by the Head office in Bintulu. The legal use of the land confirmed to be for cultivation of oil palms and agricultural use.</p> <p>There were no recorded or known disputes over the ownership of the land. No changes to the land ownership or new land acquisition since the last audit. There has been no recorded dispute over the ownership during the tenure of the land. It was verified that there has been no change to the stated land titles and designated use for cultivation of oil palms and agricultural use.</p>
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	<p>Legal boundary markers were sighted and maintained along the perimeters of estate lands. Locations of several boundary stones, pegs and markers were visited and found to have pole markers for easier identification and traceability.</p>
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	<p>State land, no records of dispute or acquisition of the land.</p>



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	and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No records of previous immediate owners or occupants.
<b>Criterion 4.3.3: Customary Rights</b>			
Indicator	Requirement	Compliance	Findings
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable as this is titled land which are not encumbered by customary rights.
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable as this is titled land which are not encumbered by customary rights.
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 this is titled land which are not encumbered by customary rights.
<b>PRINCIPLE 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY &amp; EMPLOYMENT CONDITIONS</b>			
<b>Criterion 4.4.1: Social impact assessment (SIA)</b>			
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	Viewed Social Impact Management Plan prepared for year 2022. Based on records and observations, implementation is generally ongoing. Monitoring records were retained and made available as evidence that actions had been taken. Ref: BPNP-SUS-P1-02 dated 03/01/2022
<b>Criterion 4.4.2: Complaints and grievances</b>			
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	Complaints and grievances procedures established and practiced. 03 complaints and grievances recorded in the past 24 months Ref: BPNP-SUS-M4-01 dated 01/09/2018
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 procedure and flowchart outlined the mechanism for all complaints or grievances received and acted upon by the MSPO Communication and Consultation Officer who will investigate the matter and resolve with the affected parties. Ref: BPNP-SUS-M4-01 dated 01/09/2018.
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	Employees and affected stakeholders can make complaints by recording in the Complaints & Grievance form kept at the Mill offices. Complaint boxes and complaint forms are available at the entrances of offices where affected employees



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			and other stakeholders can drop in their complaints to be acted upon by the MSPO Communication and Consultation Officer.
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	Notices highlighting the avenue for submitting complaints and suggestions have been displayed in various locations within the mill facility. Drop off the suggestion or complaint into a suggestion box specifying the details of complaints and grievances.
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 Complaint and Grievance Books that recorded the nature of complaints and the resolutions had been maintained and available for the last 24 months. 03 complaints and grievances recorded in the past 24 months.
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
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	Main contribution of the estate to the local development was demonstrated in the provision of facilities and monetary contributions, where feasible. The management also contributed as follows: <ul style="list-style-type: none"> <li>• Viewed records of Contribution to Covid-19 Frontliners.</li> <li>• Viewed records of blood donation programme with Bintulu General Hospital.</li> </ul>
<b>Criterion 4.4.4: Employees safety and health</b>			
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	Health and Safety Policy available and vide.Doc signed by the managing Director Mr. Christopher Yek Nae Tsuey on 20 October 2017 and displayed in and outside the office. Ref: BPNP-SUS-P4-02 dated 03/1/2022.
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	BBC Plantation Group Occupational Safety and Health Policy signed by the Managing Director Mr. Christopher Yek on 20/10/2017. Available in English and BM, it is displayed on the office notice board as well as that in the plantation premises. Safety issues are communicated through: <ul style="list-style-type: none"> <li>• Verbal reminder at toolbox meeting for staff and workers (now conducted briefly on a reduced scale during the current pandemic).</li> <li>• WhatsApp groups for all staff and for safety and health personnel for dissemination.</li> <li>• Bulletins and posters on all noticeboards.</li> <li>• Safety signage posted at strategic locations.</li> </ul>
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	Occupational Safety and Health Plan has been established. Review was conducted by the Occupational Safety and Health Committee and Internal Auditor every 3 years. Safety Policy and HIRARC document was last reviewed and assessed on



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			07/01/2022 with next review 07/07/2025. Ref: HIRAR5C & CHRA.
C.	An awareness and training program which includes the following requirements for employees exposed to pesticides:	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Training programme available and viewed.
C.1	All employees involved shall be adequately trained on safe working practices; and	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Training matrix on safe working practices established and sighted. Training attendance sheet and pictures of training conducted are available and vide. Refer training records and training schedules.
C.2	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	SDS for all products are available and communicated to all workers, training and on proper handling of chemical products are don regularly. CHRA report of Feb 2018 was maintained with validity till 2023. Surveillance programmes for protecting workers' health and safety were satisfactorily implemented.
D.	The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	PPE are issue d free to staff and workers. Among the samples of items handed out to the workers were helmets & safety vest for: <ul style="list-style-type: none"> <li>• Randi (Driver) date issued 30/12/2021</li> <li>• Yulius (Driver) date issued 30/012/2021</li> <li>• Darwis (General Worker) date issued 30/12/2021</li> </ul>
E.	The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SOP for Chemical Handling (Herbicide and Pesticide) viewed in MSPO file 4 vol. 1, item 4.4.2e. Refer BPNP-SUS-M4-04 dated 01/09/2018
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 Division Manager Mr. AKBAR BIN SYAMSU ALAM is appointed as the OSH Committee Chairman for BBC Pelita Nyalau plantaion on a letter dated 01 <sup>st</sup> January 2017.
G.	The management shall conduct regular two-way communication with their employees where issues	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<b>BBC PELITA (NYALAU) held its 4<sup>th</sup> quarter OSH Committee meeting on 14/12/2021, chaired by the Plantation Division Manager and attended by 9 workers representatives and officers. Based on</b>



