



MSPO SURVEILLANCE CERTIFICATION REPORT 04 [Year 05] 2022

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

JAGOI 1 & 2 OIL PALM ESTATE
Ref No: BQ/JOPE/SVA04/05/22



Standard: MS 2530-3:2013

On Site Audit

Report Date: 20/05/2022

MSPO SURVEILLANCE CERTIFICATION REPORT 04 [YEAR 05] 2022



SALCRA

Sarawak Land Consolidation and Rehabilitation Authority

JAGOI 1 & 2 OIL PALM ESTATE
P.O. BOX 76, 94000 BAU SARAWAK



BQAS Certification [M] Sdn Bhd

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

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Accreditation No: ACB MSPO 15



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CERTIFIED ENTITY	SALCRA GROUP OF PLANTATIONS
MSPO Standards	<input checked="" type="checkbox"/> MS2530-3:2013 General Principles for Plantations & Organized Smallholders
Type of Certification:	<input checked="" type="checkbox"/> Group
Project Ref No:	BQ/JOPE/SVA04/05/22
MSPO Certificate No:	BQAS P3 023 -1 0420
MSPO Certificate Validity:	30 04 2018 – 29 04 2023
HQ Office Address:	Wisma SALCRA, No.1, Lot 2220, Block 26, MTL D, Jalan Datuk Mohd Musa, 94300 Kota Samarahan
Contact Person / Job Title:	Puan Patricia Chan / Acting Senior Sustainability Executive
Telephone / Mobile:	082 621 904 / 016 831 2705
Email / Website:	patriciachan@salcra.gov.my
Contact Person / Job Title:	Henry Anak Chom/Estate Manager
Telephone / Mobile:	013-8360854
Email / Website:	jagoi-ope@salcra.gov.my

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

Disclaimer:

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EXECUTIVE SUMMARY

Jagoi 1 & 2 Oil Palm Estate (JOPE) is one of the 21 plantations owned and managed SALCRA [Sarawak Land Consolidation and Rehabilitation Authority].

JOPE site address is Jagoi 1 & 2 Oil Palm Estate, P.O. Box 76, 94000 Bau, Sarawak. The Estate office is situated at Geo-coordinates Latitude 01° 22' 06.29'', Longitude 110° 4' 28.55''; in Bau District of Sarawak; 3,158 Ha hectares of total certified area; on land owned and managed by SALCRA.

This is a **Surveillance Audit 04 [Year 05]** to assess performance & maintenance of the management system & continued Group Certification of SALCRA Group of Estates under the Standard MSPO2530-3:2013 General Principles for Plantations & Organized Smallholders.

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

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

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

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

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

The following are pertinent information on JOPE:

No of Employees	●	127 Employees
MPOB License No.	●	501816402000
Expiry Date	●	31/12/2022
Date of Establishment	●	1990
FFB Production (Actual) 2021	●	10,728 MT
FFB Production (Estimate) 2022	●	23,620 MT
Main Purchaser	●	Bau Palm Oil Mill Sdn Bhd (BAPOM)



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The Surveillance Audit was conducted from 23th to 24th May 2022 and 3 Auditors were assigned to do the Assessment; clocking a total of 6 Man-days to complete the Audit.

There were four (4) findings during this Audit; whereby three (3) were categorised as OFIs [opportunity for improvements] and one (1) Minor NC [Non-Compliance-Minor].

Corrective Action Reports were raised on 24th May, 2022 and these findings were closed out on 25th July, 2022.

The Audit team had assessed that **Jagoi 1 & 2 Oil Palm Estate** has continuously complied & conformed to MSPO Certification standards, conditions & requirements.

Conclusively, the Lead Auditor therefore recommended that **Jagoi 1 & 2 Oil Palm Estate's** Certification in the **SALCRA Group of Estates'** management systems be maintained and continued to be certified under MSPO Standards MS2530-3:2013 (Part 3 – General Principles for Oil Palm Plantations & Organized Smallholders.

1.0 INFORMATION: CERTIFICATION ASSESSMENT

1.1	Type of Certification Assessment	<input type="checkbox"/>	Initial Certification / Main Audit	
		<input checked="" type="checkbox"/>	Annual Surveillance Audit 04 [Year 5]	
		<input type="checkbox"/>	Re-certification Audit	
1.2	Scope of MSPO Certification	<input checked="" type="checkbox"/>	MSPO P&C Production of Sustainable Fresh fruit Bunch from:	
	JAGOI 1 & 2 OP ESTATES		TOTAL CERTIFIED AREA	TOTAL PLANTED AREA
			3,158 Ha	3,158 Ha
1.3	MSPO Standards	<input checked="" type="checkbox"/>	PART 3: MS2530-3:2013	

2.0 INFORMATION : CERTIFIED ENTITY

INFORMATION	ENTITY
Company Name & Registration No:	SALCRA GROUP OF PLANTATIONS
Head Office Address	Wisma SALCRA, No.1, Lot 2220, Block 26, MTL D, Jalan Datuk Mohd Musa, 94300 Kota Samarahan
Site Name	JAGOI 1 & 2 OIL PALM ESTATE
Primary Function:	<input checked="" type="checkbox"/> Plantation/Organized Smallholders
Site Address	P.O. BOX 76, 94000 BAU SARAWAK
Management Contact Details	



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1	Name : Henry Anak Chom	Job Title: Estate Manager
	Mobile: 013-8360854	Email: jagoi-ope@salcra.gov.my
2	Name : Puan Patricia Chan	Job Title: Acting Sustainability Executive
	Mobile: 016 831 2705 Tel:082 621 904	Email: patriciachan@salcra.gov.my
Headcount : Local Workers : 110 Foreign Workers : 17 Total : 127		
MS 2530-3:2013 General Principles for Plantations & Organized Smallholders		
MPOB License No: 501816402000		Expiry Date: 31/12/2022
Scope of Activity: Menjual & mengalih FFB #		
Date of Establishment: 1990		Geo-Coordinates: N 01'22'06.29", E110'4'28.55"
Certified Area : 3,158 Ha		Planted Area: 3,158 Ha
FFB Production (actual) 2021: 10,728 MT		FFB Production (estimate) 2022: 23,620 MT
Sources of FFB: Own Estate		Main FFB purchaser: Bau Palm Oil Mill Sdn Bhd (BAPOM)
No of Planting Blocks: 10		No of Palm trees: 158,157 trees
Palm Species: G.HOPE, HRU, SAWIT KINABALU		Age Range of Palm Trees: 8 - 26 years
Topography: Undulating		Soil Type: mineral
Land Status: Ownership: Title land		<input type="checkbox"/> Rented <input type="checkbox"/> Own Land <input checked="" type="checkbox"/> Joint Venture
Validity/Date of Certification: 30 04 2018 – 29 04 2023		Other Sustainability Certification: NIL

