



MSPO SURVEILLANCE CERTIFICATION REPORT 01 [Year 02] 2022

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

RIMBUNGA RAYA SDN BHD (722328-T)
Ref No: BQAS/MSPO-CERT/RRSB/038

Standard: MS 2530-3:2013

On Site Audit

Report Date: 20/01/2022

MSPO SURVEILLANCE CERTIFICATION REPORT 01[YEAR 02] 2022

RIMBUNGA RAYA SDN BHD (722328-T) *LAVANG ESTATE*

No. 27, 1st Floor, Jalan Sommerville,
97000 Bintulu, Sarawak



BQAS Certification [M] Sdn Bhd

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

Tel: 082 572 043

Email: bqascertification@gmail.com

Website: www.bqas.com.my

Accreditation No: ACB MSPO 15



MSPO SURVEILLANCE CERTIFICATION REPORT 01 [Year 02] 2022

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RIMBUNGA RAYA SDN BHD (722328-T)
Ref No: BQAS/MSPO-CERT/RRSB/038

Standard: MS 2530-3:2013

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CERTIFIED ENTITY	RIMBUNGA RAYA SDN BHD [722328-T]
MSPO Standards	<input checked="" type="checkbox"/> MS2530-3:2013 General Principles for Palm Oil Plantations & Organized Smallholders
Type of Certification:	<input checked="" type="checkbox"/> Individual
Project Ref No:	BQ//MDSPO-CERT/RRSB/038
MSPO Certificate No:	BQAS P3 025 027 0621
MSPO Certificate Validity:	01 June 2021 - 31 May 2026
HQ Office Address:	No. 27, 1 st Floor, Jalan Sommerville, 97000 Bintulu, Sarawak
Contact Person / Job Title:	Francis Medan Anak Ringkai / Plantation Manager
Telephone / Mobile:	014-876 398 / 086-335395
Email / Website:	rrsbbintulu@gmail.com
Site Address:	Sg Sepenak dan Sg Selajau, Labang, Bintulu, Sarawak

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

Disclaimer:

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EXECUTIVE SUMMARY

Rimbunga Raya Sdn Bhd [RRSB] main office is located at No. 27, 1st Floor, Jalan Sommerville, 97000 Bintulu, Sarawak. The Plantation site is located at Geo-Coordinates: 3.302007° N; 113.472853° E. ; with address at 9.5 Km, Off Jalan Bakun, Sg Sepenak dan Sg Selajau, Labang, Bintulu, Sarawak approximately 40 kilometers from Bintulu Town.

Established in November 2013, the Plantation consists a total certified area of 281.04 hectares of lowland with sandy loam type soil. Planted area has been revised from the 266.22 hectares in the Certification Stage 2 Audit to 205.88 hectares (after the estate was re-surveyed using Drone Mapping System); the un-planted areas are conserved as riparian zones. It was also noted that RRSB had hired a mapping specialist to conduct mapping of the estate using a drone.

A more precise map of the estate had now been obtained. Result of the drone survey: the planted area was determined to be **205.88 ha** (compared to a previously reported planted area of **266.22 ha**).

This Drone Mapping System recorded the actual area planted and marked each individual palm planted within the estate.

RRSB employed a total headcount of 16 full-time staffs & general workers. Plantation lands are rented from members of the local community in the area.

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

Risk Assessment was conducted and it was determined prior to conducting the audit that RRSB is categorised as low to medium risk entity and qualified to be audited on-site.

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.

The following are pertinent information on RRSB:

No of Employees	●	16 Employees
MPOB License No.	●	617489002000
Expiry Date	●	31/07/2022
Date of Establishment	●	November 2013
Certified Area:	●	281.04 hectares
Production (Actual) 2021	●	2,691.57 MT
FFB Production (estimate) 2022	●	3,256.00 MT



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The Surveillance Audit was conducted from 21st to 22nd December 2021 and 2 Auditors were assigned to do the Assessment; clocking a total of 4 Man-days to complete the Audit.

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

Assessments were done on the management system documentation and compliance, estate's facilities, FFB production activities and operations. Information and data were systemically gathered and documented from interviews, observations of process and activities, field audits and reviews of documentations and records, both at the estate site in Labang and headquarters' office in Bintulu, Sarawak.