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	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.		the minutes of meeting, the committee deliberated on the following safety & health issues: 1. Environmental report: To upkeep and maintain plantation cleanliness, good agricultural and to implement zero burning practices. 2. Training programme: All training courses have been implemented as scheduled in September through December 2021. 3. Accident report: 1 minor accident have been reported involving a general worker stepping on thorn from palms frond. OFI: The minutes of meeting can be further improved by including: • a review on workers welfare and current issues such as the effect of pandemic covid-19 on workers instead of only 3 agendas above. • an indication of the next meeting date.
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	Procedures for Emergency Preparedness and Response established to ensure all workplace are safe to perform any activities and to put safety first in order to create and promote a safe working environment for all it employees. ERT Organization chart and emergencies contacts are available and clearly stated. Refer BPNP-SUS-M4-05 dated 01/09/2018.
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	Two employees have undergone basic First Aid and CPR training conducted by Medical Assistant. Mr. Joseph Raweng Field Conductor. Mr. Halim Sahar Cadet Assistant. First Aid Kits are available on site. Last kit check was done on 02 <sup>nd</sup> December 2021 by the above qualified personal.
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 all accidents and action taken are kept and available for references. 3 minor accident occurs for the year 2021. 1. Mr. Andika Darwis - Indonesian. 2. Mr. Gusti Randa. - Indonesian. 3. Miss. Eka Agustina - Indonesian.  Refer JKKP8 for calendar year 2021 record registered by Mr. Akbar Syamsu Alam the Division Manager dated 26/01/2022
<b>Criterion 4.4.5: Employment conditions</b>			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Good Social Practices Policy available signed by the Managing Director Mr. CHRISTOPHER YEK on 20/10/2017 and displayed at various locations on site. Policy sighted.
4.4.5.2	The management shall not engage in or support	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	The management had established the Employment Policy where the commitments





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	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 type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	included providing equal opportunities and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. The Policy is available in 2 languages, B.Malaysia and English and displayed at various locations on site. Employment records showed that this policy had been implemented and maintained.
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	<p>Documentation and conditions of pay for foreign workers hired in the estate are available. Employment agreement with foreign workers, who are mostly 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, company rules. Company procedures require the employment contract to be explained by management to potential migrant workers before contracts are signed. Pay slips are available for verification showed the workers were able to earn living wage that meet the Minimum Wage Order 2020.</p> <p><b>Sample of workers contract and payslip are vide as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. ABDUL HAMID PP No. B 7066315</b></li> <li><b>2. RHOMA RUSLI PP No. B 1914342</b></li> <li><b>3. MURLIANA MURSALING PP No. C2177798</b></li> </ol>
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	<p>There is no contractor used for plantation operations except for FFB and EFB transportation, which is monitored by the estate management. Contract agreement available and vide. FFB Transport Agreement with EVERFULL (SARAWAK) SDN. BHD made on 01<sup>st</sup> February 2021.</p>
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	<p>The management keeps lists of employees recording their full names, gender, date of birth, date of entry, wage and period of employment. A brief description of the work that the foreign workers will be performing is written into the employment contract. Full Job Descriptions are documented for General Manager, Estate Manager, Senior Assistant Manager, Assistant Manager, Field Conductor, Mandore, Harvester, Manurer and Sprayer. Workers registration forms, employment contract and workers payslip available for all workers and vide.</p>



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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, holiday pay, 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 Estate Manager or his Assistant and the employee. All local workers are provide with proper job description found in file Social Responsibility, Health, Safety and Employment Condition. Flagged 4.5.5 Employee Registration.
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 copied to each worker checkroll supporting chit. Overtime work is not practiced. Sample checkroll chit: 1. Hamid ID No. 1000001 2. Ermawati ID No. BP018 3. Suherman ID No. BP0186
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	It is observed that daily based on output and time determined by themselves thus overtime work does not arise. It is observed that daily output and income of workers are generally above the minimum daily wage. Payslip vide.
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. <b>Sample of workers contract and payslip are vide as follows:</b> <b>4. ABDUL HAMID PP No. B 7066315</b> <b>5. RHOMA RUSLI PP No. B 1914342</b> <b>MURLIANA MURSALING PP No. C2177798</b>
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	<ul style="list-style-type: none"> <li>• The employment contracts include provision of free housing inclusive of utilities, basic medical treatment and training.</li> <li>• Top 10 Best Harvesters are gifted twenty kgs of rice, two cartons of eggs and instant noodles each month.</li> </ul> Records of incentives available and vide.
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	The Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) is yet to be enforced by Sarawak Labour Department. However, the