3.0 ASSESSMENT METHODOLOGY

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

Information gathering Data collection from	<ul style="list-style-type: none"> • Interviews – staffs and workers • Observation of process & activities • Review of documentations & records • Site visits • Field inspections 	
Assessment method	<p>Paper</p> <ul style="list-style-type: none"> • Assessing past implementations from records, reports of the management system Practice <p>Practice</p> <ul style="list-style-type: none"> • Assessing current implementation from observing current practices <p>People</p> <ul style="list-style-type: none"> • Assessing future maintenance from interviewing personnel on understanding & assessing competencies. 	
Surveillance Audit	Audit Findings Classification	
Term/Abbreviation	Category	Description
Yes	Compliance	•Fulfilled requirement of audited standard
OFI	Opportunity For	•Demonstrate conformity. There are, however,



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	Improvements	improvement opportunity identified that will benefit the organization
No (Minor NC)	Minor Non-Conformity	<ul style="list-style-type: none"> Non-compliance to standard requirements or company's SOP; or are issues that when combined jeopardized the functioning of the system .
No (Major NC)	Major Non-Conformity	<ul style="list-style-type: none"> Demonstrate absence or total breakdown of system to meet standard requirement, or a number of minor NC against a clause of standard requirements / at a particular area. Of last assessment that are not effectively addressed will be classified as major NC.

4.0 ASSESSMENT PROCESS

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

4.1 AUDIT TEAM

No	Audit Team Members	Role	Qualifications
1	Douglas Alau Tayan	Lead Auditor	<p>Post graduate qualification in Master in Science (MSc. Agric.) with 7 years working experience in Lecturing at Universiti Pertanian Malaysia, Kampus Bintulu, and more than 30 years of Consultancy Services in Environmental Assessment, Agriculture and Social Science.</p> <p>Lecturer in Agriculture and Management Studies at Faculty of Social Science and Economics, UPM Kampus Bintulu (1986-1991).</p> <p>Completed and Passed Lead Auditor Examination for Malaysian Sustainable Palm Oil Lead Auditor course in 2016.</p> <p>Plantation & Management with more than 20 years working experience in oil palm plantation company as estate owner responsible for crop production, documentation, general estate maintenance, man power sufficiency, costing, good agricultural practices, security, mechanization, special project and OSH.</p>



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			EIA Consultant No.: NREB/I/0160, July 2017 Logged more than 60 Man-days as MSPO Auditor.
2	Dr. Anthony Tibok	Auditor	<p>PhD (Botany), University of Nottingham, UK. Master of Science in Plant Biotechnology and Breeding, Wye (Imperial) College, University of London, UK.</p> <p>B. Sc (Hons.) (Botany), University of Malaya, Kuala Lumpur, Malaysia.</p> <p>Completed and Passed Lead Auditor Examination for Malaysian Sustainable Palm Oil Lead Auditor course in 2016.</p> <p>MSPO auditor & MSPO Peer Reviewer Training (14-15/06/2017) by MPOCC, & ISO/IEC 17021-1:2015.</p> <p>Conformity Assessment -Requirements for Bodies providing Audit & Certification of Mgm. Systems (5-6/12/2017) by DSM.</p> <p>Integrated Quality, Environmental.Occupational Health & Safety Systems - Lead Auditor Training Course (20th April to 4th May 2019).</p>
3	Favian Tisen	Auditor -In-Trainin g	<p>Diploma in Accountancy</p> <p>MSPO Auditor Training organized by OSH-ISIS Integrated Solution on 18th - 20th December2018.</p> <p>Attending Authorised Entrant and Standby Person for Confined Space – conducted by National Institute of Occupational Safety and Health (NIOSH), Bintulu, Sarawak on 12th June 2014.</p> <p>ISO9001:2000 Internal Auditor Training Course conducted by SF Management Consultants S/B.</p> <p>Integrated Quality, Environmental Occupational Health & Safety Management Systems - Lead Auditor Training Course - BQAS' In-house Training (20th April 2019 to 4th May 2019).</p>



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4.2 AUDIT PLAN

4.2.1 AUDIT OBJECTIVES

The objectives of this audit are as follows:

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

4.2.2 ASSESSMENT SITES/PROGRAMS/PARAMETERS

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

A. ASSESSMENT SITES

Assessment were performed at :

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



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B. SURVEILLANCE AUDIT - Main Assessment Program

Date: 23 & 24 05 2022

No. of Auditors: 3

No. of Man-days: 6

Day 1 23/05/2022	●	Site Audit @ Jagoi, Bau
	●	Opening Meeting at Site Office
	●	Review SVA 03 Certification Audit Report
	●	Documentation Audit / Record Review
	●	Estates – facilities review (chemical, schedule waste stores, workshop, etc.)
	●	FFB handling process
Day 2 24/05/2022	●	Assessment/review of staff/workers housing & living conditions, facilities & amenities, domestic waste treatment etc.
	●	Documentation Audit continued
	●	Cross-checking for outstanding issues
	●	Wrap up & discussion
		Closing meeting
		Presentation of Audit Checklist / Report

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
- Continuous Improvement Plan & Implementation
- Implementation of Best Practices
- Implementation of Environmental Management



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4.3 THE AUDIT PROCESS

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

No.	Process	Description/Activities
1	Public Notification	Written notice to inform public on MSPO Audit is posted at Estate Office 1 month before Audit dates
	↓	
2	Audit Plan	Auditee received 2 weeks before Audit dates
	↓	
3	Audit Day 1	Opening Meeting Estate site Assessment & Field Audits <ul style="list-style-type: none"> • Participants: Audit Team & Auditee Management Stakeholders Consultation / Field & Site Audits <ul style="list-style-type: none"> • Stakeholders Interviews • MSPO knowledge of Estate staffs • Checks & verification on Boundary, Buffer Zone, Riparian Zone, Waste/scheduled waste management, Water management, Water courses, Harvesting • Staff/workers housing & amenities, • Use of PPE, Stores, Workshop
	↓	
4	Audit Day 2	Review of Initial Certification Audit Report Documentation Review <ul style="list-style-type: none"> • Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc. Documentation Review [continuation] 1 to 6 documents etc.
	↓	
5	Audit Day 7	Closing meeting - Combined (SALCRA HQ) <ul style="list-style-type: none"> • Participants: Audit Team & Auditee Management • Agenda: Wrap up & Discussion Presentation of Report / Checklists. Review, discuss & decide corrective & forward action to be taken by Auditee