There were altogether 9 Findings classified as 5 NCs (Minor Non Conformity) and 4 OFIs (Opportunity for Improvements).

Corrective Action Reports were raised on 22nd December, 2022 and these findings were closed out on 19th January, 2022.

In this audit, the Auditors also assessed and determined that actions on findings in initial certifications audit had been implemented satisfactorily and in compliance with requirements of the MSPO Standards.

Estate employees are remunerated in compliance with Employment Act and Minimum wage regulations and living quarters are considered to meet minimum requirements and in compliance with Workers Minimum Standard Housing and Amenities Act 1990.

Available amenities in the estate include treated water, solar energy and telecommunication services.

The management systems of Rimbunga Raya Sdn Bhd [RRSB] had continuously complied & conformed to MSPO Certification standards, conditions & requirements.

Conclusively, the Lead Auditor therefore recommended that RRSB Estates Certification under MSPO Standards MS2530-3:2013 be continued and maintained.



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1.0 INFORMATION: CERTIFICATION ASSESSMENT

1.1	Type of Certification Assessment	<input checked="" type="checkbox"/>	Initial Certification / Main Audit	
		<input checked="" type="checkbox"/>	Annual Surveillance Audit [Year 1]	
		<input type="checkbox"/>	Re-certification Audit	
1.2	Scope of MSPO Certification	<input checked="" type="checkbox"/>	Production of Sustainable Fresh fruit Bunch from:	
			Total Planted Areas	Total Certified Areas
	RIMBUNGA RAYA SDN BHD		205.88 ha	281.04 ha
1.3	MSPO Standards	<input checked="" type="checkbox"/>	PART 3: MS2530-3:2013	

2.0 INFORMATION : CERTIFIED ENTITY

Company Name & Registration No:	RIMBUNGA RAYA SDN BHD [661374-U]		
Head Office Address	No. 27, 1 st Floor, Jalan Sommerville, 97000 Bintulu, Sarawak		
Site Name	RIMBUNGA RAYA SDN BHD (LAVANG ESTATE)		
Primary Function:	<input checked="" type="checkbox"/> Plantation/Organized Smallholders		
Site Address	9.5 km, Off Jalan Bakun, Sg Sepenak dan Sg Selajau Labang, Bintulu, Sarawak		
Management Contact Details			
1	Name : Francis Medan anak Ringkai	Job Title: Plantation Manager	
	Mobile: 014-876 398	Tel:086-335395	Email: rrsbbintulu@gmail.com / medanringkai@gmail.com
2	Name : Jali anak Empeni	Job Title: Field Supervisor	
	Mobile:	Tel:	Email:
Headcount	Staff : 2	General Workers	: 14 Total : 16



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MS 2530-3:2013 General Principles for Plantations & Organized Smallholders

MPOB License No: 617489002000	Expiry Date: 31/07/2022
Scope of Activity: Menjual & Mengalih FFB	
Date of Establishment: 30 July 2004	Geo-Coordinates: 3.302007 N, 113.472853 E
Certified Area: 281.04 hectares	Planted Area: 205.88 hectares
Production (Actual) 2021 : 2,691.57 MT	FFB Production (estimate) 2022: 3,256.00 MT
Source of FFB : Own Estate	Main FFB Purchaser: Borneo Agro Resources Palm Oil Mill Sdn Bhd
No. of Planting Blocks : 8	No. of Palm Trees (Stand Counts) : 32,700 trees
Palm Species :Sime Darby, Calex 600, GS 500, Felda	Age Range of Palms : 7 years
Topography :60% hilly & 40% flat land peat.	Soil Type: Inland peat
Land Ownership Status :	JOINT-VENTURE
Validity/Date of Certification:	1st June 2021 till 31st May 2026

3.0 ASSESSMENT METHODOLOGY

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

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



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

4.0 ASSESSMENT PROCESS

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

4.1 AUDIT TEAM

NAME	ROLE
Dominic Retan Giah	Lead Auditor
Douglas Alau Tayan	Auditor

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



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

Relevant MSPO Related Credentials:

