



## MSPO SURVEILLANCE CERTIFICATION REPORT 04 [Year 05] 2022

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

PAKIT UNDOP OIL PALM ESTATE  
Ref No: BQ/PUOPE/SVA04/05/22



Standard: MS 2530-3:2013

On Site Audit

Report Date: 24/05/2022

# MSPO SURVEILLANCE CERTIFICATION REPORT 04[YEAR 05] 2022



# SALCRA

Sarawak Land Consolidation and Rehabilitation Authority

**PAKIT-UNDOP OIL PALM ESTATE**  
P.O Box 208, 95800 Sri Aman, Sarawak



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

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

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Website: [www.bqas.com.my](http://www.bqas.com.my)

Accreditation No: ACB MSPO 15



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<b>CERTIFIED ENTITY</b>	<b>SALCRA GROUP OF ESTATES</b>
<b>MSPO Standards</b>	<input checked="" type="checkbox"/> <b>MS2530-3:2013</b> <b>General Principles for Plantations &amp; Organized Smallholders</b>
<b>Type of Certification:</b>	<input checked="" type="checkbox"/> <b>Group</b>
Project Ref No:	<b>BQ/PUOPE//SVA04/05/22</b>
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:	<b>Puan Patricia Chan / Acting Senior Sustainability Executive</b>
Telephone / Mobile:	082 621 904 / 016 831 2705
Email / Website:	patriciachan@salcra.gov.my
Contact Person / Job Title:	<b>Blon anak Penga /Estate Manager</b>
Telephone / Mobile:	0192325620
Email / Website:	Email: blonpenga.bp@gmail.com

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

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## EXECUTIVE SUMMARY

**Pakit-Undop Oil Palm Estate (PUOPE)** is one of the 21 plantations owned and managed SALCRA [Sarawak Land Consolidation Rehabilitation Authority].

**PUOPE** site address is SALCRA, Pakit Undop Oil Palm Estate, P.O Box 208, 95800 Sri Aman, Sarawak The Estate office is situated at Geo-coordinates Latitude N 1° 7' 14.44", Longitude 111° 28' 47.95"; in Lubok Antu District of Sarawak; 1,934.00 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 PUOPE 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 PUOPE include treated water, domestic waste collection & disposal, electricity and telecommunication services.

The following are pertinent information on PUOPE:

No of Employees	●	159 Employees
MPOB License No.	●	501807502000
Expiry Date	●	31/12/2022
Date of Establishment	●	1996
FFB Production (Actual) 2021	●	29,189.99 MT
FFB Production (Estimate) 2022	●	41,410 MT
Main Purchaser	●	Lubok Antu Palm Oil Mill 2 (LAPOM2)



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

There was only one (1) findings during this Audit; categorised as OFIs [opportunity for improvements].

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

The Audit team had assessed that Pakit Undop Oil Palm Estate has continuously complied & conformed to MSPO Certification standards, conditions & requirements.

Conclusively, the Lead Auditor therefore recommended that **Pakit-Undop Oil Palm Estate's** Certification under the **SALCRA Group of Estates'** management systems be maintained and continue 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"/>	<b>Annual Surveillance Audit 04 [Year 5]</b>	
		<input type="checkbox"/>	Re-certification Audit	
1.2	Scope of MSPO Certification	<input checked="" type="checkbox"/>	<b>MSPO P&amp;C Production of Sustainable Fresh fruit Bunch from:</b>	
	PAKIT-UNDOP OIL PALM ESTATE		TOTAL CERTIFIED AREA	TOTAL PLANTED AREA
			1,934 ha	1,934 ha
1.3	<b>MSPO Standards</b>	<input checked="" type="checkbox"/>	<b>PART 3: MS2530-3:2013</b>	

## 2.0 INFORMATION : CERTIFIED ENTITY

Site Name	<b>SALCRA Pakit Undop Oil Palm Estate</b>		
Site Address	P.O Box 208, 95800 Sri Aman, Sarawak		
Primary Function:	<input checked="" type="checkbox"/>	<b>Plantation/Organized Smallholders</b>	
Management Contact Details			
1 Name : <b>Blon anak Penga</b>	Job Title: <b>Ag.Estate Manager</b>		



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Report Date: 24/05/2022

Mobile: 0192325620		Email: blonpenga.bp@gmail.com	
2 Name : <b>Daniel Anak Panting</b>		Job Title: <b>Plantation Executive</b>	
Mobile: 0196066893		Email: danielpanting26@gmail.com	
3 Name : <b>Puan Patricia Chan</b>		Job Title: <b>Acting Senior Sustainability Executive</b>	
Mobile: 016 831 2705		Tel:082 621 904	Email: patriciachan@salcra.gov.my
Headcount:	Staff : 17	Local Workers: 78	Foreign Workers : 64
Total : 159			
<b>MS 2530-3:2013 General Principles for Plantations &amp; Organized Smallholders</b>			
MPOB License No: 501807502000		Expiry Date: 31/12/2022	
Scope of Activity: Menjual & mengalih FFB #			
Date of Establishment: 1996		Geo-Coordinates: N 1° 7' 14.44" E 111° 28' 47.95"	
Certified Area : 1934 ha		Planted Area: 1934 Ha	
FFB Production (actual) 2021: 29,189.99 MT		FFB Production (estimate) 2022: 41,410 MT	
Sources of FFB: Own Estate		Main FFB purchaser: LAPOM 2	
No of Planting Blocks:Phase1 (19 blocks)/ 2(10 blocks)/ 3(11 blocks)/ 4 (13 blocks)/ 5 (4 blocks)/Total : 5 phases (57 blocks)		No of Palm trees: Phase1 (155,304 palms)/ 2(31,520 palms)/ 3(56,185 palms)/ 4 (47,406 palms)/ 5 (16,549 palms)/Total : 5 phases (306,964 palms)	
Palm Species:GOLDEN HOPE, FELDA, GUTHRIE		Age Range of Palm Trees: 6 - 14 years	
Topography: Undulating		Soil Type: mineral	
Land Status: Ownership: Title land		<input type="checkbox"/> Rented <input type="checkbox"/> Own Land <input checked="" type="checkbox"/> <b>Joint Venture</b>	
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"> <li>• Interviews – staffs and workers</li> <li>• Observation of process &amp; activities</li> <li>• Review of documentations &amp; records</li> <li>• Site visits</li> <li>• Field inspections</li> </ul>
Assessment method	<p><b>Paper</b></p> <ul style="list-style-type: none"> <li>• Assessing past implementations from records, reports of the management system Practice</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Assessing current implementation from observing current practices</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>• Assessing future maintenance from interviewing personnel on</li> </ul>



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	understanding & assessing competencies.	
<b>Surveillance Audit</b>	<b>Audit Findings Classification</b>	
Term/Abbreviation	Category	Description
<b>Yes</b>	Compliance	●Fulfilled requirement of audited standard
<b>OFI</b>	Opportunity For Improvements	●Demonstrate conformity. There are, however, improvement opportunity identified that will benefit the organization
<b>No (Minor NC)</b>	Minor Non-Conformity	● Non-compliance to standard requirements or company's SOP; or are issues that when combined jeopardized the functioning of the system .
<b>No (Major NC)</b>	Major Non-Conformity	● Demonstrate absence or total breakdown of system to meet standard requirement, or a number of minor NC against a clause of standard requirements / at a particular area. Of last assessment that are not effectively addressed will be classified as major NC.