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Audit Stage

Audit Stage:	SALCRA Group of Plantations	Audit Duration
Stage 1 Audit Date:	Done by DQS	
Stage 2 Audit Date:	Done by DQS	
Surveillance Audit 01	Done by DQS	
Surveillance Audit 02	23/06-17/07/2020	34 man-days (Site -Group)
Surveillance Audit 03	12 -29/04/2021	27 man-days(Remote-Group)
Surveillance Audit 04	23-24/05/2022	6 man-days (JOPE only)

5.0 SURVEILLANCE AUDIT - MAIN ASSESSMENT

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

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

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

Other Standard and/or Edition : Nil

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

GROUP [MULTI SITES] CERTIFICATION

PRINCIPLE 1		MANAGEMENT COMMITMENT & RESPONSIBILITY	
Criterion 4.1.1: Malaysian Sustainable Palm Oil (MSPO) Policy			
Indicator	Requirement	Compliance	Findings
4.1.1.1	A policy for the implementation of MSPO shall be established.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The SALCRA MSPO Policy, available in English and Malay, signed by the GM Mr Joseph Blandoi on 16th September, 2021.
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	The SALCRA MSPO Policy is applicable to all operations with a general statement "to ensure sustainable development and continuous improvement, enhance organization's business growth align with United Nation Sustainable Development Goals".
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	Jagoi 1 & 2 OPE was last audited on 16/02/2022, Ref: SAL/SU/MSPO/1/2/1, led by Internal Lead Auditor Ms Abigail Lydia. The summary of audit findings Indicates Eleven (11) Issues were raised, of which all (11) were Issues of Concern.



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			All the Eleven (11) Issues Of Concern have been addressed progressively, root cause identified and correctives action taken. Documents dated 29/04/2022 sighted.
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	SALCRA Operating Procedures No. GPG 7.1 MSPO (Internal Audit), approved by the General Manager, Mr. Joseph Blandoi on 18/06/2020. The internal audit report was in the form of the internal audit checklist with remarks indicating Non-Conformity (NC), Issues of Concern (IC) and Conformity (C).
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 report is available for the management to review and corrective action taken. Ref: SAL/SU/MSPO/1/2/1 dated 16/02/2022.
Criterion 4.1.3: Management review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The previous management review meeting (MSPO Steering Committee) was conducted on 24 th August 2021 where the previous internal audit report on 12 th August 2021 was included in a summary of MS2530-3 and MS2530-4 findings for the whole of SALCRA. Audited entities were advised to rectify the Internal audit findings within the time frame given. The next Management review would be done after this surveillance audit, tentatively in August, 2022.
Criterion 4.1.4: Continual improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Sighted: Continuous Improvement Programme Year 2022 for the SALCRA Balance Scorecard Programme with an acknowledgement by the estate manager Mr. Henry Anak Chom. It covers the following areas:</p> <ul style="list-style-type: none"> ● Operational excellence (to increase SALCRA's Group productivity, to improve work processes, to establish agronomic database, to improve use of technology, to improve staff competency and to improve internal communication and to enhance mechanised harvesting method) ● Business diversification (to increase investment in viable business ventures) ● Rural communities' well-being (to improved in rural community quality of life and to improve social outcomes) ● Environmental management (through waste reduction, environmental awareness among staff & workers, efficient use of non renewable and renewable energy, forest restoration and



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			<p>water quality conservation).</p> <ul style="list-style-type: none"> ● CIP Document was prepared by Trainee Executive, Mr. Frederick Farid Anak Anon and checked by EM, Mr. Henry Anak Chom dated 14/02/2022.
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	Mainly through a system of sharing information, sending staff and workers for training with contractors, suppliers and manufacturers with respect to the use of fertilizers and machines.
4.1.4.3	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	Such action plans come from initiatives described in the SALCRA Balance Score card Programme for the CIP Year 2022, as per 4.1.4.1 above.
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	The manner of disseminating information is defined in the SALCRA General Procedure Guideline GPG 7.2 Consultation and Communication (Internal and External) Rev. No. 1, 16 March 2020, prepared by Sibat Kallang, endorsed by Alexander Wong, approved and signed by the by the General Manager, Mr. Joseph Blandoi.
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	Management documents on the various policies in MSPO, Company Mission and Vision statements, DOE and DOSH permits for the operation of various equipment are available on the notice board inside the office and outside the site office.
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	<p>The manner of disseminating information is defined in the SALCRA General Procedure Guideline GPG 7.2 Consultation and Communication (Internal and External) Rev. No. 1, 16 March 2022, approved and signed by the by the General Manager, Mr. Joseph Blandoi.</p> <p>Sighted Complaint and Grievance Register Book where Forms are available for any complaints to be made and the latest filled form was received on 5/04/2022, complaint on blocked toilet in the staff quarters and the issue</p>



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			was resolved on 27/04/2022.
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	Sighted: Letter of appointment of Mdm Anchie Mula as Estate Representative for Social and Welfare / Consultation and Communication, for Sustainability Management Team for the year of 2022/2023, dated 1 st January 2022,, signed by the Estate Manager, Mr. Henry Chom.
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	Jagoi 1 & 2 Estate maintains several lists of stakeholders based on 3 categories such as: 1) Stakeholder Group 1: AJPLS Pembangunan Ladang Sawit (26). 2) Stakeholder Group 2: Contractors and Suppliers (31), and Stakeholder Group 3: Government Agencies, facilities, schools(23). The revised Stakeholder List was sighted as Doc. Ref. No.: SAL/SU/MSPO/P2/1 dated 11/01/2022, signed by EM Mr. Henry Chom.
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	Sighted: SALCRA Traceability Procedure ref. no. GPG 7.3 Amendment 1, date issued 01/10/2018. Prepared by Mr. Martin Kusong, the MSPO Steering Committee Secretary on 01/09/2018, endorsed by the Chairman of MSPO Steering Committee, Mr. Jeffery Stephen Beti and approved by the General Manager, Datu Vasco Sabat Singkang. Note : No changes detected.
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Daily FFB Production Record as of 30 April 2022 was sighted, recorded by Phase Name and No., categorised by FFB, Loose Fruits, No. of bunches, Average Bunch Weight, number of harvesting and Total Weight. Total production as April 30, 2022 = 2,791.90 MT, Yield/Ha 2.169 MT/Ha.
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Mr. Sean Mckniel, is the Management Representative for MSPO Traceability/Mass Balance via an appointment letter of 01/01/2022 issued by the Estate Manager, Mr. Henry Anak Chom.
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 Mill Weigh Bridge ticket for the month of April and May 2022. One sample Mill WB Ticket No. 437,071 dated 16/05/2022 from Bau Palm Oil Mill Sdn Bhd aboard truck no. QAS 4145 with the nett FFB weight of 4.310 metric tons.
PRINCIPLE 3 COMPLIANCE TO LEGAL REQUIREMENTS			
Criterion 4.3.1: Regulatory requirements			
Indicator	Requirement	Compliance	Findings