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

B. Douglas Alau Tayan		Auditor
Qualifications:		
<ul style="list-style-type: none"> ● M.Sc. Agr. Sc. (Univ. of Florida, USA) 1986 ● B. Agr. Sc. (Univ. Of Florida, USA) 1984 ● Diploma Agric.(UPM, M'sia) 1980 ● Senior Cambridge (SEDAYA, Kanowit) 1975 		
Working Career & Experience		
Year Ended	Employer	Highest Job
1986-Present	Freelance EIA Consultant	Consultant
1998	Edward & Sons (EM) Sdn Bhd	General Manager
1995	The Borneo Sun Sdn Bhd	General Manager
1991	Universiti Pertanian Malaysia	Lecturer
<ul style="list-style-type: none"> ● Plantation & Management with more than 15 years working experience in oil palm plantation company as estate owner responsible for crop production, documentation, general estate maintenance, man power sufficiency, costing, good agricultural practices, security, mechanization, special project and OSH. 		
Relevant MSPO Related Credentials:		
<ul style="list-style-type: none"> ● Training - MSPO auditor & MSPO Peer Reviewer Training (14-15/06/2017) by MPOCC, & ISO/IEC 17021-1:2015 Conformity Assessment -Requirements for Bodies providing Audit & Certification of Mgm. Systems (5-6/12/2017) by DSM. ● Integrated Quality, Environmental. Occupational Health & Safety Systems - Lead Auditor Training Course (20th April to 4th May 2019). ● Successfully Completed and passed the Examination for the MSPO Lead Auditor Course (7th - 11th November 2016). ● EIA Consultant No.: NREB/I/0160, July 2017 ● Logged more than 50 Man-days as MSPO Auditor 		



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4.2 AUDIT PLAN

4.2.1 AUDIT OBJECTIVES

The objectives of this audit are as follows:

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

4.2.2 ASSESSMENT SITES/PROGRAMS/PARAMETERS

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

A. ASSESSMENT SITES

Assessment were performed at :

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



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B. SURVEILLANCE AUDIT - Main Assessment Program

Date: 21 & 22 12 2021

No. of Auditors: 2

No. of Man-days: 4

Day 1	●	Site Audit @ Estate, Labang, Bintulu
	●	Opening Meeting at Site Office
	●	Review Initial Certification Audit Report
	●	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.
	●	Documentation Audit continued
	●	Closing meeting
	●	Presentation of Audit Checklist / Report

C. ASSESSMENT PARAMETERS

- Evaluate implementation, including effectiveness of the management system
- Information & Evidence about conformity to all requirements
- Performance Monitoring, Measuring, Reporting
- Reviewing against Key Performance Objectives & Targets
- Performance as regards legal compliance
- Operational control of the client's process
- Internal Auditing & Management review
- Management responsibilities for policies
- Links between the normative requirements, policy
- Competence of personnel
- Customer specific requirements
- Traceability of FFB
- Use of PPE / Safety & Health Training Program
- Revisit other points/areas of Buffer Zone, Riparian Reserves, Boundaries
- Implementation of Policies & Procedures at all stores (fertilizer, chemical, schedule waste store)
- Improvements to workers' quarters – health & safety
- Infrastructure / roads & drainage / natural water management
- Continuous Improvement Plan & Implementation
- Implementation of Best Practices
- Implementation of Environmental Management



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4.3 THE AUDIT PROCESS

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

No.	Process	Description/Activities
1	Public Notification	Written notice to inform public on MSPO Audit is posted at Estate Office 1 month before Audit dates
	↓	
2	Audit Plan	Auditee received 2 weeks before Audit dates
	↓	
3	Audit Day 1	Opening Meeting Estate site Assessment & Field Audits • Participants: Audit Team & Auditee Management Stakeholders Consultation / Field & Site Audits • Stakeholders Interviews • MSPO knowledge of Estate staffs • Checks & verification on Boundary, Buffer Zone, Riparian Zone, Waste/scheduled waste management, Water management, Water courses, Harvesting • Staff/workers housing & amenities, • Use of PPE, Stores, Workshop
	↓	
4	Audit Day 2	Review of Initial Certification Audit Report Documentation Review • Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc. Documentation Review [continuation] • Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc. Closing meeting • Participants: Audit Team & Auditee Management • Agenda: Review Stakeholders feedback Presentation of Report / Checklists. Review, discuss & decide corrective & forward action to be taken by Auditee