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	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 type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	estate is noted to have provided adequate amenities to their local and foreign workers as well the grouping has provided adequate housing, water supplies, medical, educational and public amenities. Workers are provided free living quarters constructed of permanent materials that have living rooms, bedrooms, kitchen and toilets. All the houses are supplied with water and electricity. Onsite living quarters visited.
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 established and signed by the Managing Director on 20/10/2017 and displayed prominently in various locations on site. Policy vide.
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 as contained in the Good Social Practices Policy available and signed by the Managing Director on 20/10/2017 and displayed at various locations on site. Policy vide.
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Employees and workers profile, that included date of birth, maintained by the estate showed that there was no underage or children employed.
<b>Criterion 4.4.6: Training and competency</b>			
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	Training programme planned for year 2021 includes training for all categories of workers. Appropriate trainings on safe working practices are planned for: <ul style="list-style-type: none"> <li>• harvesters</li> <li>• sprayers</li> <li>• manurers</li> </ul> The training programme included the various types of training such as firefighting and fire drill, understanding SDS and first aid training. The



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			training were conducted for year 2021. Records of training for each employee, including new employees were maintained. Records of 2022 training are not available at the time of audit, however Annual Training programme and training need for year 2022 are available and vide.
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	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. Training needs prepared by Mohamad Mr. Firdaus Bin Ibrahim and verified by Mr. Akbar Bin Syamsu Alam on 03 <sup>rd</sup> January 2022.
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	Training programme planned for year 2021 includes training for all categories of workers. The trainings conducted were based on job categories such as: <ul style="list-style-type: none"> <li>• Harvesters: Safe working procedures on harvesting and loose fruit collecting.</li> <li>• Sprayers: Safe working Procedures spraying chemicals.</li> <li>• Manurers: Safe working procedures on manuring and fertilizers handling.</li> </ul> PPE Training, Other training include First Aide training, SDS Training. The training program is based on the Training Needs for 2021.

**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	BBC Plantation Environmental Policy signed by the Managing Director Mr Christopher Yek on 20 <sup>th</sup> Oct., 2017.  It is displayed at the office and on the guardhouse noticeboard at the main entrance.
4.5.1.2.	The environmental management plan shall cover the following:		
A.	An environmental policy and objectives	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The BBC Environmental Policy has the following objectives: <ul style="list-style-type: none"> <li>• Compliance with legislative requirements</li> <li>• Continuously address environmental and biodiversity issues through conservation programmes</li> <li>• Continuous training &amp; information updates</li> <li>• Incorporate environmental factors into business decisions.</li> </ul>



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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 BBC Pelita (Nyalau) Plantation Sdn Bhd; Date assessed: 06/01/2020; Next assessment: 07/01/2023 citing 10 areas of estate activities/operations: 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 & gravelling 10. Use of machine  <b>OFI: The individual Environment Risk Assessment form for each activity may be further improved by including a date of assessment &amp; next assessment date instead of mentioning it only in the register.</b>
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: BBC Pelita (Nyalau) Plantation Sdn Bhd Environmental Improvement Plan (BPNP-SUS-P5-02; Rev. 04; Eff. Date: 03/01/2022) which covers: 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 <input type="checkbox"/> NC - Major	Among some of the programmes with positive impacts in the Environmental Improvement Plan 2022 are: 1. Stacking of pruned palm fronds in the inter-row for straight line planting & stacking along the edge for terrace planting. 2. Spreading of chipped palm trunks to decompose in-situ into natural organic nutrients. 3. Used fertilizer bags after washing are re-used to collect loose fruits. 4. Empty fruit bunches from the mill are applied in the field as mulching material. 5. 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 BBC Pelita (Nyalau) Plantation Sdn Bhd Training Schedule 2021 lists out 15 types of courses of which 13 had been conducted, among which are: 1. Harvesting (Nov. 2021) 2. Spraying (Sept. 2021) 3. Ramp attendant (Sept. 2021) 4. Water treatment (Oct. 2021) 5. Manuring (Nov. 2021) 6. Tractor driver (FFB loader)



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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	<p>The BBC Pelita (Nyalau) Plantation Environmental Committee last held its meeting on 29/12/2021 (the 3<sup>rd</sup> for the year) attended by 4 personnel. Among the issues discussed were:</p> <ul style="list-style-type: none"> <li>Water sampling results for period July 2021 – September 2021 conducted by ESI Sampling Sdn Bhd. The parameters were all in compliance.</li> <li>Mitigation measures – to continue monitoring especially in high risk areas for compliance.</li> </ul>
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			
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	<p>Noted - Usage of non-renewable energy such as diesel is recorded monthly &amp; maintained in the Document File. Monitoring Records of diesel usage is verified by the Internal Auditor.</p>
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The diesel consumption is recorded at 9,694 liters for December 2021. All electricity in the estate camp complex is generated by generators. Diesel is stored in a skid tank.</p>
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	<p>BBC Pelita (Nyalau) Plantation had installed solar powered street lighting in the estate camp complex as well at the guardhouse.</p>
<b>Criterion 4.5.3: Waste management and disposal</b>			
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 BPNP Guidelines for Waste Products and Sources of Pollution Doc. No. BPNP-SUS-G5-05; Rev. No. 00; Eff. Date: 10/09/2018 approved by the Divisional Manager Mr Akbar b. Syamsu Alam, such waste products are categorized into:</p> <ul style="list-style-type: none"> <li>Non-recyclable waste from the office, store, workshop, generator set room, canteen / shop and housing areas,</li> <li>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,</li> </ul>