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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	As observed during site visit and documented evidences, all operations are in compliance with the applicable local, state, national and ratified international laws and regulations.
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirement register.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The list and copies of all laws applicable to their operations are maintain and compile in the folder MSPO Principle 3: Legal Requirement Register.
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 updating of Legal register is standardized across SALCRA estate managements in which the compliance of any new laws and regulations base on HQ circulars.
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	At Jagoi 1 & 2 Oil Palm Estate Sdn Bhd, the management appointed Mdm Donnie Anak Brodie as stated in an appointment letter dated 1 st January 2022, approved and signed by the estate manager, Mr. Henry Anak Chom.
Criterion 4.3.2: Land use rights			
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	Since its establishment of the estate on the year 1988, the estate planted the oil palm on the land that have signed Letter of Consent with its parent organization SALCRA. Any dispute with the NCR land owners or among the land owners had been settled before the land development commenced.
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	Sighted is a sample of Letter of Consent of Nicholson Anak Iboh with 2.0910 ha dated 11 th January 2022 and Johim Anak Jolem (1.23 Ha) dated 10 th September 2019. Also sighted Letter of Grant of State Land to Mr Laball Anak Nodek with 1.740 Ha, dated 13 th December 2001 under Section 18 of Land Codes.
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	Sighted is a block marker located at Geo-coordinate Latitude "N 5155043.018 Longitude E2041275.78 made of Heavy Duty Plastic pole. Belian Pole at E 2041176.29, N 5155005.007.
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The land dispute between SALCRA and the land owner or among the kin of the landowners had been settled before any development commenced on the land. Thus, Letter of Consent is a legal binding agreement between SALCRA and the (NCR) land owners to developed the said lands. No evidence of any disputes documented currently.
Criterion 4.3.3: Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Letter of Consent means that the NCR land owners still own the land and SALCRA agreed to developed the land using agriculture in which mostly for planting of Palm oil trees.



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	being threatened or reduced.		Eventually, the State government will award the participants with the land title (Grant of State Land)
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted is the map of plantation areas based on development phases. Currently, the perimeter boundary include 7 phases of development.
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	Letter of Consent and Grand of State Land are kept and maintained at the site office.
PRINCIPLE 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS			
Criterion 4.4.1: Social impact assessment (SIA)			
Indicator	Requirement	Compliance	Findings
4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted Socio- Economic Assessment Report of SALCRA's Development Programme for Bau/Lundu Region dated July 2009 done by Sarawak Development Institute
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Jagoi OP estate relies on SALCRA General Procedure GPG 7.4 Handling of Complaints and Grievances signed by the previous GM Datu Vasco Sabat Singkang, dated 01/10/2018, issue No. 1. It states that complaints and resolutions for the past 24 months shall be made available upon request.
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 section on responsibilities and Procedure in the above-mentioned Guideline, states that the officer submits the Complaint Record Book to the HOD, EM or MM within 3 working days from the date of the complaints received. Complain and Grievance Register Book does not show date of complain receive by HOD, EM or MM in 3 working days.
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	Complain form 'Complain and Grievance Register Book' available at any time of use.
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	Suggestion box available at outside the main office. Reminder to all stakeholders on the availability of complain forms at any time of need, it can be taken from office.
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	All complains received were identified with ID, and dated. Records Of such available.
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local	<input checked="" type="checkbox"/> Compliance	Since the inception, Jagoi Estate has engaged



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	development in consultation with the local communities.	<input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>in local communities through: Roads improvement for common use, eg. Jalan Kampong Sri Leng, Bau. Food basket distribution to affected participants during the MCO. Blood donation activity open to all participants, staff and workers including family members on the 23/4/2022.</p>
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Sighted: SALCRA Safety and Health Policy and Objectives signed by the General Manager Mr Joseph Blandoi on 09/03/2020. Available in English and BM, it is displayed on the office notice board as well as that in the site premises</p>
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	<p>The safety and health policy is standardized through SALCRA. Issues of safety and health were discussed and documented in the JKKP meeting. Viewed minutes of JKKP meeting dated 25th February 2022.</p>
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	<p>SALCRA HIRARC of all activities well documented in the HIRARC document Revision 4, dated 3/1/2022.</p>
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	<p>Viewed training record for spraying facilitate by Mr. Keneth Kassin dated 08/02/2022, to promote awareness to workers exposed to pesticides and chemical.</p>
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	<p>Workers of every sectors were regularly trained, briefed and assessed on the effectiveness. Viewed training record and attendance. Workers were being briefed on safety and health every now and then during their morning muster. Safety signage were placed at areas of concern.</p>
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	<p>Chemical data sheet or SDS noted placed at the storage area. Warning and safety and hazard sign noted placed at site of concerned.</p>
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	<p>Viewed record of PPE distribution list and acknowledge by receipt by workers. Each operation were being assessed the severity of hazard and mitigation measures and risk control established by use of HIRARC.</p>



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E.	The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SOP for handling of chemical established Ref: OSH/SOP/22 effective date; 12/9/2018; reviewed on 29/7/2020 signed by acting estate manager Mr. Henry Chom. In accordance to the regulation 1997 and 2000.
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	Appointment of EM as chairman of safety and health committee dated 11/2/2020 Ref; 13-2020/SAL/OSH/3 signed by Chairman of Main Safety and Health responsible person.
G.	The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the employees and any remedial actions taken are recorded	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>A regular two way meeting with employees regarding issues affecting HSE and welfare on a quarterly basis discussed openly.</p> <p>Agendas of meeting:</p> <ul style="list-style-type: none"> * Appointment of members * Safety procedures * Monthly KKP report * Work site inspection * Cleanliness * Damages to workers quarters * Usage of PPE * Any other business.
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	Accident and emergency procedures viewed, noted with emergency response plan and focal points stated.
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	Appointment of "First Aiders" Mr. Joannes Vance for the Emergency Respond Team dated 01/01/2022. First Aid Kit noted available at site on strategic.
J.	Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As at to date no accident or near missed accident recorded. Viewed a report to DOE by them dated 26/01/2022 Ref: JKPP 8/108669/202, no accident or poisoned happened.
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Sighted: SALCRA Social Policy & Objectives.</p> <p>The priority for SALCRA Estate as stated in its Social Policy and Objectives, is 'SALCRA is committed, as far as practicable; to improve the quality of life of the rural communities participating in its land development programme'. The policy</p>