## 4.0 ASSESSMENT PROCESS

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

## 4.1 AUDIT TEAM

No	Audit Team Members	Role	Qualifications
1	<b>Dominic Retan Giah</b>	Lead Auditor	Bachelor of Science in Wood Science & Technology, Colorado State University, Fort Collins; 1987, Diploma in Wood Technology, Institut Teknologi MARA (UiTM), Shah Alam; 1983 St Joseph School, Kuching, Sarawak; 1963-1973 MSPO Lead Auditor (Pioneer Group), Course No. 1 dated 26 to 30 <sup>th</sup> January 2015 EIA Consultant No. C038[NREB/I/2008], March 2014 Logged more than 150 Man-days as MSPO Lead Auditors



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2	Charles Tibok	Auditor	<p>The Polytechnic of Wales / University of South Wales, UK</p> <p>BSc. (Hons) in Quantity Surveying 1988 (Major : Quantity Surveying)</p> <p>Auditing experiences with 2 Universities in Sabah External Auditor for Marine Protected Areas for Sabah Parks Completed QMS MS-ISO-2008 in 2009 Completed QMS MS-ISO-2000 in 2007 Internal Quality Auditing: 2007 Risk Management: 2005 Total Quality Management: 1994 Completed MSPO Auditor Course in October, 2017 Logged more than 40 man-days as MSPO Auditor</p>
3	Duke Ladin	Auditor	<p>B.Sc of Management (Major in Human Resource &amp; Minor in Data Processing), Bemidji State University, Minnesota, USA, 1999 Bach of Management with Honours (OUM) 2017 MSPO Auditor Training Course (MPOCC endorsed) (SGS) 14/02/2019. Logged more than 60 Man-days as MSPO Auditor</p>

## 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);





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- 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.

#### B. SURVEILLANCE AUDIT - Main Assessment Program

Date: 23 & 24 05 2022

No. of Auditors: 3

No. of Man-days: 6

Day 1	●	Site Office
23/05/2022	●	<b>Opening Meeting at Site Office</b>
	●	Documentation Audit / Record Review
	●	Estates – facilities review (chemical, schedule waste stores, workshop, etc.)
	●	FFB handling process
Day 2	●	Assessment/review of staff/workers housing & living conditions, facilities & amenities, domestic waste treatment etc.
24/05/2022	●	Documentation Audit continued
	●	<b>Closing meeting</b>
	●	Presentation of Audit Checklist / Report
Day 7		Cross-checking for outstanding issues
25/07/2022		Wrap up & discussion
		Preparation of reports for mill and plantations.
		<b>Closing meeting (combined) for: Mill(5)and Estates (7) at SALCRA's HQ</b>



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## 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

### 4.3 THE AUDIT PROCESS

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

No.	Process	Description/Activities
1	Public Notification	Written notice to inform public on MSPO Audit is posted at Estate Office 1 month before Audit dates
	↓	
2	Audit Plan	Auditee received 2 weeks before Audit dates
	↓	
3	Audit Day 1	<b>Opening Meeting</b> Estate site Assessment & Field Audits • Participants: Audit Team & Auditee Management Stakeholders Consultation / Field & Site Audits • Stakeholders Interviews • MSPO knowledge of Estate staffs • Checks & verification on Boundary, Buffer Zone, Riparian



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		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 • Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc. Documentation Review [continuation] 1 to 6 documents etc.
	↓	
5	Audit Day 3	<b>Closing meeting</b> - Combined • Participants: Audit Team & Auditee Management • Agenda: Wrap up & Discussion Presentation of Report / Checklists. Review, discuss & decide corrective & forward action to be taken by Auditee

## 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 ( <b>Site -Group</b> )
Surveillance Audit 03	12-29/04/2021	27 man-days( <b>Remote-Group</b> )
<b>Surveillance Audit 04</b>	<b>23-24/05/2022</b>	<b>6 man-days (PUOPE only)</b>

## 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



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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	SALCRA has established and updated its Sustainability Policy, signed on 16/09/2021 by the General Manager Mr Joseph Blandoi. It is displayed on the noticeboard on the office wall, workers quarters and various stores within the estate camp complex.
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	Among its commitments, SALCRA strives to "establish, implement, maintain and continuously improve effective management programme and system through periodic review of the policy to meet current sustainability requirements.
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	Sighted: Report of Internal Audit conducted on 24/02/2022. The audit findings comprised of: <ul style="list-style-type: none"> <li>4 NC</li> <li>5 Issues-of-concern</li> </ul>
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	Sighted: SALCRA Operating Procedures No. GPG 7.1 MSPO Internal Audit; 1 <sup>st</sup> Amended: 15/06/2020; Approved by General Manager Mr Joseph Blandoi on 18/06/2020; Issue No. 01. The procedure requires that all audit findings shall be rectified within 3 months of the audit or at period agreed by both parties. The report pointed out that the findings consisted of: <ul style="list-style-type: none"> <li>2 NC – all resolved by 19/05/2022</li> <li>7 Issues-of-Concern.</li> </ul>
4.1.2.3	Report shall be made available to the management for their review.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Internal Audit Report of 24/02/2022 will be presented at the next management review to be held sometime in July 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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted: Minutes of the Steering Committee Meeting No. 1/2021 conducted on 24/08/2021 attended by 15 staff. Among the matters discussed were: <ul style="list-style-type: none"> <li>Clarification that no license was required for ruminant rearing in the</li> </ul>