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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	BNPN Waste Management Plan 2022 Doc. No. BNPN-SUS-P5-03; Rev. No. 03; Eff. Date: 03/09/2022 approved by the Divisional Manager Mr Akbar b. Syamsu Alam.
A	Identifying and monitoring sources of waste and pollution	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	BNPN Waste Management Plan 2022 identifies the sources of waste as: <ul style="list-style-type: none"> <li>• office, store</li> <li>• workshop</li> <li>• generator set room</li> <li>• estate operation wastes</li> <li>• mill processing wastes and</li> <li>• canteen / shop and housing areas</li> </ul> <p><b>OFI: Ensure proper inspection and rectification of the source of spillage at the genset house to avoid diesel wastage.</b></p>
B.	Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Some of the waste generated and re-used or recycled are: <ul style="list-style-type: none"> <li>• Empty lubricant drums reused as drums to collect and hold used oils prior to removal by a designated contractor</li> <li>• Discarded working tools – recycleable materials sold to a scrap metal vendor</li> <li>• Old newspaper, cardboard boxes and paper products – collected to be sold for recycling</li> <li>• Empty fertilizer bags – washed and to be re-used to collect loose fruits</li> <li>• EFB – application as mulch in the field</li> </ul> <p><b>OFI: Consider to improve on segregation for recycling of items found in the landfill visited such as cardboard boxes, paper discards as well single-use plastic bottles.</b></p>
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The BNPN Labelling, Handling, Storage, Transfer and Disposal of Scheduled Waste, Doc. No. BNPN-SUS-M5-01; Rev. No. 01; Eff. Date: 01/09/2018 approved by the Divisional Manager Mr Akbar b. Syamsu Alam.  The main waste being stored is SW 305 (used lubricant) in 1 drum that is slowly being filled. The last time SW 305 was removed was on 31/12/2021 123 litres A cumulative total of 773 litres (for the period July 2021 to Dec. 2021) had been sent to Majrany Plantation for eventual removal by the designated scheduled waste contractor Pentas Flora (Kuching) Sdn Bhd operating in Demak Laut Industrial Park, Kuching.
4.5.3.4	Empty pesticide containers shall be punctured and disposed in	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	BNPN follows the SOP on triple rinsing of empty pesticide containers in Doc. No. BPG-SUS-S5-01, Eff.



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	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 type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Date: 03/01/2018. The procedure is also described as Item 6.2.1 in the BPNP Sustainable Manual for Labelling, Handling, Storage, Transfer and Disposal of Scheduled Waste (Doc. No. BPNP-SUS-M5-02; Rev. 00; Eff. Date: 01/09/2018).</p> <p>A small number of triple-washed empty pesticide containers are retained as receptacles for triple rinse water used in pre-mix for weeding operation.</p> <p>Excess containers are to be perforated and disposed as scheduled waste (SW409) but the current practice ensured all containers are utilized to hold pre-mix water.</p>
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Domestic waste is disposed into a landfill within the estate at a distance of about 3 km far away from the camp on ground higher than the surrounding peat soil.</p> <p>Collection of domestic waste is done on a community basis (gotong royong).</p> <p>The current pit in use was last excavated in 02/01/2022. The previous one was dug nearby on 04/11/2021 and backfilled on 12/01/2022. The pit had an outlet to drain off excess accumulated water.</p> <p><b>OFI: To ensure domestic waste is not discarded indiscriminately, the status of hygiene and general cleanliness in the housing area and the plantation blocks visited needs to be re-viewed and made more noticeable.</b></p>
<b>Criterion 4.5.4: Reduction of pollution and emission</b>			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>In its Action Plan to Reduced Identified Pollutants 2022, BPNP has identified the following as polluting activities.</p> <ul style="list-style-type: none"> <li>• Spillage at the diesel storage tank</li> <li>• Lubricant spillage at the workshop</li> <li>• Lubricant spillage at the genset house</li> <li>• Leakage from tractors</li> <li>• Spillage at the scheduled waste store</li> <li>• Pesticide spillage during pre-mixing</li> <li>• Sewage leaks from the septic tanks</li> <li>• Siltation of drains and rivers</li> </ul>
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>BPNP has established and implemented its Action Plan to Reduce Identified Significant Pollutants 2022 Doc. No. BPNP-SUS-04; Rev. No. 03; Eff. Date: 03/01/2022.</p>
<b>Criterion 4.5.5: Natural water resources</b>			
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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>BPNP Water Management Plan Doc. No. BPNP-SUS-P5-05; Rev. No. 03; Eff. Date: 03/01/2022, approved by the Divisional Manager Mr Akhbar b. Syamsu Alam.</p>