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			was approved and signed by SALCRA GM on 16th September 2021.
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The executive staffs, supervisors and office workers are predominantly all are Sarawakian. Harvesters are mainly Indonesians. There is no indication that the management practices and discrimination in regards to race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards 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	Workers pay and conditions meet legal industry minimum standard as agreed collective agreement. Viewed Mr. Jesmond anak Pojin (760808-13-5533) employment letter dated 04/01/2021, and pay slip for month January 2022, his pay meet the minimum requirement with a statutory deduction of EPF and SOCSO done. He is added with incentive Rm 24 each month for using his own motor bike for works.
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	Viewed and noted a General condition of contract issued and agreed by contractor (Serasot Poo Enterprise); on item 3; "the contractor shall ensure workers are paid based on minimum wage order.
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	Viewed and noted in Mr. Jesmond anak Pojin personal file show a complete details of him recorded; Full name, date of birth, gender, date of entry and job description.
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sample of employment contract sighted; Mr. Jesmond anak Pojin duly signed by worker and management.
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	Time recording system for Jagoi estate is by means of using workers attendance book. Dairy attendance recorded by Field supervisor for each workers. Every week the time then recorded to a Labour CHECKROLL Sheet prepared by site supervisor, verified by AM then to be approved by EM.



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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	Working hours and breaks as per legal regulations and contract agreement with Over time payment mutually agreed by employee and employer. Rate meet applicable legal requirement.
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	Wages and overtime payment documented on workers pay slip in line with legal requirement and collective agreement between management. Sample of payslip for Mr. Jesmond Anak Pojin, No. JAG11L0385, for the month of January 2022.
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	Among the incentives the workers at Jagoi OPE enjoyed are: • Performance incentives * Best harvester award * Motor bike allowance * service allowance * Annual bonus
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted pictures of the workers' quarters - all of the units are still habitable. All of the quarters are provided with basic amenities and facilities.
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 management has established Sexual Harassment Policy & Objectives effective 1 st April 2020, approved and signed by the General Manager.
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	SALCRA social policy dated 1 st April 2021 signed by General Manager; item 6 stated "Respect Employees' Freedom Of Association".
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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SALCRA social policy item 3, clearly stated that "No Child Labour"



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	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.		
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training program (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed a yearly planned schedule in the file titled "Training For Plantation Group Plan Year 2022", endorsed and signed by the Estate Manager dated 19/01/2022, all employees were appropriately trained. Records of training are viewed in the folder Jagoi OPE Annual Work Programme Record. As for the contractors and suppliers, they are required to attend the Safety, Health, Environment and Quality briefing.
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	Training need matrix for employees for all task and other activities for year 2022 noted. The training matrix have 19 types of training to be carried through the year 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	Viewed a yearly planned schedule in the file titled "Training For Plantation Group Plan Year 2022", endorsed and signed by the Estate Manager dated 19/01/2022, all employees were appropriately trained. Records of training are viewed in the folder Jagoi OPE Annual Work Programme Record Noted training record for specific task conducted as planned.
PRINCIPLE 5 ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES			
Criterion 4.5.1: Environmental management plan			
Indicator	Requirement	Compliance	Findings
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted SALCRA'S Environmental and Sustainability Policies established 16 th September, 2021 signed by the General Manager, Mr Joseph Blandoi. Jagoi OPE EMP for Year 2022 sighted was signed by the Acting Estate Manager Mr. Henry Chom on the 10 th March, 2022.
4.5.1.2.	The environmental management plan shall cover the following:		The Environmental Plan Year 2022 (Ref. No.: SAL/HQ/SU/MSPO/P5/1/3)has been prepared and documented. The environmental policy and its objectives are clearly stated and includes aspects such as: <ul style="list-style-type: none"> ● Environmental awareness ● Training ● Replanting areas ● Soil erosion and sediment pollution



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			<ul style="list-style-type: none"> ● management ● Preservation of water quality ● Agrochemical management ● Management of wastes. <p>In the Continuous Improvement Programme Year 2002 signed by Estate Manager dated 14/02/2022 Environmental Improvement Plan was also included .</p>
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 SALCRA Environmental Policy have a total of 6 objectives.
B.	The aspects and impacts analysis of all operations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Noted – There is Aspects-Impacts Register. It was established by analyzing all field activities and other operations including the action plans/recommendations to mitigate the negative impacts on the environment signed by Estate Manager 10th March, 2022.</p> <p>There is also an 'Environmental Improvement Plan (EIP) prepared for Jagoi OPE (Doc Ref No.: SAL/HQ/SU/MSPO/P5/1/3) revised on the 24/02/2020 signed by Estate Manager.</p> <p>Refer to MSPO file 5.</p>
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Environmental Improvement Plan is documented. The Environmental Improvement Plan is based on the Aspects-Impacts Register of the EMP. The register includes action plans and recommendations to mitigate the negative impacts and those that enhance the positive ones as well as the implementation schedule and monitoring plan.</p> <p>The EMP was reviewed annually to facilitate CIP for the estate.</p>
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	<p>The enhancement of positive impacts is part of CIP which includes:</p> <ul style="list-style-type: none"> ● To create environmental awareness through briefing of workers during morning muster. ● To discuss environmental matter during OSH Committee meetings ● To reduce electricity usage ● To switch off engines and machinery when not in use. ● To ensure no spraying and manuring activities carried out along buffer zone/river banks
4.5.1.5	An awareness and training program shall be established and implemented to ensure that all employees understand the policy	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Verified - Jagoi Oil Palm Estate have conducted training on Environmental Policy on 21st April, 2022 attended by 2 trainees, namely Lanly AK Minis (IC No.: 650524-13-5817) and</p>



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	and objectives of the environmental management and improvement plans and are working towards achieving the objectives.		Andy AK Naeng (88082-13-5175). Future training to be carried out for Year 2022 are listed in the Training Matrix such as: i) Buffer zone management to be conducted in September, 2022. ii) Zero Burning Policy in October, 2022 iii) Protected species in November, 2022. iv) Domestic waste management in December, 2022.
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	Noted - Jagoi OPE conducted regular meetings and discussions with employees in relation to environmental quality and issues as seen in the Mesyuarat Jawatankuasa Keselamatan & Kesihatan Pekerjaan Kelapa Sawit Jagoi (Bil: 01/2022) dated 2th February, 2022.
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate time-frame. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The usage of non-renewable energy such as diesel and electricity are recorded monthly & maintained in the Document File. Monitoring Records of diesel usages is recorded in the GHG Year 2021 and up to the month of April, 2022.
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	Sighted in file Management Budget 2021, estimated monthly use of non-renewable energy for vehicle/machinery involved in the plantation operations. Data compiled is used to estimate the usage of non-renewable energy for the following months and budget year 2023. The records are also used for comparison purposes to facilitate the optimization of the use of renewable energy by the estate.
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	Solar-powered lights observed at Guard House.
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	waste products and sources of pollution shall be identified and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted - Identification of Waste Products and Sources (Ref. No: SAL/HQ/MSPO/P5/3/1) dated 02/01/2020 and a Waste Management Plan prepared and filed MSPO Principle 5 Item 4.5.3 file. An SOP known as SALCRA General Procedure Guideline for Handling of Wastes (N0: GPG 7.5) dated 01.10.2018 and signed by the General manager, Datu Vasco Sabat Singkang has been prepared.