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	modification.		<p>context of integration unlike livestock rearing. A written approval from the Dept. of Veterinary Services was sought.</p> <ul style="list-style-type: none"> <li>• Update on MS2530-3 &amp; MS2530-4 certification status as follows: OPE (0 NC, 13 OFI) &amp; POM (1 NC, 11 OFI).</li> <li>• Verification of Surveillance Audit 3 findings (noted that the external auditor had pointed out the workers' right to a platform of collective agreement was not stated in SALCRA social policy. This is now pending management approval.)</li> <li>• Update on Internal Audit findings for 2020 &amp; 2021.</li> </ul> <p>Online training planned for Sept. 2021 focusing on MSPO Trace System (for MSPO SCCS Certification).</p>
<b>Criterion 4.1.4: Continual improvement</b>			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Available: Lemanak OPE Continuous Improvement Programme Year 2022; Doc. Ref. No.: LOPE/MSPO/ P1/4/1; Rev. Date: 23/02/2022. The programme covers the following areas:</p> <ol style="list-style-type: none"> <li>1) Productivity (which specifies the on the introduction &amp; purchase of 6 units of Tarantula &amp; 2 units of mini dumper)</li> <li>2) Social welfare</li> <li>3) Environmental management</li> </ol>
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology, where applicable, that are available and feasible for adoption.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Among the practices discerned are through:</p> <ol style="list-style-type: none"> <li>1) Company bulletins, memos,</li> <li>2) Discussions and briefings,</li> <li>3) Sharing of information, sending staff &amp; works for training.</li> </ol> <p>Notable projects sighted as a result of these methods:</p> <ol style="list-style-type: none"> <li>1) Trial operation since January 2022 of 6 units Tarantula vehicles (3-wheeled ATV modified to evacuate FFB from the palm base to the roadside). This had served as an initiative to mitigate shortage of labour for harvesting.</li> <li>2) Integration of ruminant (cattle) in the estate. A plot for grazing within the estate was designated for over 366 heads of cattle.</li> </ol>
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	<p>The trial operation of the Tarantula units was preceded with instructions from SALCRA HQ to purchase the machines. Selected personnel were trained to operate and conduct subsequent performance</p>



# MSP0 SURVEILLANCE CERTIFICATION REPORT 04 [Year 05] 2022

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

PAKIT UNDOP OIL PALM ESTATE  
Ref No: BQ/PUOPE/SVA04/05/22



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			monitoring. The cattle integration project was run by the SALCRA Business Development Unit to attain commercial viability.
<b>PRINCIPLE 2 TRANSPARENCY</b>			
<b>Criterion 4.2.1: Transparency of information and documents relevant to MSPO requirements</b>			
<b>Indicator</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Findings</b>
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 checked="" type="checkbox"/> NC - Major	Widely displayed on the noticeboards at the guard house, office & strategic locations within the estate complex are such documents as SALCRA sustainability policies, safety & health bulletins, posters on protected species, licenses and SOPs on plantation activities.
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	In addition to the above-mentioned documents, SALCRA also publishes an annual report available to the public.
<b>Criterion 4.2.2: Transparency method of communication and consultation</b>			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted: SALCRA General Procedure Guideline No. 7.2, Communication & Correspondence (Internal & External) approved by the General Manager Mr Joseph Blando on 16/03/2020 which defines: <ul style="list-style-type: none"> <li>Internal Communication from the management to the workers through assembly, bulletins &amp; circulars on noticeboards, meetings, visits)</li> <li>Internal Communication through suggestion boxes, meetings, members of safety &amp; health committee, management visit</li> </ul> External Communication through reports, inspections, official letters & activities or relevant programmes.
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The PIC is Mr Giri Anak Bada andn Mr Spencer Muling anak Dau appointed by the Estate Manager Mr Blon Anak Penga on 01/01/202 for a 2-year term (2021-2022).
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	The PUOPE List of Stakeholders comprises of: <ul style="list-style-type: none"> <li>SALCRA project participants and FFB suppliers</li> <li>Contractors, panel workshop &amp; suppliers (15 stakeholders)</li> <li>Government agencies, army camp facilities, school (8 agencies)</li> </ul> The list was last updated on 01/01/2022.
<b>Criterion 4.2.3: Traceability</b>			



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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 General Procedure Guideline No. 7.3, Traceability Procedure for Fresh Fruit Bunch (FFB) Production, 1 <sup>st</sup> Amendment on 01/09/2018, approved by the General Manager Datu Vasco Sabat Singkang on 01/10/2018 which describes the traceability system starting from harvesting in the field until delivery of FFB to the mill and the relevant workers.
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	Inspection is conducted daily with fortnightly reconciliation using the FFB Sales form which tracks the daily production/delivery from the estate to the Lubok Antu Palm Oil Mill 2.
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	Ms Ester Mawi and Mr Dominic Chonam are appointed as the estate representatives for Traceability in a minute from the Estate Manager Mr Blon anak Penga dated 01/01/2021 for a year period (2021-2022).
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: <ul style="list-style-type: none"> <li>Crop Monitoring Book entry on 30/04/2022 from Block B3 (Phase 1C) with Ticket No. 180364 (for 875 bunches weighing 12.69 MT delivered by Vec. No. SD 2663YP) &amp; on the same ticket no. 718 bunches weighing 11.78 MT delivered by Vec. No. QM 2663E).</li> <li>FFB Daily Reconciliation Statement with 2 collections amounting to 1,593 bunches (875 &amp; 718 bunches) at 24.47 MT FFB from Phase 1 and the accompanying Mill Ticket No. 180364 (12,69 MT) and Ticket No. 180396 for 11.78 MT).</li> </ul> Daily Estate FFB Received Summary for 30/04/2022 from LAPOM 2 summarises delivery from Pakit-Undup OPE (Phase 1) as 73.07 MT (69.84 MT FFB & 3.23 MT LF).

**PRINCIPLE 3 COMPLIANCE TO LEGAL REQUIREMENTS**

**Criterion 4.3.1: Regulatory requirements**

Indicator	Requirement	Compliance	Findings
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The operation of Pakit-Undup OPE is in compliance as evidence by a sample of the legal documents: <ul style="list-style-type: none"> <li>MPOB License no. 501807502000 (valid till 31/12/2022) on a total planted of 1,934 hectares.</li> <li>Licence No. LB09000OT2022000244 for Pakit-Undup OPE to store petroleum at over 40,000 gallons annually</li> </ul>



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			(Market, Hawker, Petroleum, Entertainment and Miscellaneous Trade) expiring on 31/12/2022. <ul style="list-style-type: none"> <li>EIA Report Approval No. 0640 from NREB dated 04/11/2009.</li> </ul>
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirement register.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted: SALCRA List of Legal Register doc. No. MSPO 4.3.1.2, effective date July 2020, Revision No. 2 prepared by the Sustainability Executive Patricia Chan & endorsed by Legal & Secretarial Officer Angela Jinget on 07/07/2020.  <b>OFI: Consider to relate the legislation mentioned in the Legal Register to specific activities conducted by the estate.</b>
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	Any updates or issue of new regulations are monitored for compliance by the Estate Representative for Legal and Compliances Monitoring in conjunction with advisory from the Sustainability Unit.
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	Field Assistant Mr Suit Charlie is the Estate Representative for Legal Requirement and Compliance for a 2-year period (2021 – 2022) as per appointment letter dated 01/01/2021 from the Estate Manger Mr Blon anak Penga.
<b>Criterion 4.3.2: Land use rights</b>			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The estate office and accommodation complex are located on 8.02 ha of State land, situated Lot 45 Block 13 of Klauh Land District. Vide a letter dated 24/08/2017 from SALCRA to the Director of Lands & Surveys Kuching, this plot is still pending alienation (described as one of the outstanding projects listed in Appendix A of the letter).  SALCRA has entered into an agreement with the respective landowner on the use of the land for plantation.  Sample of such agreement (or Letter of Consent) for the use of NCR land sighted: that of Mr Basih Anak Giry (NRIC 801118-13-5091) of San Ugol signed on 05/05/2022, counter-signed by Mr Ab Hamid B. Mohd Zakaria @ Sulau of SALCRA, witnessed by Mr Chau Anak Sambau of San Ugol Asal, Sri Aman.
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	SALCRA is in the process of alienating with the Dept of Lands and Surveys the land that it acquires for plantation.