Audit Stage:	Rimbunga Raya Sdn Bhd	Audit Duration
Stage 1 Audit Date:	16 & 17 03 2020	4 man-days
Stage 2 Audit Date:	11 & 12 09 2020	4 man-days



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5.0 SURVEILLANCE AUDIT - MAIN ASSESSMENT

5.1 AUDIT REPORT - RIMBUNGA RAYA SDN BHD [661374-U]

Ref No: RRSB/AU/SVA1/09/21

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

Other Standard and/or Edition : Nil

5.1. SURVEILLANCE AUDIT REPORT

Standard(s): MS 2530-1 MS 2530-2 MS 2530-3 MS 2530-4

Other Standard and/or Edition:

INFORMATION:	CERTIFICATION BODY	
Name:	BQAS Certification [M] Sdn Bhd [11799994-x]	
CB No:	ACB MSPO 15	
Address:	Lot 7823, Sublot 6, 2 nd Floor, Block A, Kings' Centre, Simpang Tiga, 93350, Kuching, Sarawak.	
Contact:	Email: bqascertification@gmail.com	Tel: +6 082 572 043
	Watsapp:	Website: www.bqas.com.my
Surveillance Audit Date:	21& 22 12 2021	Audit Duration: 4.0 man-days
BQAS Audit Team:	Name	Role in the Audit
	Dominic Retan Giah	Lead Auditor
	Douglas Alau Tayan	Auditor
<input checked="" type="checkbox"/>	INDIVIDUAL CERTIFICATION	

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

<input type="checkbox"/>	GROUP [MULTI SITES] CERTIFICATION
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INFORMATION	CERTIFIED ENTITY		
Company Name & Registration No:	Rimbunga Raya Sdn Bhd (722328-T)		
Main Address:	No. 27, 1 st Floor, Jalan Sommerville, 97000 Bintulu, Sarawak		
Site Name:	Rimbunga Raya Sdn Bhd (Lavang Estate)		
Primary Function:	<input checked="" type="checkbox"/> Plantation/Organized Smallholders		<input type="checkbox"/> Mill
Site Address:	9.5 km, Off Jalan Bakun, Sg Sepenak dan Sg Selajau Labang, Bintulu, Sarawak		
Management Contact Details			
1. Name:	Francis Medan anak Ringkai		Job Title: Plantation Manager
Mobile: 014-876 398	Tel: 086-335395	Email: rrsbbintulu@gmail.com /medanringkai@gmail.com	
2. Name: Jali anak Empeni			Job Title: Field Supervisor
Mobile:	Tel:	Email:	
Headcount:	Local: 2	General Workers: 14	Total: 16
MS 2530-3:2013 General Principles for Plantations & Organized Smallholders			
MPOB License No: 617489002000	Expiry Date: 31/07/2022		
Scope of Activity: Sale and handling of FFB (<i>Menjual dan mengalih FFB</i>)			
Date of Establishment: November 2013	Date of Establishment: November 2013		
Certified Area: 250.58 ha	Planted Area: 205.88 ha		
FFB Production (actual) 2020: 0000 MT	FFB Production (estimate) 2021: 0000MT		
Sources of FFB: Own estate	Main FFB purchaser: Borneo Agro Resources (Palm Oil Mill Sdn Bhd)		
No of Planting Blocks: 8 blocks	No of Palm trees: 32,700		
Palm Species: Sime Darby, Calnex 600, GS 500, Felda/Sime Darby	Age Range of Palm Trees: 6 years		
Topography: 60% hilly & 40% flat land peat	Soil Type: Inland peat		
Land Status: Ownership:	<input type="checkbox"/> Rented <input type="checkbox"/> Own Land <input checked="" type="checkbox"/> Joint Venture		
Validity/Date of Certification: 01 06 2020 to 31 05 2026	Other Sustainability Certification:		