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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:		<p>A Waste Management Plan has been prepared and approved by Estate Manager dated 10/03/2022.</p> <p>Disposal of schedule waste are carried out by SALCRA appointed contractors that are licensed by the Department of Environment such as Trienikens (Sarawak) Sdn. Bhd., ZHA Environmental Sdn. Bhd. etc. Records on the usage and disposal were well recorded and documented for example collection of Used Tyres by ZHA Environmental Sdn. Bhd. (see Form No. ZHA-L3-LG01/F01) and Used Lubricant Oil by Trienikens (Sarawak) Sdn. Bhd. (Serial No. 1239K 0121 001).</p>
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	<p>Sighted General Procedure Guideline for Handling of Wastes (No: GPG 7.5) dated 1st October, 2018 signed by General Manager Datu Vasco Sabat Singkang. Identification of Waste Products and Sources have been carried out in the Waste Management Plan and have been implemented. The segregation of wastes, i.e. general wastes, household wastes and scheduled wastes has been satisfactory carried out in Jagoi OPE.</p> <p>Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was found to been done at the estates.</p> <p>OFI: It was observed that the oil trap used was not appropriate and the containers used to store the Scheduled Wastes stored were not properly labeled.</p>
B.	Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The pruned palm fronds are stacked in-between the palm rows to prevent soil erosion and allowed to biodegrade naturally to contribute toward the maintenance of soil fertility.</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 type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The SOP for the handling of scheduled waste - General Procedure Guideline for Handling of Waste (No.: GPG 7.5) dated 01/09/2018 has been developed and are complied with.</p> <p>It was observed that empty fertilizer bags and used oil and lubricants were stored in the designated Scheduled Waste Stores.</p> <p>OFI: SOP to carry out triple rinsing of empty fertilizer bags used for loose fruit collections was not followed. The containers used to store the Scheduled wastes were found to be not properly labeled.</p>



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4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national program on recycling of used HDPE pesticide containers.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Empty pesticides and herbicide containers were rinsed and reused for holding water for Pre-mixing chemical for use in the field were labeled with a "Black Skull" danger sign.
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted the Standard Operating Procedure for the Handling of Wastes (No: GPG 7.5) classified as Scheduled Waste has been developed and implemented.
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The assessment of all polluting activities is well documented in the Identification of Waste Products and Sources of Pollution from Oil Palm Estate prepared in 08/02/2022 and signed by Estate Manager Mr. Henry Chom. The monthly GHG emission for Year 2021 and 2022 for Jagoi Oil Palm Estate was calculated.
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The action plan to reduce the identified significant pollutants and emissions can be viewed in the Environmental Improvement Plan.
Criterion 4.5.5: Natural water resources			
4.5.5.1.	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Water Management Plan is available.
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	The sources of water for the estate comes from both gravity fed water and from rain water harvesting.
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>Outgoing water samples were monitored at quarterly intervals by the appointed environmental consultant, Jurutera CSO Sdn. Bhd. Water samples were taken from Sg. Buroi, Sg. Bidat and Sg. Buan and analysed.</p> <p>From the result of the analysis carried out on the 19/01/2022, the results obtained is in</p>



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			compliance with DOE permissible limits in compliance with the standards as stipulated in the relevant Environment Quality.
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	There is a Water Management Plan (WMP) already established with ways to optimizes water usage viewed - Water Management Plan 2022 (Doc Ref. No.: JOPE/MSPO/P5) dated 17/01/2022, signed and approved by the Estate manager.
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 type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Noted and verified during site inspection that the following protection measures have been carried out:</p> <ul style="list-style-type: none"> Riparian reserves established at streams running through the plantation Buffer zones created along drains & natural waterways Deposition of palm fronds to prevent water runoff and contamination of streams/water courses. <p>Installation of signage on conserved areas at appropriate locations. Riparian and buffer zones are established and implemented to protect water courses with signage posted at appropriate place. However it was observed that the undergrowth at one side of the riparian reserve in Block 4, Phase 8 were cleared up to the water edge. NC (Minor): the undergrowth at riparian at Block 7, Phase 8 was clear cleared.</p>
E	Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	There is a plan to replant the cleared riparian area with native tree species in July, 2022.
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	No bore well in use.
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 bunds, weirs or dams constructed within the estate.
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 harvesting is being practiced to supplement the estate's water supply.
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area			
4.5.6.1.	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No presence/records of high biodiversity value habitats in the estate.



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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	Sighted photos of Posters of Totally Protected, Protected Animals (Fauna) and Protected Plants (Flora) are in place on Notice Board.
B	Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	A Biodiversity Assessment Report 2022 for Jagoi Palm Oil Estate has been prepared by the Salcra Sustainability Unit.
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	The Biodiversity Assessment Report 2022 for Jagoi Palm Oil Estate conducted by the Salcra Sustainability Unit reported 61 species of flora and 9 species of fauna, where 4 species of fauna and 7 species of flora are categorised under Least Concern (LC) of IUCN.
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	Posters of RTE available and in place on the Office Notice Board.
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	Sighted photos of "No Hunting, No illegal Fishing Signage " available at audit time.
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	Management Plan available.
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted Salcra No-Burning Policy signed by General Manager, Mr. Joseph Blandoi dated 16 th September, 2022.
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	SALCRA adopt a Strictly No Burning Policy.
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	<input checked="" type="checkbox"/> Compliance	Not applicable.