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**ACB MSPO 15**

**BBC Group of Plantations**  
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	water). The water management plan may include:		
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 BPNPis estimated at 6,648,000 liters with a range from as low as 168,000 liters (in Jan. 2021) to as high as 354,000 liters (in July 2021).</p> <p>The volume of water consumed is based on the amount of water drawn in from a reservoir within the estate by a pump with a known rate of 3,000 liters per hour operating at maily 4 hours a day.</p> <p>The sources of water are:</p> <ul style="list-style-type: none"> <li>• Rainwater harvesting in widespread practice.</li> <li>• Water collected in an estate reservoir</li> </ul>
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 Oct-Dec 2021) to NREB, it reported that the parameters from the 3 sampling stations showed compliance with National Water Quality Standard Class IIB except for the presence of:</p> <ul style="list-style-type: none"> <li>• Total coliform count (TCC) at 2 stations – attributed to the presence of high organic matter (dead leaves and fallen tree branches) leading to the growth &amp; activities of micro-organisms.</li> <li>• Total faecal coliform count (TFC) at 2 sampling stations attributed to manure of warm blooded animals as there was no leakage from the sewer at the workers quarters.</li> </ul>
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>BPNP conducts a quarterly inspection of its camp facilities to monitor the conditions of camp facilities which may require maintenance or rectification.</p> <p>Sighted the last inspection sheet (Borang Pemeriksaan Di Tempat Kerja Doc. No. BPNP-SUS-F4-02c; Eff. Date: 01/08/2018) at Workers Quarters by FC Joseph R. anak Billy, verified by Cadet Assistant Halim Sahar).</p> <p>Waste waster is discharged into the surrounding plantation blocks as uptake for the palms.</p>
D	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along natural waterways within the estate.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>BPNP maintains its riparian buffers as sighted at Sg Derais (Block A3) geo-coordinates N 03° 41' 13.4" E 113° 24' 53.5" which is also a sampling station W3.</p> <p>Native vegetation is left to grow inside the riparian buffer. Similarly, a strip of vegetation is left to flourish along the sides of drains inside the plantation blocks.</p>



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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	Target No. 4 of the BPNP 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. Sighted: Signboard to remind workers to avoid spraying, weeding and manuring activities within the buffer zone at the location of WSP 3 (N 03° 41' 13.4" E 113° 24' 53.5").
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 BPNP.
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	No obstructions are permitted in the main waterways. However, water gates are built across plantation drains to prevent the ingress of saline water from affecting the palms.
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	Rain water is collected in tanks for use in the camp facilities. The field drains serve as receptacles for the runoff and camp discharge used as hydration for the palms.
<b>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area</b>			
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>According to the EIA report conducted by Ecosol Consultancy for Menira Setia Sdn Bhd [before being taken over by BBC Pelita (Nyalau) Plantation], the Sg Derais is identified as the habitat of 2 protected species under the Wildlife Protection Ordinance of Sarawak 1998):</p> <ol style="list-style-type: none"> <li>1. the estuarine crocodile <i>Crocodylus porosus</i> and</li> <li>2. monitor lizard <i>Varanus</i></li> </ol>
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	<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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	of rare, threatened, or endangered species), 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	BPNP has a High Biodiversity Value Management Plan 2022 (Doc. No. BPNP-SUS-P5-06; Rev. No. 03; Eff. Date: 03/01/2022) indicating the presence of protected wildlife within its boundary. These include the estuarine crocodile and monitor lizard sighted in Sg Derais (in the vicinity of WSP 3).
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 at the edge of Block 3 in Sg Derais is signposted. The placard "Awat buaya" was displayed prominently 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	BPNP has the High Biodiversity Value Management Plan 2022 to manage its HBV areas. Staff record the presence of wildlife in the "Rekod Haiwan Liar Terlindung Dijamupai Dalam Kawasan Ladang". The last sighting was made on 10/12/2021 of a squirrel by field conductor Joseph R. anak Billy. Another FC Rio anak Jok sighted a crocodile on 07/12/2021 in Block A7.
<b>Criterion 4.5.7: Zero burning practices</b>			
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 this is not practiced. Burning will lead to the loss of valuable organic matter and emission of GHG, loss of biodiversity and CO2 sequestration.
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	Not applicable.
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	Not applicable
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	This shall be observed as preparation for replanting later.



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	mulched.	<input type="checkbox"/> NC - Major	
<b>PRINCIPLE 6 BEST PRACTICES</b>			
<b>Criterion 4.6.1: Site management</b>			
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	BPNP abides by its Good Agricultural Practices for Oil Palm which covers: <ol style="list-style-type: none"> <li>1) water sources</li> <li>2) planting area</li> <li>3) use of pesticides</li> <li>4) pre-harvest quality management variety preparation</li> <li>5) pest control</li> <li>6) use of fertilizer</li> <li>7) harvest &amp; post-harvest handling</li> <li>8) post-harvesting</li> <li>9) transportation</li> <li>10) personal health</li> <li>11) record keeping</li> </ol>
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	BPNP is established on coastal peat swampland which is flat.  The drains forming the block boundary are equipped with water gates to control ingress of sea water. Natural vegetation covers the sides of these drains to reduce surface erosion of the sandy road.
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 checked="" 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.
<b>Criterion 4.6.2: Economic and financial viability plan</b>			



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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	<p>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.</p> <p>The BPNP Detailed Profit and Loss Account for the Financial Year Ended 28 Feb 2018 in the Business Plan projected:</p> <ul style="list-style-type: none"> <li>• a total income of RM6,724,922.84</li> <li>• deduction for administration &amp; other expenses at RM2,713,911.81</li> <li>• profit for the year before tax at RM4,011,011.03.</li> </ul>
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	The replanting programme is not established yet as the palms in BPNP are still of productive age.
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, BPNP 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: 29.01 MT/hectare</p> <p>Age profile: Favourable at between 10 to 14 years</p> <p>Profile: All mature for BPNP (100%)</p> <p>FFB yield trends: not details but expected to be similar to site yield potentials of 29.01 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: RM4,902.55/ha of FFB</p> <p>Cost per ton of FFB: RM169/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 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 28/02/2019:</p> <ul style="list-style-type: none"> <li>• Financial indicators:</li> </ul>