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PRINCIPLE 1 MANAGEMENT COMMITMENT & RESPONSIBILITY			
Criterion 4.1.1: Malaysian Sustainable Palm Oil (MSPO) Policy			
Indicator	Requirement	Compliance	Findings
4.1.1.1	A policy for the implementation of MSPO shall be established.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The RRSB MSPO Policy is approved by the MD Datuk Hj Abdul Khadier Sahib on 30/03/2020. Available on display at the site office.
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	Stated in the 2 nd para as: "continuously improve by reviewing performance and learning from the industry best practices and continuously improve the operations."
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 type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The last internal audit was conducted on 1 st August 2020. NC (minor): No internal audit was conducted this year prior to this first Surveillance Audit.
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 RRSB Internal Audits and Management Review Procedures Doc. No. MSPO/1/2020 which includes a flowchart on internal audits, management reviews and continuous improvement.
4.1.2.3	Report shall be made available to the management for their review.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Sighted: The internal audit report of 08/08/2020. OFI: Consider to improve on the management meeting by including discussions on the internal audit report.
Criterion 4.1.3: Management review			
4.1.3.1	The management shall periodically review the continuous suitability,	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor	The estate management had held monthly progress meeting to monitor plantation progress.



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	adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	<input type="checkbox"/> NC - Major	NC (minor): No management review meeting for 2020 was conducted.
Criterion 4.1.4: Continual improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Available: RRSB Continuous Improvement Management Plan Doc. No. 01/20/MSPO/RRSB dated 01/03/2020, Issue No. 1. The subjects to be improved are: <ol style="list-style-type: none"> 1. Minimizing use of certain pesticides 2. Environmental impacts 3. Maximizing recycling & minimizing wastes 4. Pollution prevention 5. Social impacts (based on the Social Impact Assessment) 6. Mechanism to capture the performance and expenditure in social and environmental aspects 7. Estate inputs 8. Water consumption & water quality 9. Health and safety performances 10. Management review For each subject to be improved, the monitoring and execution methods are specified and assigned to a designated PIC.
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	Most information is obtained through interaction with the stakeholders such the supplier on the use of chemicals and fertilizers (such as BD Fertilizer and Wagro) and the FFB buyer (Borneo Agro POM). It was also noted that RRSB had hired a mapping specialist to conduct mapping of the estate using a drone. A more precise map of the estate had now been obtained. Result of the drone survey: the planted area was determined to be 205.88 ha



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	where disclosure of information would result in negative environmental or social outcomes.		1) Posters from Sarawak Forestry Corporation on protection of wildlife 2) MSPO Policy 3) Poster of safe handling of agro-chemicals 4) MPOB licence
Criterion 4.2.2: Transparency method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The RRSB Communication and Consultation Procedure (Doc. No. RRSB/CCP/008/2020) approved for use on 31/03/2020 distinguishes between consultation and communication and the plantation response to media.
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The SOP mentions that the plantation manager is responsible for handling many communication functions. NC (minor): There was no appointment letter issued to the official responsible for consultation and communication.
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	RRSB has a total of 11 stakeholders local residents/participants, excavator service contractor, grocery suppliers, collection centre, palm oil mill (Borneo Agro Resources SB), neighbouring estates, Kpg Lavang clinic and a primary school. It was last updated on 25/05/2021.
Criterion 4.2.3: Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The RRSB Products Traceability Procedure is available Doc. No. 01/2020/MSPO/RRSB.
4.2.3.2	The management shall conduct regular inspections on	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	The RRSB traceability SOP states that the Plantation Manager himself or somebody he assigns can



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	compliance with the established traceability system.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>conduct the system compliance verification.</p> <p>Details of the flow of FFB from the block to the mill are recorded into a crop field book which is updated daily by a supervisor. The estate manager inspects the book on a monthly to prepare payment to piece rated workers based on the weighbridge tickets.</p> <p>The entry in the crop field book (RRSB Crop Production Records) for 30/11/2021 notes the following:</p> <ul style="list-style-type: none"> • Lorry no. QAA 6589R • Ticket no. 106029 • Bunched delivered: 1,230 (11.69 MT) • Bunches to date: 32,490 (272.03 MT)
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The RRSB traceability SOP states that the Plantation Manager himself or somebody he assigns can conduct the system compliance verification.</p> <p>NC (minor): Consider to provide an appointment letter to specify the person responsible for the traceability system.</p>
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	<p>Sighted:</p> <ol style="list-style-type: none"> 1) RRSB maintains documents such as records of FFB sales to Borneo Agro Resources (POM) Sdn Bhd (sample sighted 30/11/2021 Weighbridge Advice Ticket No. 106029 for the delivery of 11,690 kg to the palm oil mill). 2) FFB Transportation Dispatch Chit dated 03/06/2021 for 1200 bunches (10.42 MT mill weight) from Block 3.