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	mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	<input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
PRINCIPLE 6 BEST PRACTICES			
Criterion 4.6.1: Site management			
Indicator	Requirement	Compliance	Findings
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Appropriate standard operating procedures available consistently implemented and monitored.</p> <p>Refer SALCRA Plantation Manual prepared by SALCRA's Plantation Department.</p> <p>Sighted & verified - documented SOPs for the estate operations. The procedures included the following:</p> <ul style="list-style-type: none"> • Group Agricultural Policy - The manual describes operational procedure of nursery practices, Field Establishment & Immature Maintenance, (planting practices, ground cover maintenance, roads construction & maintenance, immature stage)(, harvesting(, collection of bunches and Loose Fruits), manuring, pesticide application, pests & diseases control and Delivery of FFB and Loose Fruits. • The SOP for pesticides specifies standard working practices and application of pesticides. 5 • These SOPs are adhered for estate's operation & activities. <p>Sighted from site visit, scrapping of weeds, VOPs , bamboo and other prominent weeds by Excavator is being progressively implemented.</p> <p>OFI : During the site visit to Phase 8 where harvesting is in progress, it was observed that more than 10% of the FFB harvested were either unripe and/or under ripe. Consider giving more intensive training on FFB harvesting with emphasis on the quality of FFB harvested to both Field Assistants and Harvesters.</p>
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of 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	<p>Mucuna bracteata, Nephroleppis biserata Species being planted on hill slope to prevent soil erosion, as well as terraces for planting on slopes.</p>



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4.6.1.3	A visual identification or reference system shall be established for each field.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sited each block signage placed at road junction stating block number, year planted, planting material, block size for each block. Sample Block marker painted Yellow sighted during Field visit.
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	a. Business management plan and annual budget for FFB projection plan for: 2021 – 29,200 MT (Actual forecast-23,213mt) 2022 – 23,620 MT 2023 – 15,770 MT 2024 - 17,110 MT 2025 - 18,350 MT b. Previous year performance 2021 - 10,728 MT. The performance was below forecast budget due to total harvesters man-days for the year 2021 was less 4224 man-days from last year result of MCO. Annual Budget includes continual improvement plan, housing, waste management and OSH and cover operation expenditures.
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Replanting program available and sighted. Ref: Replanting Agreement No.06/2018 with Salcra Jaya Sdn Bhd made on 23/02/2018.
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	Planting material:G-HOPE, HRU, SAWIT KINABLAU.
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	* Phase 5,2021 =908mt, 2022=00mt * Phase 6, 2021 =1,167mt, 2022=00mt * phase 7, 2021 = 3831mt, 2022=6,390mt * phase 8, 2021 = 7,179mt, 2022=10,830mt * Phase 9, 2021 = 3,259mt, 2022=4,550mt * Phase 10, 2021= 1,366mt, 2022=1,850mt.
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	Reflect in the budget summary of mature direct cost for year 2021; cost of production per ton of FFB: * Year 2021 Rm 242.30 * Year 2022 Rm 212.00
D	Price forecast	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Price forecast for FFB year 2022 Rm212.00
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	Summary of Profit and Loss statement for budget 2021 by phase viewed Noted: Total revenue (Rm) 7,752,502



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			Total expenditure (Rm) 4,752,662 Operating Surplus (Rm) 2,999,841 The surplus to the costing was partially due to the increased in FFB price per M/ton.
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 estate operation heavily relies on the Crops Budget Y2020 (Upkeep and Maintenance Programme Y2020) which specifies a monthly target for each type of operations.</p> <p>The actual achieved targets are reported in the monthly Progress of Work Report for submission to HQ which keeps tab on variance between target achieved and budget to permit mitigating action to be taken. Sighted: Directive from the Plantation Division Head on the Y2022 target of 23,620 MT production budget which must be achieved</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	All of the fresh fruit bunches (FFB) produced by Jagoi Oil Palm Estate are supplied to BAPOM. The pricing for FFB is an internal matter.
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	Contracts with contractors are in the form of legal documentation (Work Order with General Condition of Contract) which is legally enforceable, conducted in a fair and transparent manner eg. Contract in the form of Work Orders No. 60709 for Serasot Poo Enterprise dated 01/0/2022 . It is verified that the payment to contractors is paid within the period specified in the contract agreement.
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	Contractors are required to agree to the MSPO requirements inserted in Clause 10, General Condition of Contract and their whose workers are also provided with MSPO training.
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	Seen Work Order No. 60708 for Nur IQRA Enterprise for To Carry Out Road Maintenance (Sub Road) at Phase 10 Pruning Work at Phase 2, Block Bera (G4 & G5), Lemanak OPE FFB are all with a General Condition of Contract. The terms and conditions of the contract are transparent and fair to both parties.
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	Contractors agreed to be assessed and interviewed by approved MSPO auditors to verify assessments through physical inspection.
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	The following officers are responsible for the observance and the control points applicable to the tasks perform by the contractor.



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	performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.	<input type="checkbox"/> NC - Major	a. Estate Manager b. Assistant Estate Manager
PRINCIPLE 7 DEVELOPMENT OF NEW PLANTING			
No new planting			

5.2. Summary of Findings

Table 5.2.1 Summary of Findings

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

There was total of four (4) Findings, of which three (3) were categorised as Opportunity for Improvement [OFI] and one (1) Minor Non-Compliance [NC - Minor]..

6.0 PREVIOUS AUDIT RESULT (IF APPLICABLE)	
No. of Non-Conformity (NC) raised from the previous audit	Not applicable - JOPE was not included in the last audit.

Corrective Action Report

The Corrective Action Report for the Three (3) OFIs and one Minor NC are as follows:



Jagoi CAR OFI-closed.pdf



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7.0 SUMMARY STATEMENT OF LEAD AUDITOR

Report Summary:

The purpose of this Surveillance Audit 0 is to evaluate the implementation, including effectiveness, of **Jagoi 1 & 2 Oil Palm Estate's** Certification in the **SALCRA Group of Estates'** management systems and that the requirement of the Standards MS2530-3:2013 is fulfilled.

There were four (4) findings; of which three (3) were categorized as Opportunity for Improvements [OFIs] and one (1) Minor NC [NC-Minor] raised on the 24th May 2022.

All the four (4) findings were closed on 25th July 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. Throughout the audit process, the management and staff of JOPE has 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 Jagoi 1 & 2 Oil Palm Estate's** Certification in the **SALCRA Group of Estates'** management systems and that the requirement of the Standards MS2530-3:2013 be continuously maintained.

8.0 AUDIT CONCLUSION

In reference to MS 2530-3:2013, 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.



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9.0 AUDIT PROGRAM

Audit Stage:	SALCRA Group of Plantations	Audit Duration
Stage 1 Audit Date:	Done by DQS	
Stage 2 Audit Date:	Done by DQS	
Surveillance Audit 01	Done by DQS	
Surveillance Audit 02	23/06-17/07/2020	34 man-days (Site -Group)
Surveillance Audit 03	12-29/04/2021	27 man-days (Remote-Group)
Surveillance Audit 04	23-24/05/2022	6 man-days (Jagoi Only)
RE-CERTIFICATION	APRIL 2023	


Note: The actual date of the RE-CERTIFICATION Audit would be done by SALCRA's top management and to be decided 3 months prior to the month of planned audit.