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			Refer to the letter dated 24/08/2017 from SALCRA to the Director of Lands & Surveys Kuching, regarding land pending alienation (described as one of the outstanding projects listed in Appendix A of the letter).
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	Sample of one boundary peg viewed denoted as 01 at Panggau Block 2 - GPS Coordinates on BRSO: N 5121279.215 E 2197653.794
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	There had been no dispute with regards to the use of the State Land for office & accommodation complex. The plantation is established on NCR land used with the consent of the participants from the nearby longhouses (sample viewed Letter of Consent Mr Basih Anak Giry (NRIC 801118-13-5091) of San Ugol signed on 05/05/2022, counter-signed by Mr Ab Hamid B. Mohd Zakaria @ Sulau of SALCRA, witnessed by Mr Chau Anak Sambau of San Ugol Asal, Sri Aman.
<b>Criterion 4.3.3: Customary rights</b>			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The plantation is established on NCR land used with the consent of the participants from the nearby longhouses (as per sample of the Letter of Consent from Mr Basih Anak Giry (NRIC 801118-13-5091) of San Ugol signed on 05/05/2022, counter-signed by Mr Ab Hamid B. Mohd Zakaria @ Sulau of SALCRA, witnessed by Mr Chau Anak Sambau of San Ugol Asal, Sri Aman.
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: SALCRA Plan Showing the Village Site and Plantation at Pakit Oil Palm Estate, Sri Aman on a scale of 1:70,000.
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	Each participant permitting the use of his or her land for the oil palm estate submits a Letter of Consent in a prescribed SALCRA form.
<b>PRINCIPLE 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY &amp; EMPLOYMENT CONDITIONS</b>			
<b>Criterion 4.4.1: Social impact assessment (SIA)</b>			
<b>Indicator</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Findings</b>
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	Social Impact Assessment (SIA) for Pakit Undup Oil Palm Estate was written and prepared by SALCRA sustainable unit personnel Mr Valerian Sibat on 24 <sup>th</sup> April 2022. The social impact management plan can be seen as appendix with doc



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			ref: LOPE/MSPO/P4/1, approved and signed by the estate manager on the 20 <sup>th</sup> May 2022.
<b>Criterion 4.4.2: Complaints and grievances</b>			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	A documentation on a system for dealing with complaints and grievances is found in file General Procedure Guideline: No: GPG 7.4: Handling of Complaints and Grievances dated 1 <sup>st</sup> September 2018, approved and signed by the general manager. The guideline can be seen attached to the signboards at the vicinity of the site office.
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 flow chart of the procedure on handling complaints and grievances located in the file : General Procedure Guideline: No: GPG 7.4: Handling of Complaints and Grievances explained adequately the time line from receiving the complaints to the closing of the case.
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	PUOPE used a form title: 'Buku Rekod Aduan dan Rungutan' to record the complaints and also suggestion from the employees and communities. Those form is compile into a record book 'Buku Rekod Aduan dan Rungutan: Pakit Undop Oil Palm Estate'. Solution status and date is included in a section of the form. The latest form recorded was on 8 <sup>th</sup> May 2022.
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	<p>The awareness on complaints or suggestions form and box are made through:</p> <ol style="list-style-type: none"> <li>1. Reminder during morning muster</li> <li>2. Ahli jawatankuasa Pembangunan Ladang SALCRA (AJPLS) meeting as sighted in the minutes dated 19<sup>th</sup> November 2021</li> </ol> <p>Safety and Health Committee meetings, sighted in the minutes dated 9<sup>th</sup> March 2021</p>
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	Complaints and resolutions for the last 24 months is compiled in the 'Buku Rekod Aduan dan Rungutan'. It is readily available for viewing and references for the affected stakeholders.
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
4.4.3.1	Growers should contribute to local development in consultation with the local communities.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SALCRA not only function as the land developer but also contributed to the development of the participants as sighted in the AJPLS minutes of meeting dated 28 <sup>th</sup> February 2022 in which SALCRA sent some participants to CENTEX for courses such as tailoring, pineapple planting, bakery and duck r. There are also direct contribution such as requesting



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			for land clearing as sighted in the folder General Request from Public.
<b>Criterion 4.4.4: Employees safety and health</b>			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Safety and Health Policy & Objectives Policy was established on 9 <sup>th</sup> March 2020, approved and signed by the General Manager. Policies can be sighted in all available notice boards located around the site office which also include the workers quarters. Also, it involved MSPO awareness training and the latest briefing/remainder on Safety and health was on 23 <sup>th</sup> March 2022.
4.4.4.2	The occupational safety and health plan shall cover the following:		
A.	A safety and health policy, which is communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Safety and Health Policy & Objectives, was established on 9 <sup>th</sup> March 2020, approved and signed by the general manager. The policy can be sighted attached at all the available notice boards even at the workers quarters.
B.	b) The risks of all operations shall be assessed and documented	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The risks of all operations are documented in the HIRARC, established on 6 <sup>th</sup> September 2011. Current revision was made on 8 <sup>th</sup> December 2021.
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	Pakit Undop OPE Training Matrix 2022 for targeted personnel covers 12 topics such as: <ul style="list-style-type: none"> <li>• MSPO (awareness &amp; policies)</li> <li>• Safety &amp; Health (S&amp;H policy, safe work for harvesting, spraying, manuring, and for mechanic)</li> <li>• Environmental management Environmental policy, awareness and waste management, buffer zone)</li> <li>• Manuring (Manuring &amp; Calibration)</li> </ul>
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	Workers' training were provided as sighted in the file attached in the folder Training Report and Record; training programme year 2020 - 2021, on pesticide spraying training on the 29 <sup>th</sup> July 2021.
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	Safety Data Sheet (SDS) of each products, was found at the chemical, fertilizer and oil and lubricants warehouses.
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	As been shown at the chemical warehouse during site audit, available are appropriate PPE to be used by the workers for chemical handling. PPE training was been held almost every year since 2014 according to the Training and Activities Record but were absent during year 2020 to 2021 with the reason of Covid-19