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PRINCIPLE 3 COMPLIANCE TO LEGAL REQUIREMENTS			
Criterion 4.3.1: Regulatory requirements			
Indicator	Requirement	Compliance	Findings
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Noted renewed MPOB licence with expiry date on 31/07/2021. OFI: The certificate on fire extinguishers at the site office and the workers' quarters were found to have expired in August 2021.
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirement register.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The management is aware of the required basic legal requirements through the operation of its parent company Serba Dinamik Sdn Bhd. Presently, RRSB has the Legal and Regulatory Requirement ref.no. 01/2020/RRSB updated on 03/08/2020.
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	Through its parent company, RRSB has access to updates on legal requirements.
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	An informal system of communication exists between RRSB and Serba Dinamik on regulatory matters.
Criterion 4.3.2: Land use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Lavang Estate is established on 281.04 ha. of NCRL, on joint venture and rented from 22 individuals of Sungai Petenak and Sg Selajau, Labang to Rimbunga Raya Sdn. Bhd as per the "Perjanjian" dated 01 st June 2016.
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	The "Perjanjian" of 01 st June 2016 includes a locality map for the 22 smallholders of the Lavang Estate who are NCR



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	actual use of the land.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	landowners in Sungai Petenak and Sg Selajau, Labang.
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	Boundary mapping of land in progress. Noted the presence of an estate perimeter peg sighted which also serves as a marker for the riparian buffer of Sg Selajau at N 03.29124 E 113.47385.
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	Not applicable as all dealings on the parcels of land had been amicable.
Criterion 4.3.3: Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The smallholders involved are NCR landowners who had consented to participate in the establishment of the Lavang Estate.
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	The locality map included in the Perjanjian indicating the location of the NCR farm plots is on a scale of 1:5000.
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	The Perjanjian records the names and particulars of the NCR landowners participating in the Lavang Estate along with their endorsement on the agreement.



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PRINCIPLE 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS			
Criterion 4.4.1: Social impact assessment (SIA)			
Indicator	Requirement	Compliance	Findings
4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Social Impact assessment and findings report sighted as per document : Siri bil: 001/2020/MSPO/RRSB dated 30 th August 2020. Water sampling analysis was conducted by Chemsain Konsultant Sdn Bhd and Test Report dated 28 th December 2020, sighted.
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	A system for dealing with complaints and grievances sighted as General Procedure Guideline No: Siri no: 01/2020/SAP/MSPO Handling of Complaints and Grievances,
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 flowchart of the Handling Complaint and Grievances SOP Doc. viewed in Siri no: 01/2020/SAP/MSPO, dated 30 th March 2020, indicated acceptable system in resolving disputes in effective, timely and appropriate manner, which is acceptable by all parties.
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	Complaints Form is sighted and available as stated in the SOP.
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Complaints and Grievances SOP is available as per document ref. Siri no: 01/2020/SAP/MSPO, dated 30 th March 2020.
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	No complaints and grievances from any stakeholders had been received up to date.



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	stakeholders upon request.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	RRSB's management is practicing its CSR by assisting the surrounding residents by contributing aids both in kinds and cash as and when requested.
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The occupational safety and health policy is sighted for Rimbunga Raya SB, established on 30 th March 2020, approved and signed by the MD and plan was viewed to be in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act139). All SOPs and guidelines were maintained.
4.4.4.2	The occupational safety and health plan shall cover the following:		
A.	A safety and health policy, which is communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The safety and health policy is available in the Office File, established on 30 th March 2020, approved and signed by the MD. No changes in existing policy.
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	HIRARC in assessing risks of all operation was well documented in the MSPO file, established on 30 th March 2020, approved and signed by the MD.
C.	An awareness and training program which includes the following requirements for employees exposed to pesticides:	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Training is an ongoing process and Training Matrix is available and sighted in Doc Siri no: 001/2020/TRN/MSPO dated 30 th March 2021. These involve Awareness Training and Knowledge Training with regards to MSPO requirements.
C.1	All employees involved shall be adequately trained on safe working	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	All workers were adequately briefed on safety working practices during Muster