Refer to **APPENDIX B: Details of Audit Plan** for the Annual Surveillance Audit 04– Year 5 (SVA-04)

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 Jagoi 1 & 2 Oil Palm Estate: Henry Anak Chom Estate Manager Date : 24 05 2022	
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10.2 LEAD AUDITOR: CONCLUSION & RECOMMENDATION

Based on the Findings/Action taken by Auditee/Closures above, JAGOI 1 & 2 ESTATES 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 **Jagoi 1 & 2 Oil Palm Estate under the SALCRA Group of Estate's Certification under the Standard MSPO MS2530-3:2013 be maintained.**

Signed for & on Behalf of BQAS: Douglas Alau Tayan Lead Auditor Date : 24 05 2022	
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10.3 TECHNICAL REVIEWER: STATEMENT & CONFIRMATION

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

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

I, hereby confirm that, **Jagoi 1 & 2 Oil Palm Estate under the SALCRA Group of Estate's Certification under the Standard MSPO MS2530-3:2013 be maintained.**

PATRICK SIBAT SUJANG
BQAS Technical Reviewer
Date : 02 08 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



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Appendix A : Location Map Of Salcra Operation Area, Sarawak





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APPENDIX B : 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): 29/04/2022

Ref. no.:

Company name

Sarawak Land Custody and Rehabilitation Authority (SALCRA)

Address of head office

Wisma SALCRA, No. 1, Lot 2220, Block 26, MTL, Jalan Dato Mohd. Musa, 94300 Kota Samarahan, Sarawak

Site(s)

Palm Oil Mills

- 1) **Bau Palm Oil Mill**, KM 25, Jln. Bau-Lundu, 94000 Bau
- 2) **Serian Palm Oil Mill**, KM 4, Kedup/Mongkos Link Road, Off KM 13 Paon Limau/Mentung Marau Road, 94700 Serian
- 3) **Saratok Palm Oil Mill**, Nanga Melupa, 95400 Saratok
- 4) **Lubok Antu Palm Oil Mill 1**, KM 13, Jln. Ridan/Lubok Antu
- 5) **Lubok Antu Palm Oil Mill 2**, Lot 25, Block 13, Marup Land District, Lubok Antu, 95900 Sri Aman

Oil Palm Plantations

- 1) **Saratok Oil Palm Estate**, Betong District
- 2) **Pakit / Undup Oil Palm Estate**, Batu 8, Jln. Sri Aman/Kuching, Sri Aman
- 3) **Kedup Oil Palm Estate**, Serian
- 4) **Lemanak Oil Palm Estate**, Batu 10, Jln. Ridan/Lubok Antu
- 5) **Tae Oil Palm Estate**, Jln. Serian/Kuching, Kuching
- 6) **Jagoi 1 & 2 Oil Palm Estate**, Jln. Bau/Lundu, Bau, Kuching
- 7) **Bratak 1 & 2 Oil Palm Estate**, Jln. Bau/Lundu, Bau, Kuching

Standard(s)

MS 2530-3:2013

Type of audit

Surveillance Audit 04



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Audit Group	Group 1 Lead Auditor: Douglas Alau Tayan (DAT) Auditor: Dr. Anthony Tibok (Dr. AT) Auditor-In-Training : Favian Tisen (FT)
Audit scope	Palm Oil Mills & Group management of Oil Palm Plantations
Audit language	English, Bahasa Melayu
Audit date	19/05/2022 to 20/05/2022 (2 days)
Audit criteria	Manual (name and number): ; Version date: ; Number of nonconformity report from previous audit: 0 OFI: 0

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

Day 1: 19/05/2022 (Thursday) at the field sites and in the office of the respective Estates

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
0900	Opening Meeting		Oil Palm Estate of: 1) Saratok	Management representatives, environmental committee members	DAT Dr. AT FT
0900	Field / Site Audit <ul style="list-style-type: none"> • Introduction & safety briefing • Office (if any) 	<u>MS 2530-3:2013</u> Principle 4	Oil Palm Estate of: 1) Saratok	Management representative, PIC for safety & health	DAT Dr. AT



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	<ul style="list-style-type: none"> Boundary Markers/ Riparian Zone / Buffer Zone Block identification Water & Waste management Biodiversity / Protection of Endangered Species FFB: Harvesting / delivery / Traceability Staff & Workers Quarters / health & safety Stores: Chemical / Fertilizer / Workshop 	Principle 5 Principle 6 Principle 7			FT
1100	Management commitment & responsibility <ul style="list-style-type: none"> MSPO Policy Internal audit Management review Continual improvement Social responsibility, Health & Safety <ul style="list-style-type: none"> Social impact assessment Complaints & grievances Commitment to contribute to local sustainable 	<u>MS 2530-3:2013</u> Principle 1 <u>MS 2530-3:2013</u> Principle 4	Estate management	Management representative	DAT Dr. AT
1230	Lunch break				
1330	Social responsibility, Health & Safety <ul style="list-style-type: none"> Employees safety & health Employment conditions Training & competency Transparency <ul style="list-style-type: none"> Transparency Communication & consultation Traceability Compliance to legal requirements <ul style="list-style-type: none"> Regulatory requirements Land use rights Customary rights 	<u>MS 2530-3:2013</u> Principle 4 <u>MS 2530-3:2013</u> Principle 2 <u>MS 2530-3:2013</u> Principle 3	Estate management	Management representative	Dr. AT DAT FT
1800	End of Audit Day 1				

Day 2: 20/05/2022 (Friday) at the office of the respective Estates

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
1230	Lunch break				
1330	Environment, natural resources, biodiversity and ecosystem services – continued <ul style="list-style-type: none"> Natural water resources Status of rare, threatened or endangered species and high biodiversity value areas Zero burning practices 	<u>MS 2530-3:2013</u> Principle 5	Estate management	Management representative	FT DAT



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	Principle 7 0 - if applicable <ul style="list-style-type: none"> • High biodiversity value • Peat land • Social and environmental impact assessment • Soil & topographic information • Planting on steep terrain, marginal and fragile soils • Customary land 	<u>MS 2530-3:2013</u> Principle 7			Dr. AT FT
1730	Wrap up on findings		Estate management	Management representative	All auditors
1800	End of Audit Day 2				

Day 7: 25/05/2022 (Wednesday) in the SALCRA HQ

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
1400	Closing Meeting <ul style="list-style-type: none"> • Introduction • Findings 		Management of SALCRA POMs & estates	Mill managers, estate managers, management representative	All auditors
1530	Questions & answers Any other outstanding issues			Mill managers, estate managers, management representative	All auditors
1600	End of the 4th Surveillance Audit for SALCRA		SALCRA HQ	Management representative	All auditors

Prepared by: Dominic Retan Giah
Date: April 29, 2022



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APPENDIX C: LIST OF ABBREVIATIONS

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