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			pandemic gathering restrictions.
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	Standard operating procedure (SOP) for handling of chemicals is viewed in the file ref: OSH/SOP/22 : Peraturan Keselamatan Mengendalikan Bahan Kimia. As for chemical exposure and emergency can be seen as a flowchart in the file ref: 05/SAL/PUOPE/SOP/21 dated 1 <sup>st</sup> February 2021.
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	At the regional(Sri Aman) , Mr Jason Billillie is appointed as the Safety and Health officer by the HQ, meanwhile at the PUOPE, Mr Daniel Anak Panting has being appointed as the person-in-charge for workers safety as mentioned in the appointment letter ref: 03/POUPE/OSH/2021 dated 5 <sup>th</sup> March 2021, approved and signed by the estate manager.
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	The Safety and Health committee meetings were held quarterly, with the estate manager acting as representative of employers and the committee has representative for every job scope in the site office. The latest meeting was held on 8 <sup>th</sup> March 2022.
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 are comprehensively detailed in " Prosedur Kecemasan Semasa Kemalangan dan Kecederaan" flowchart that also include exit and assembly points for every building at the estate's site office.
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	Currently, there are 3 estate supervisors that has the Malaysian Red Crescent Society's Basic first aid certification (valid until 10 <sup>th</sup> December 2023) which qualify them as First Aide. Every section of the site office and workers quarters have first aid kits box.
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	Sighted in the Laporan Siasatan Kemalangan is a copy of JKKP 6 dated 29 <sup>th</sup> July 2021. The accident has been properly recorded and reviewed on the 24 <sup>th</sup> August 2021.
<b>Criterion 4.4.5: Employment conditions</b>			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Social Policy was established on the 16 <sup>th</sup> September 2021, approved and signed by the general manager. As stated in the policy, " SALCRA is committed, as far as practicable; to improve the quality of life of the rural communities



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			participating in its land development programme, employees and relevant stakeholders".
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	SALCRA the parent organization is a statutory body of the Sarawak government which require all the affiliated organizations to comply with non discriminatory policy in the workforce that provide equal opportunity and treatment regardless of race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards 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	Sighted in Mr Ilham Daeng Mile payment slip for April 2022, and the pay meet the legal or industry minimum standards and as per agreed Collective Agreements.
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	PUOPE used L.A Enterprise as the FFB transport contractor. There are condition in its contract as cited in clause 3, 4 and 14 that estate management has ensured that the contractor paid his employees based on legal or industry minimum standards.
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	Sighted on the workers checklist: Senarai Nama Pekerja Tempatan Ladang Kelapa Sawit SALCRA Pakit April 2022; and Senarai Nama Pekerja Migran Indonesia Ladang Kelapa Sawit SALCRA Pakit April 2022, the management has established record of an accurate account of all employees.
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	Based on the employment contracts of Mr Ilham Daeng Mile, it is found to be fair that had been agreed by both the employers and employee. The employee has a copy of the signed employment contract as his reference.
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The estate used attendance register which will be taken during the morning muster, signed by the employees when start work and off work. The attendance will be verified by the estate manager or his/her assistant.
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	Also written in the employment contract and at the site office entrance the working hours is as such: Start work: 6:00 am (including morning muster) Morning break: 11:00 am - 11:30 am After break: 11:30 am - 1:30 pm Afternoon break: 1:30 pm - 2:00 pm



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			After break: 2:00 pm - 3:00 pm. The working hours constitute 8 hours per day, from Monday to Friday. Thus, complying with legal regulations and collective agreement. As of working beyond 3:00 pm constitute an overtime for staff and workers.
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	Based on Mr Ilham Daeng Mile a Pekerja Migran Indonesia (PMI) pay slip for April 2022, the wages payment is in line with legal regulations and collective agreements. In which performance incentives are added and SOCSO was deducted as per regulations.
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	As view in the employment contract and a sample of workers file, the workers benefits include: <ul style="list-style-type: none"> <li>● Free housing</li> <li>● Free medical care</li> <li>● School bus</li> <li>● Performance incentives</li> <li>● Professional Development through training</li> <li>● Year end or related cultural festival bonuses</li> <li>● Children academic incentives</li> <li>● Paid leave</li> </ul> Subsidize utilities bill (Quarters)
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	Upon inspection during audit visit on 23 <sup>rd</sup> May 2022 on PMI living quarters at Block B, the quarters are habitable and being provided with basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	This is specifically mentioned in one of the Objectives as "to encourage early reporting of any allegations of sexual harassment" in the SALCRA Sexual Harassment Policy & Objectives signed by the GM Mr Joseph Blandoi on 01/04/2020.
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.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The revised SALCRA Social Policy signed by Joseph Blandoi on 16/09/2021, designated as Rev. 1/2021 is notable as it now includes clause 6. "Respect employees' freedom of association".  The focus of the Policy is on improving the quality of life of the rural communities participating in its land development programme, employees and relevant stakeholders.



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	Employees exercising this right should not be discriminated against or suffer repercussions.		Based on the interview with a harvester Mr Ilham bin Milih during the field visit, there had been no discrimination and he was very satisfied working here in Pakit Undup OPE.
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted on the staff and workers checklist/record of April 2022, the youngest workers registered is 19 years old. Also observed on site during audit, the no evidence that their parents brought their younger children to assist them to work at the estate.
<b>Criterion 4.4.6: Training and competency</b>			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training program (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Pakit Undop OPE Training for Plantation Group Year January to December 2022; prepared by the AEM and approved by the EM on 28/12/2021. The last training was conducted on 18/05/2022 on safe handling of electricity.
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	Pakit Undop OPE Training Matrix 2022 for targeted personnel covers 12 topics such as: <ul style="list-style-type: none"> <li>• MSPO (awareness &amp; policies)</li> <li>• Safety &amp; Health (S&amp;H policy, safe work for harvesting, spraying, manuring, and for mechanic)</li> <li>• Environmental management Environmental policy, awareness and waste management, buffer zone)</li> <li>• Manuring (Manuring &amp; Calibration)</li> </ul>
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	The above-mentioned Training Matrix provides an overview of the types of training for employees to be proficient in their job functions.  Sample sighted: training on 18/05/2022 on safe handling of electricity attended by 33 personnel (staff & workers).
<b>PRINCIPLE 5 ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY &amp; ECOSYSTEM SERVICES</b>			
<b>Criterion 4.5.1: Environmental management plan</b>			
<b>Indicator</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Findings</b>
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	Viewed and verified Environmental Management Plan - Pakit Oil Palm Estate for the period of 2022-2027 (EMP-Pakit-2022-2027).
4.5.1.2.	The environmental management plan shall cover the following:		
A.	An environmental policy and objectives	<input checked="" type="checkbox"/> Compliance	Viewed and verified as contained in the