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			<ul style="list-style-type: none"> <li>• Revenue at RM8,093,212.02</li> <li>• Profit at RM7,085,751.85</li> <li>• Cost benefits:             <ul style="list-style-type: none"> <li>• Cost at RM7,085,751.85</li> </ul> </li> <li>• Discounted cash flow:</li> <li>• ROI:</li> </ul>
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.	<input checked="" type="checkbox"/> 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 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</p>

**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>Sighted: Trade Confirmation dated 23/11/2016 ref. no. BPN/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	<p>Sighted: FFB Transport Agreement signed on Jan. 1, 2016 between BPNP and Everfull Transportation Co. The contract is valid until either party submits a month's notice before termination.</p>

**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	<p>A transport contractor is hired to deliver FFB from the estate to the mill as noted in the FFB Transport Agreement signed on Jan. 1, 2016 between BPNP and Everfull Transportation Co.</p>
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	<p>Noted as in the above said contract between BPNP and Everfull Transportation Co.</p>
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	<p>This is currently in progress as MSPO auditors from BQAS Certification are at this estate to conduct this surveillance audit.</p>
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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>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.</p>



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season contracted.		
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## 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	1	0	1	4	0	6
Total	0	1	0	1	4	0	6

There was a total of Six (6) findings, which were categorised as Opportunity for Improvement.

## 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:

- 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.**
- 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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## 6.1 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
6.1.1.1	<b>Findings</b>	<b>To be completed by Auditor</b>	
	Principle 2: TRANSPARENCY	Criterion 3: Traceability	
<b>Remarks:</b>			
MSPO Clause 4.2.3.2 G states: "The management shall conduct regular inspections on compliance with the established traceability system."			
Suggested improvement: The inputs in this report as well as the previous ones are all similar. Consider to provide a few specific random examples to verify the traceability for each quarter.			
6.1.1.2	<b>Classification</b>	<b>To be completed by Auditor</b>	
	<input type="checkbox"/> NC1: Major non-conformity <input type="checkbox"/> NC2: 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	<b>Confirmation</b>	<b>To be completed by Client</b>	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 16/02/2022	Name: Akbar Bin Syamsu Alam	Job Title: Divisional Manager
6.1.1.4	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>	
	The inspector is less certain about what information should be included in the report.		
6.1.1.5	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>	
	Remark: To include a few random examples during the traceability system inspection, such as a bunch record book, a delivery chit, and a weigh bridge record. Document evidence will be shown to the auditor during the next surveillance audit.	Signature:	
	Date: 04/03/2022      Name: Mohamad Firdaus Bin Ibrahim	Job Title: Compliance Manager	
6.1.1.6	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>	
	Remarks: The traceability system inspection reports shall be viewed in the next 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	

6.1.2	Standards: MS 2530-3:2013	Ref:	CAR No: 02
6.1.2.1	<b>Findings</b>	<b>To be completed by Auditor</b>	
	Principle 4: SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS	Criterion 4: Employees Safety And Health	
<b>MSPO Clause 4.4.4.2 G states:</b> "The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the employees and any remedial actions taken are recorded."			
<b>Improvement needed:</b> Instead of having only 3 items for discussion, the minutes of meeting can be further improved by including:			
<ul style="list-style-type: none"> <li>• a review on workers welfare and current issues such as the effect of pandemic covid-19 on workers.</li> <li>• an indication of the next meeting date.</li> </ul>			



# 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

<b>6.1.2.2</b>	<b>Classification</b>	<b>To be completed by Auditor</b>
	<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity Type of follow up	<input checked="" type="checkbox"/> <b>OFI: Opportunity for improvements</b> <input type="checkbox"/> On-site audit
	<input checked="" type="checkbox"/> Document review [off-site audit]	<input type="checkbox"/> On-site audit
<b>6.1.2.3</b>	<b>Confirmation</b>	<b>To be completed by Client</b>
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Date: 16/02/2022	Name: Akbar Bin Syamsu Alam Job Title: Divisional Manager
<b>6.1.2.4</b>	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>
	Remarks: 1. Not aware of current topics that may be mentioned in meetings about employee health, safety, and welfare. 2. There is no clear plan to select a date for the next meeting.	
<b>6.1.2.5</b>	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>
	Remark: <b>To include additional agenda/topic in the next OSHA &amp; Social Meeting such as:</b> • a review on workers welfare and current issues such as the effect on workers. • an indication of the next meeting date. <b>Document evidence will be shown to the auditor during the next surveillance audit.</b>	Signature: 
	Date: 04/03/2022	Name: Mohamad Firdaus Bin Ibrahim Job Title: Compliance Manager
<b>6.1.2.6</b>	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>
	Remarks: The records of meeting with employees shall be inspected in the next 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

<b>6.1.3</b>	<b>Standards: MS 2530-3:2013</b>	<b>Ref:</b>	<b>CAR No: 03</b>
<b>6.1.3.1</b>	<b>Findings</b>	<b>To be completed by Auditor</b>	
	<b>Principle 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY &amp; ECOSYSTEM SERVICES</b>	<b>Criterion 1: Environmental management plan</b>	
	<b>Remarks:</b> <b>MSPO Clause 4.5.1.2. B states:</b> "The environmental management plan shall cover the following: B. The aspects and impacts analysis of all operations" <b>Improvement needed:</b> The individual Environment Risk Assessment form for each activity may be further improved by including a date of assessment & next assessment date instead of mentioning it only in the register.		
<b>6.1.3.2</b>	<b>Classification</b>	<b>To be completed by Auditor</b>	
	<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity Type of follow up	<input checked="" type="checkbox"/> <b>OFI: Opportunity for improvements</b> <input type="checkbox"/> On-site audit	
	<input checked="" type="checkbox"/> Document review [off-site audit]	<input type="checkbox"/> On-site audit	
<b>6.1.3.3</b>	<b>Confirmation</b>	<b>To be completed by Client</b>	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 16/02/2022	Name: Akbar Bin Syamsu Alam Job Title: Divisional Manager	