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	practices; and	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Calls session and during training for new field workers.
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 available in Chemical Safety Data Sheet File and briefings on workers' safety conducted during muster call and also during work implementation.
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	During site visit, the workers and staffs were seen using appropriate PPE to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).
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	<p>The SOP for chemical handling and storage can be viewed in file, titled Chemical Control, established on 30/03/2020, endorsed by the Managing Director. The SOP was found to be in accordance to Occupational Safety Health (Classification, Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical</p> <p>The SOP for chemical handling and storage can be viewed in file, titled Chemical Control, established on 30/03/2020, endorsed by the Managing Director. The SOP was found to be in accordance to Occupational Safety Health (Classification, Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical.</p> <p>As of this Surveillance Audit 01, no revision or amendment made so far.</p>



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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	Letter of Appointment for Mr. Jali anak Empeni as Person In Charge of Safety dated 7 th September 2021, signed by Mr. Mr. Francis Medan, 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 PIC is tasked to conduct the necessary requirement for the health. Safety and welfare of the employees.
H.	Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	SOP is available filed as Doc. No. RRSB/MSPO/HRD-SP/2020/001
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	The manager is the person-in-charge of the First Aid for the estate management.
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	Any accidents are to be recorded and can be viewed in the folder Accident/Incident record/Monthly Performance Record. The record will be reviewed during Occupational Safety and Health Committee meetings.
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The priority for Rimbunga Raya plantation as stated in its Social Policy and Objectives, is ' Rimbunga Raya is committed, as far as practicable; to improve the quality of life of the rural communities participating in its land



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			development programme'. The policy was approved and signed by Rimbunga Raya Managing Director on 30 th March 2020.
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	1. Contract Claim Sheet system to record the working hours and overtime. 2. The payment slip of Jali anak Empeni showed deduction of EPF and SOCSO, working days, weekends and public holidays works, wages advancement and allowances.
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	The manager and supervisor are both Bumiputera, both are Sarawakians. Harvesters and general are mainly Indonesians. There is no evidence of management practices and discrimination in regards to race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.
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	Based on the pay slip and employment contract of Mr Francis Medan, Plantation Manager and the Field Supervisor, Mr. Jali anak Empeni, their Salary for the month of November 2021 was found to meet legal or industry minimum standards as per collective agreement.
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Rimbunga Raya HQ management is responsible for ensuring one of the contractors, Zaidi Laini, paid its employees based on legal or industry minimum standards.



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4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Currently, RRSB relies on a list of employees that is related to their FFB production record detailing Block No., Block Phase, Matured palms, SPH, No. of Palms, Bunch Counts sighted in the Monthly Crop Declaration Form.
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	Sighted: the contract of Mr Jali anak Empeni – deemed to be fair and signed by the Managing Director, dated 28 th July 2021. Based on the document sighted, the employee was given a copy of the employment contract upon signing.
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	The working hours and breaks as showed in the salary slips and wage slips of the daily paid worker are viewed to comply with the legal regulations and collective agreements.
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	All current works/jobs performed are paid based on piece-rated practices. There is no issue on wages and overtime claims.
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	Based on Mr Jali's employment contracts, there were incentives for good performance given to the workers, free living quarters, annual holidays, free medical care and promotions to be evaluated by the management. The performance appraisal will be conducted by their immediate Superior, using the Borang Sasaran Kerja Tahunan (SKT).
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	During site visit to the workers' quarters, it was observed that all the units were



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	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 type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	habitable, supplied with Gen-set, Solar cell for charging phone batteries and rainwater tanks.
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	Sighted the RRSB's Policy on Sexual Harrassment and Violence dated 30 th March 2020 signed by MD Datuk Hj. Abdul Kadier Sahib.
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	In the Social policy and Objectives or any other documented policies, Rimbunga Raya respects the rights of all employees the freedom of associations including the rights to join trade unions of their choice and to bargain collectively.
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	The are no child labor employed at the estate.
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI	Viewed in the document titled Training for Plantation Plan Year 2020, endorsed and



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	A training program (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	signed by the Estate Manager, all employees were appropriately trained. However, no updates on training for Year 2021 and 2022.
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 type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As per 4.4.6.1 above, to consider updating Training Matrix for Year 2021 and 2022.
4.4.6.3	A continuous training program should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.	<input type="checkbox"/> Compliance <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As per 4.4.6.1 an 4.4.6.2 above.