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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	Viewed and verified Aspect and Impact Analysis contained in the EMP-PakitOPE-2022-2027
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed and verified Environmental Improvement Plan contained in the EMP-PakitOPE-2022-2027 Viewed appointment letter of Langgong Anak Empam as Committee member for Environment and GAP Sustainability Management Team dated 01/01/2021 effective until 31/12/2022
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	Viewed Training Program for 2022 for Pakit Undop OPE which includes these aspects  Communication promoting positive impacts in the form of posters and signboards for Protected Flora and Fauna, No Hunting, No Open Burning have been observed on site.
4.5.1.5	An awareness and training program shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed Training Program for 2022 for Pakit Undop OPE which includes these aspects.  Viewed record of briefing for personnel on "Kesedaran Alam Sekitar" held on 10/03/2022, and Salcra Sustainability Policy briefing to personnel on 24/03/2022, both in Training Report and Record File
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	Viewed and verified discussions on environmental issues as per Minutes of AJPLS Meeting Quarter 1/2022 dated 08/04/2022, item 4/1.0/22/3,4 Laporan Alam Sekitar.
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed records of consumption from 2020 and current record of use up to April 2022. Fuel and electricity consumption are also recorded and assessed in annual GHG Calculation the latest is as of April 2022 ref.no.: SAL/SU/MSPO/P5/4a. for Pakit Undop OPE.
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	Viewed and verified in under 'Consumption and Comparison of Non-Renewable Energy for 2022' in document 'Action Plan to Reduce Identified Significant Pollutants and Emissions based on Non-renewable Energy Consumption' for Pakit Undop OPE ref; SAL/SU/MSPO/P5/4(b)signed on





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			13/05/2022.
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	Viewed use of Solar light at Guardhouse. Mitigating measures include use of LED lights and controlling the use of air-conditioning and other electrical appliances.
<b>Criterion 4.5.3: Waste management and disposal</b>			
4.5.3.1	Waste products and sources of pollution shall be identified and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed and verified under 'Identification of Waste Products and Sources' for Pakit Undop OPE ref; SAL/HQ/MSPO/P5/3/1, item 5.6 in MSPO Principle 5 file
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed 'Waste Management Plan' for Pakit Undop OPE, updated on 03/01/2022 in MSPO Principle 5 file
A	Identifying and monitoring sources of waste and pollution	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed Salcra's General Procedure Guideline No.: GPG 7.5 Handling of Waste containing SOP's for handling Scheduled and Domestic Waste. Viewed records of issuance of fertilizer and returns of used bags and found to be in accordance of SOP.
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	Recycling program to reduce waste disposal identified under Aspect and Impact, EMP. Recycling bins viewed.
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed Salcra's General Procedure Guideline No.: GPG 7.5 Handling of Waste containing SOPs for handling Scheduled and Domestic Waste, item 5.6 in MSPO Principle 5 file.
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	Viewed issuance record of pesticides. The appointment of Scheduled Waste Collection contractor, Pentas Flora is being processed.
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	Collection of domestic waste is carried out twice weekly by the local council.  It was noted that rubbish bins were installed at the recreational to encourage visitors to dispose of their litter properly.
<b>Criterion 4.5.4: Reduction of pollution and emission</b>			



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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	Viewed and verified under 'Identification of Environmental Aspects and Impacts, Environmental Management Plan - Pakit Oil Palm Estate for the period of 2022-2027 (EMP-Pakit-2022-2027).
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	Viewed and verified under 'Environmental Improvement Plan', Environmental Management Plan - Pakit Oil Palm Estate for the period of 2022-2027 (EMP-Pakit-2022-2027) Environmental Monitoring for 2022 is on-going.
<b>Criterion 4.5.5: Natural water resources</b>			
4.5.5.1.	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground 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 Year 2022 viewed ref SAL/SU/MSPO/P5/5/1A. Water for domestic consumption is supplied by JBALB
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	Water for domestic consumption is supplied by JBALB
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	Viewed and verified in Environmental Monitoring Report, Pakit Undop OPE for 1st Quarter 2022 prepared by Jurutera CSD Sdn Bhd
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	Rain water harvesting is carried out where the harvested water is used for washing and cleaning. The Estates Management implements rain water harvesting through installation of the rain gutters that drain the rain water into storage tanks. The operating unit management monitors the condition of the water piping system in the estate through regular line site inspection where leaking pipes are repaired immediately to minimize water loss.
D	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along natural waterways within the estate.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	From the field site inspection carried out during this audit the estates have in place the following protection measures: <ul style="list-style-type: none"> <li>• Riparian reserves located at confluence of streams running through the plantation</li> <li>• Buffer zones created along drains &amp; natural waterways</li> <li>• Deposition of palm fronds to prevent water runoff and contamination of streams/water courses.</li> <li>• Installation of signage put up to indicate the conserved areas at</li> </ul>



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			appropriate the locations.  No planting permitted and chemical and manuring operations carried out along the established buffer zones.
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	None seen at the sites visited
F	Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not applicable.
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	Rainwater collection tanks observed at workshop area
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	Water conservation pits were noted under the palms to provide hydration for the plants and water for spraying.
<b>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area</b>			
4.5.6.1.	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:		Viewed and verified in Biodiversity Assessment Report for Pakit Undop OPE conducted by the Sustainability Unit, Agronomic, Sustainability and Research Dept., Salcra signed on 13/5/2022.
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	A Biodiversity Assessment Report for Pakit Undop Oil Palm Estate was conducted by the SALCRA in-house Assessment Team. dated 13/5/2022.
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	Sighting of animals, including those with conservation status, is continually recorded and documented by the field staff.  Wildlife posters showing the conservation status of the flora & fauna are posted in the Estate office to create awareness among the workers and employees on the requirements for protection of all RTEs.
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:		
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 endangered Flora and Fauna displayed at various locations.  No Hunting signs viewed at various locations



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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	Signages to prohibit hunting, fishing and capturing/collecting of RTEs are installed at appropriate locations in the estate.
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	The Management Plan is included in the Chapter of the Biodiversity Assessment Report - Pakit Undop Oil palm Estate 2022 which among others includes information collection, recording of sightings, education of stakeholders, installation of signages and ensuring that the plan is enforced in the Estate.
<b>Criterion 4.5.7: Zero burning practices</b>			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Viewed in SALCRA Environmental Policy #3. No evidence of open burning seen on site
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	N/A
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	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	N/A
<b>PRINCIPLE 6 BEST PRACTICES</b>			
<b>Criterion 4.6.1: Site management</b>			
<b>Indicator</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Findings</b>
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Standard Operating Procedures are all in accordance with SALCRA's Plantation Manual, MSPO Principle 6 file
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	As set in the Plantation Manual and observed on site. The plantation was established on well-drained soil and undulating terrain. Ground vegetation was allowed to flourish providing a cover on slopes. Terraces provide ease of access as well as a receptacle for water.
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	Block Markers in accordance with the standard in the Plantation Manual, denoting block number and size, stands