## MSPO SURVEILLANCE CERTIFICATION REPORT 03 [Year 04] 2022



BQAS CERTIFICATION [M] SDN BHD [1179994-X]  
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**BBC Group of Plantations**  
 Ref No: BQ/BBCGROUP/SVA03/02/22

Standard: MS 2530-4:2013

On Site Audit

Report Date: 16/02/2022

<b>6.1.3.4</b>	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>
	<b>Remarks:</b> The format for the individual Environment Risk Assessment form is not reviewed from time to time.	
<b>6.1.3.5</b>	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>
	<b>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.</b>	Signature: 
	Date: 04/03/2022      Name: Mohamad Firdaus Bin Ibrahim      Job Title: Compliance Manager	
<b>6.1.3.6</b>	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>
	Remarks: The Environment Risk Assessment shall be viewed in the next 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: Dminic Retan Giah	

<b>6.1.4</b>	<b>Standards: MS 2530-3:2013</b>	<b>Ref:</b>	<b>CAR No: 04</b>
<b>6.1.4.1</b>	<b>Findings</b>	<b>To be completed by Auditor</b>	
	<b>Principle 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY &amp; ECOSYSTEM SERVICES</b>	<b>Criterion 3: Waste management and disposal</b>	
<p><b>MSPO Clause 4.5.3.2. states:</b> “A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p style="margin-left: 40px;">A. Identifying and monitoring sources of waste and pollution”</p> <p><b>Improvement needed:</b> Ensure proper inspection and rectification of the source of spillage at the gen set house to avoid diesel wastage.</p>			
<b>6.1.4.2</b>	<b>Classification</b>	<b>To be completed by Auditor</b>	
	<input type="checkbox"/> NC 1: Major non-conformity <input checked="" type="checkbox"/> NC 2: Minor non-conformity Type of follow up: <input checked="" type="checkbox"/> Document review [off-site audit] <input type="checkbox"/> On-site audit	<input checked="" type="checkbox"/> <b>OFI:</b> <b>Opportunity for improvements</b>	
<b>6.1.4.3</b>	<b>Confirmation</b>	<b>To be completed by Client</b>	
	Findings & classification are correct <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 16/02/2022      Name: Akbar Bin Syamsu Alam      Job Title: Divisional Manager		
<b>6.1.4.4</b>	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>	
	Remarks: <b>Overlooked on the minor diesel spillage in the vicinity of the gen set house.</b>		
<b>6.1.4.5</b>	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>	
	<b>Remarks:</b> To update the Laws and Regulations in the Legal Register by highlighting those Acts or parts thereof that are most relevant to the oil palm plantation industries. Document evidence will be shown to the auditor during the next surveillance audit.	Signature: 	
	Date: 04/03/2022      Name: Mohamad Firdaus Bin Ibrahim      Job Title: Compliance Manager		





# 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

<b>6.1.4.6</b>	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>
Remarks: Maintenance records and actual conditions at the sites shall be examined in the next 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	

<b>6.1.5</b>	<b>Standards: MS 2530-3:2013</b>	<b>Ref:</b>	<b>CAR No: 05</b>
<b>6.1.5.1</b>	<b>Findings</b>	<b>To be completed by Auditor</b>	
<b>Principle 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY &amp; ECOSYSTEM SERVICES;</b>		<b>Criterion 3: Waste management and disposal</b>	
<p><b>MSPO Clause 4.5.3.2. B states:</b> “A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p style="padding-left: 40px;">B. Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.”</p> <p><b>Improvement needed:</b> Consider to improve on segregation for recycling of items found in the landfill inspected such as cardboard boxes, paper discards as well single-use plastic bottles.</p>			
<b>6.1.5.2</b>	<b>Classification</b>	<b>To be completed by Auditor</b>	
<input type="checkbox"/> NC 1: Major non-conformity <input checked="" type="checkbox"/> Type of follow up		<input type="checkbox"/> NC 2: Minor non-conformity <input checked="" type="checkbox"/> Document review [off-site audit] <input checked="" type="checkbox"/> On-site audit	
<b>6.1.5.3 Confirmation</b>		<b>To be completed by Client</b>	
Findings & classification are correct		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Date: 16/02/2022		Name: Akbar Bin Syamsu Alam Job Title: Divisional Manager	
<b>6.1.5.4</b>	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>	
Remarks: <b>Waste management plans are not adequately implemented since segregation for recycling potential wastes as nutrients or transforming them into value-added byproducts is not implemented.</b>			
<b>6.1.5.5</b>	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>	
Remark:  <b>To segregate any potential recycling waste found in the landfill such as cardboard boxes, paper discards as well single-use plastic bottles and reused for other purposes or to be sold to recycler / collector as and when enough quantities are accumulated. Document and site evidence will be shown to the auditor during the next surveillance audit.</b>		Signature:  	
Date: 04/03/2022 Name: Mohamad Firdaus Bin Ibrahim		Job Title: Compliance Manager	
<b>6.1.5.6</b>	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>	
Remarks: Evidence of efficiency of resource utilization and recycling of potential wastes shall be inspected in the next audit.			
Action for closing NC or OFI has been implemented and is found acceptable.			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Date: 27/03/2022	Name: Dominic Retan Giah		