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		<input type="checkbox"/> NC - Major	per hectare (SPH) and planting materials.
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
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	Viewed Salcra Management Budget Guidelines for 2022 and Forecast Year 2023-2025 based on parameters set at estates level. Viewed and verified Budget Guidelines 2022 for Pakit Undop OPE containing said parameters.
4.6.2.2	Where applicable, an annual replanting program shall be established. Long term replanting program should be established and review annually, where applicable every 3-5 years.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	N/A
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 materials used are from the recommended seed sources from Guthrie, Golden Hope, Felda and Sawit Kinabalu.
B	Crop projection: site yield potential, age profile, FFB yield trends.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted – Crop Projection for Pakit-Undop OPE seen in the SALCRA Management Budget 2022. Refer to FFB Production Forecast 2021-2025 Pakit-Undop OPE.
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	Noted – Crop of Production for Pakit-Undop OPE seen in the SALCRA Management Budget 2022.
D	Price forecast	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Price forecast available in SALCRA Management Budget 2022.
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	Records of monitoring of costs against budget to achieve specified targets are also conducted in Management Budget 2022.
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	Performances are reported and discussed in the Estate Monthly Reports (which are submitted to the General Manager for reviews and decisions for continual improvement. Budget review conducted annually with management.
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
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 estate are supplied to LAPOM 2. 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 ( <b>Work Order with General Condition of Contract</b> ) which is legally enforceable, conducted in a fair and transparent manner.



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			Payment to contractors is paid within the period specified in the contract agreement.
<b>Criterion 4.6.4: Contractor</b>			
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	Viewed Contract for Transporting of FFB and Loose Fruits to Processing Centre, clause 14. Signed and agreed to by contractor.
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	Samples of documents sighted: <ul style="list-style-type: none"> <li>• Work Order to a contractor for FFB Transportation work and</li> <li>• Work Order for another contractor for Pruning Work. FFB are all with a General Condition of Contract.</li> </ul> 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	Appointment of BQAS Certification [M] Sdn Bhd as auditors
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted records for collection, delivery, claim and submission for payment of contractor. The contractors hired for FFB transportation are monitored by the respective estate personnel in the traceability chain.

**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 NC: Major							
No of NC: Minor							
No of OFI: Opportunity for Improvement			1				1
Total			1				1

There was only one (1) Finding, which were categorised as Opportunity for Improvement(OFI).

**6.0 PREVIOUS AUDIT RESULT (IF APPLICABLE)**

No. of Non-Conformity (NC) raised from the previous audit	<b>Not applicable - Pakit-Undop Oil Palm Estate was not included in the last surveillance audit.</b>
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# MSPO SURVEILLANCE CERTIFICATION REPORT 04 [Year 05] 2022

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## 6.1 Corrective Action Report

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

Car No. 1			
		MSPO CERTIFICATION: MS2530-3:2013 – SURVEILLANCE CERTIFICATION ASSESSMENT YR 01	
SALCRA Pakit Undop OPE		Ref No:	Date: 24/05/2022
		CORRECTIVE ACTION REPORT FOURTH SURVEILLANCE AUDIT Date: 24/05/2022	
BQAS CERTIFICATION [M] SDN BHD ACB MSPO 15 MSPO Certification Services		Standards: MS 2530-3:2013 Ref: CAR No: 01	
1.	<b>Findings</b>	<b>To be completed by Auditor</b>	
<b>Principle 3: COMPLIANCE TO LEGAL REQUIREMENTS</b>		<b>Criterion 1: Regulatory requirements</b>	
<p><b>Remarks:</b> MSPO Clause 4.3.1.2 states: "The management shall list all laws applicable to their operations in a legal requirement register."</p> <p><b>Improvement needed:</b> Consider to relate the legislation mentioned in the Legal Register to specific activities conducted by the estate.</p>			
2.	<b>Classification</b>	<b>To be completed by Auditor</b>	
<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity <input type="checkbox"/> Type of follow up		<input checked="" type="checkbox"/> OFI: Opportunity for improvements <input type="checkbox"/> On-site audit	
3. <b>Confirmation</b>		<b>To be completed by Client</b>	
Findings & classification are correct		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 24/05/2022 Name: <b>Mr Blon anak Penga</b> Job Title: <b>Acting Estate Manager</b>	
4. <b>Root cause[s] of NC or OFI</b>		<b>To be completed by Client</b>	
<p><b>Remarks:</b> Lack of personnel competency to relate the legislation mentioned in the Legal Register to specific activities conducted by the estate.</p>			
5. <b>Corrective action taken (s)</b>		<b>To be completed by Client</b>	
<p><b>Remarks:</b> To review current list of legislation with list of legislation issued by MPOCC (to be published in Means of Assessing Compliance in July 2022). Expected to complete by August 2022.</p>		Signature:	
Date: 24.06.2022	Name: <b>Mr Blon anak Penga</b>		
		Job Title: <b>Acting Estate Manager</b>	
6. <b>Closure of NC or OFI findings</b>		<b>To be completed by Lead Auditor</b>	
<p><b>Remarks:</b> The improvement as pointed out in the finding has been successfully implemented. The actual outcome shall be assessed in the next audit. Action for closing NC or OFI has been implemented and is found acceptable.</p>			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 25/07/2022 Name: Dominic Retan Giah			



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### 7.0 SUMMARY STATEMENT OF LEAD AUDITOR

#### Report Summary:

The purpose of this Surveillance Audit 04 is to evaluate the implementation, including effectiveness, of **Pakit-Undop 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 was only One (1) findings; which was categorized as Opportunity for Improvements(OFIs) in this Year 04 Surveillance Audit.

This OFI was closed on the 25<sup>th</sup> 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 Pakit-Undop Oil Palm Estate had 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 Pakit-Undop 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

## 8.0 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)
<b>Surveillance Audit 04</b>	<b>23-24/05/2022</b>	<b>6 man-days (PUOPE only)</b>
<b>RE-CERTIFICATION*</b>	<b>APRIL 2023</b>	

*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.*

*Note: This is the Final Surveillance Audit for the first MSPO Certification Circle for SALCRA Group.*

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



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## 10.0 OFFICIAL SIGN-OFF

### 10.1 ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY & CONFIRMATION OF AUDIT FINDINGS

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

**Signed for & on Behalf of Pakit-Undop Oil Palm Estate:**

**Blon anak Penga**

Estate Manager

Date : 24 05 2022

### 10.2 LEAD AUDITOR: CONCLUSION & RECOMMENDATION

Based on the Findings/Action taken by Auditee/Closures above, **Pakit--Undop Oil Palm Estate** had been able to demonstrate generally its continual compliance to and with requirements of MSPO MS2530-3:2013 Standard. Therefore, it is recommended that **Pakit-Undop Oil Palm Estate's in the SALCRA Group of Estates' Certification under the Standard MSPO MS2530-3:2013 be maintained.**

**Signed for & on Behalf of BQAS:**

**Dominic Retan Giah**

Lead Auditor

Date : 24 05 2022

### 10.3 TECHNICAL REVIEWER: STATEMENT & CONFIRMATION

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

I confirm that, to the best of my knowledge the information and conclusions included in this report have been prepared in compliance with the Standards requirements; and done in good faith and that the Lead Auditor recommendations had been based upon this information. I, hereby confirm that, **Pakit-Undop Oil Palm Estate's certification in the SALCRA Group of Estates' Certification under the Standard MSPO MS2530-3:2013 be CONTINUED.**

**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.*



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# APPENDIX



# MSPO SURVEILLANCE CERTIFICATION REPORT 04 [Year 05] 2022

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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 5 (SVA-04)

### 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, MTLD, Jalan Dato Mohd. Musa, 94300 Kota Samarahan, Sarawak
Site(s)	<p><b><u>Palm Oil Mills</u></b></p> <ol style="list-style-type: none"><li>1) <b>Bau Palm Oil Mill</b>, KM 25, Jln. Bau-Lundu, 94000 Bau</li><li>2) <b>Serian Palm Oil Mill</b>, KM 4, Kedup/Mongkos Link Road, Off KM 13 Paon Limau/Mentung Marau Road, 94700 Serian</li><li>3) <b>Saratok Palm Oil Mill</b>, Nanga Melupa, 95400 Saratok</li><li>4) <b>Lubok Antu Palm Oil Mill 1</b>, KM 13, Jln. Ridan/Lubok Antu</li><li>5) <b>Lubok Antu Palm Oil Mill 2</b>, Lot 25, Block 13, Marup Land District, Lubok Antu, 95900 Sri Aman</li></ol> <p><b><u>Oil Palm Plantations</u></b></p> <ol style="list-style-type: none"><li>1) <b>Saratok Oil Palm Estate</b>, Betong District</li><li>2) <b>Pakit / Undup Oil Palm Estate</b>, Batu 8, Jln. Sri Aman/Kuchng, Sri Aman</li><li>3) <b>Kedup Oil Palm Estate</b>, Serian</li><li>4) <b>Lemanak Oil Palm Estate</b>, Batu 10, Jln. Ridan/Lubok Antu</li><li>5) <b>Tae Oil Palm Estate</b>, Jln. Serian/Kuching, Kuching</li><li>6) <b>Jagoi 1 &amp; 2 Oil Palm Estate</b>, Jln. Bau/Lundu, Bau, Kuching</li><li>7) <b>Bratak 1 &amp; 2 Oil Palm Estate</b>, Jln. Bau/Lundu, Bau, Kuching</li></ol>
Standard(s)	MS 2530-3:2013
Type of audit	Surveillance Audit 04
Audit Group	Group 2 Lead Auditor: Dominic Retan Giah (DRG) Auditor: Charles Tibok (CT) Auditor: Duke Ladin (DL)
Audit scope	Palm Oil Mills & Group management of Oil Palm Plantations



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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	<b>Opening Meeting</b>		Oil Palm Estate of: 1) Saratok	Management representatives, environmental committee members	DRG CT DL
0900	<b>Field / Site Audit</b> <ul style="list-style-type: none"> <li>• Introduction &amp; safety briefing</li> <li>• Office (if any)</li> <li>• Boundary Markers/ Riparian Zone / Buffer Zone</li> <li>• Block identification</li> <li>• Water &amp; Waste management</li> <li>• Biodiversity / Protection of Endangered Species</li> <li>• FFB: Harvesting / delivery / Traceability</li> <li>• Staff &amp; Workers Quarters / health &amp; safety</li> <li>• Stores: Chemical / Fertilizer / Workshop</li> </ul>	<u>MS 2530-3:2013</u> Principle 4 Principle 5 Principle 6 Principle 7	Oil Palm Estate of: 1) Saratok	Management representative, PIC for safety & health	DRG CT DL



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1100	<b>Management commitment &amp; responsibility</b> <ul style="list-style-type: none"> <li>• MSPO Policy</li> <li>• Internal audit</li> <li>• Management review</li> <li>• Continual improvement</li> </ul> <b>Social responsibility, Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Social impact assessment</li> <li>• Complaints &amp; grievances</li> <li>• Commitment to contribute to local sustainable</li> </ul>	<u>MS 2530-3:2013</u> Principle 1  <u>MS 2530-3:2013</u> Principle 4	Estate management	Management representative	DRG  CT
1230	<b>Lunch break</b>				
1330	<b>Social responsibility, Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Employees safety &amp; health</li> <li>• Employment conditions</li> <li>• Training &amp; competency</li> </ul> <b>Transparency</b> <ul style="list-style-type: none"> <li>• Transparency</li> <li>• Communication &amp; consultation</li> <li>• Traceability</li> </ul> <b>Compliance to legal requirements</b> <ul style="list-style-type: none"> <li>• Regulatory requirements</li> <li>• Land use rights</li> <li>• Customary rights</li> </ul>	<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	CT  DRG
1800	<b>End of Audit Day 1</b>				

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

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
0900	<b>Environment, natural resources, biodiversity and ecosystem services</b> <ul style="list-style-type: none"> <li>• Environmental management plan</li> <li>• Efficiency of energy use</li> <li>• Waste management and disposal</li> <li>• Reduction of pollution and emission</li> </ul> <b>Best Practices</b> <ul style="list-style-type: none"> <li>• Site management</li> <li>• Economic and financial viability plan</li> <li>• Transparent and fair price dealing</li> <li>• Contractor</li> </ul>	<u>MS 2530-3:2013</u> Principle 5  <u>MS 2530-3:2013</u> Principle 6	Oil Palm Estate of: 1) Saratok	Management representative	DL  DRG
1230	<b>Lunch break</b>				



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1330	<b>Environment, natural resources, biodiversity and ecosystem services</b> – continued <ul style="list-style-type: none"> <li>• Natural water resources</li> <li>• Status of rare, threatened or endangered species and high biodiversity value areas</li> <li>• Zero burning practices</li> </ul> <b>Principle 7 0</b> - if applicable <ul style="list-style-type: none"> <li>• High biodiversity value</li> <li>• Peat land</li> <li>• Social and environmental impact assessment</li> <li>• Soil &amp; topographic information</li> <li>• Planting on steep terrain, marginal and fragile soils</li> <li>• Customary land</li> </ul>	<u>MS 2530-3:2013</u> Principle 5  <u>MS 2530-3:2013</u> Principle 7	Estate management †	Management representative	CT  DRG Dr AT
1730	<b>Wrap up on findings</b>		Estate management	Management representative	All auditors
1800	<b>End of Audit Day 2</b>				

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

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

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





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<b>APPENDIX C : LIST OF ABBREVIATIONS</b>	
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	<b>PROGRAMME FOR THE ENDORSEMENT OF FOREST CERTIFICATION</b>
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