# 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

6.1.6	Standards: MS 2530-3:2013	Ref:	CAR No: 06
6.1.6.1	<b>Findings</b>	<b>To be completed by Auditor</b>	
	<b>Principle 5: ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY &amp; ECOSYSTEM SERVICES;</b>	<b>Criterion 3: Waste management and disposal</b>	
<p><b>MSPO Clause 4.5.3.5 states:</b> “Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.”</p> <p><b>Improvement needed:</b> To ensure domestic waste is not discarded indiscriminately, the status of hygiene and general cleanliness in the housing area and the plantation blocks visited needs to be re-viewed and made more noticeable..</p>			
6.1.6.2	<b>Classification</b>	<b>To be completed by Auditor</b>	
	<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity Type of follow up	<input type="checkbox"/> NC 2: Minor non-conformity <input checked="" type="checkbox"/> Document review [off-site audit]	<input checked="" type="checkbox"/> <b>OFI:</b> <b>Opportunity for improvements</b> <input type="checkbox"/> On-site audit
6.1.6.3	<b>Confirmation</b>	<b>To be completed by Client</b>	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 16/02/2022	Name: Akbar Bin Syamsu Alam	Job Title: Estate Manager
6.1.6.4	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>	
	Remarks: <b>Domestic garbage cleanup in residential areas and plantation blocks is ineffective.</b>		
6.1.6.5	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>	
	Remark: <b>1. To do communal work of cleaning housing areas and plantation blocks on a regular basis to ensure that these places are always clean.</b> <b>2. To conduct an inspection once communal work has been completed to ensure that the area involved is completely clean. Document and site evidence will be shown to the auditor during the next surveillance audit.</b>	Signature: 	
	Date: 04/03/2022	Name: Mohamad Firdaus Bin Ibrahim	Job Title: Compliance Manager
6.1.6.6	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>	
	Remarks: The effectiveness of the remedial measures shall be assessed in the next audit. Action for closing NC or OFI has been implemented and is found acceptable.		
	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
	Date: 14/03/2022	Name: Dominic Retan Giah	



## 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

### 7.0 SUMMARY STATEMENT OF LEAD AUDITOR

#### Report Summary:

The purpose of this Surveillance Audit 03 is to evaluate the implementation, including effectiveness, of **BBC Pelita [Nyalau] 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 Six (6) findings; which were categorized as Opportunity for Improvements (OFIs) in this Year 3 Surveillance Audit.

All of the six (6) OFIs were closed on the 14<sup>th</sup> 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 BBC Pelita [Nyalau] 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.



## 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

### 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.



# MSPO SURVEILLANCE CERTIFICATION REPORT 03 [Year 04] 2022

BQAS CERTIFICATION [M] SDN BHD [1179994-X]  
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Ref No: BQ/BBCGROUP/SVA03/02/22

Standard: MS 2530-4:2013

On Site Audit

Report Date: 16/02/2022

## 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 BBC PELITA [NYALAU]  
PLANTATION SDN BHD:  
Mr. Akbar Bin Syamsu Alam  
Divisional Manager  
Date : 16 02 2022**

### 10.2 LEAD AUDITOR: CONCLUSION & RECOMMENDATION

Based on the Findings/Action taken by Auditee/Closures above, BBC Estate VII 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 **BBC Pelita [Nyalau} 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 it's 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, **BBC Pelita [Nyalau} 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 : 17/02/2022**



## 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

### **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



# 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

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





# MSPO SURVEILLANCE CERTIFICATION REPORT 03 [Year 04] 2022

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**BBC Group of Plantations**  
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Standard: MS 2530-4:2013

On Site Audit

Report Date: 16/02/2022

## 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>

The SVA 02 Findings - Two OFIs were closed on the 25<sup>th</sup> 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: Robert Tella Gunjom (RTG)

Audit scope

Production of Sustainable Fresh fruit Bunch



# 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

Audit language

English, Bahasa Melayu

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

OFl:

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



## MSPO SURVEILLANCE CERTIFICATION REPORT 03 [Year 04] 2022

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 Ref No: **BQ/BBCGROUP/SVA03/02/22**

**Standard: MS 2530-4:2013**

**On Site Audit**

**Report Date: 16/02/2022**

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

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

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



## 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**

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

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	<b>Lunch break</b>				
13:00	Closing meeting (combined) for: <ul style="list-style-type: none"> <li>• Mill</li> <li>• Estates 1, 2 &amp; 3</li> </ul>	-	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	<b>End of Surveillance Audit 03 for BBC</b>	-	-	-	-



## MSPO SURVEILLANCE CERTIFICATION REPORT 03 [Year 04] 2022

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On Site Audit

Report Date: 16/02/2022

<b>APPENDIX D : LIST OF ABBREVIATIONS</b>	
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	<a href="#">PROGRAMME FOR THE ENDORSEMENT OF FOREST CERTIFICATION</a>
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