PRINCIPLE 5 ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES

Criterion 4.5.1: Environmental management plan

Indicator	Requirement	Compliance	Findings
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The RRSB Environmental Policy is approved and signed by the MD Datuk Hj Abdul Khadier Sahib on 30/03/2020.
4.5.1.2.	The environmental management plan shall cover the following:		
A.	An environmental policy and objectives	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The policy lists out 7 objectives covering: <ul style="list-style-type: none"> No open burning Conduct operations under best agricultural practices Maintain continuous improvement



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			<p>(wrt HCV and GHG emissions)</p> <ul style="list-style-type: none"> • Renewable energy • Biodiversity • Usage of water • Endangered species in the plantation
B.	The aspects and impacts analysis of all operations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC – Minor <input type="checkbox"/> NC – Major	<p>RRSB is aware of its operations and their impacts on the environment as defined in its Environmental Management Plan covering a total of 7 areas or activities:</p> <ul style="list-style-type: none"> • Planting on native land • Terracing, road construction and maintenance • Chemical spraying • Application of fertilizer • Transportation • Use of vehicles and generators • Site accommodation and office
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	<p>The negative and positive impacts are described in the RRSB Environmental Management Plan.</p> <p>Examples of positive aspects are:</p> <ol style="list-style-type: none"> 1) Use of solar power with the positive impact being reduction in the use of fuel for power. 2) Rainwater harvesting & use of river water.
4.5.1.4	A program to promote the positive impacts should be included in the continual improvement plan.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC – Major	<p>This is accounted for in the RRSB Environmental Management Plan</p>
4.5.1.5	An awareness and training program shall be established and implemented to ensure that all employees understand	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	<p>The training program and plan for the RR estate is based on Training Recommendations for Estate Personnel</p>



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	<p>the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p>	<input type="checkbox"/> NC - Major	<p>Doc. No. MSPO/RRSB/P4/C6/2020, Effective Date: 30/03/2020, issue no.1:</p> <p>Some of the courses covered in The training matrix are:</p> <ul style="list-style-type: none"> • MSPO Principles • Weed control • Manuring • Harvesting • Waste management • Water management plan <p>However, little training had been conducted due to the restrictions imposed during various Movement Control Order in Bintulu Division since 2019.</p> <p>It was noted that RRSB accepted an intern from International College of Advanced Technology Sarawak (ICATS) from 06/07/2021 to 06/10/2021.</p>
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p>	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>An informal briefing & practical demonstration had been conducted as and when required with the supervisor in charge of field workers on work issues in the field. An example was on the maintenance of backpack pump sprayers in June / July of this year.</p>
<p>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</p>			
4.5.2.1	<p>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</p>	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Consumption for the month of November 2021 is 959 litres of diesel utilized by a camp genset and 4 lorries.</p> <p>The consumption pattern of each piece of equipment shall be available at the end of this year.</p>



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	non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.		
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Currently, the RRSB estate camp relies on diesel for power (quarters and office) and transport (managerial, supervisory and plantation operations).</p> <p>For the month of November 2021, the energy efficiency of the diesel consumed was as follows:</p> <ul style="list-style-type: none"> • RM7.57/MT • 3.52 litres/MT • RM3.82/Ha • 3.82 litres/ha •
4.5.2.3	The use of renewable energy should be applied where possible.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Solar energy is used at the quarters (for staff and workers) to re-charge batteries of hand phones.
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	waste products and sources of pollution shall be identified and documented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The Environmental Management Plan describes some types of waste and polluting activities in defining:</p> <ul style="list-style-type: none"> • environmental aspects and impacts • monitoring and evaluating the EMP
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	<p>Sources of waste generation and its disposal as described in the RRSB EMP (include:</p> <ul style="list-style-type: none"> • domestic waste from office facility and workers quarters. Disposal is at a land fill after segregation for recovery of recyclable items. • Scheduled waste from used oils and filters. However, these were not



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			observed at the site as servicing of vehicles was done in town. Only empty fertilizer bags were noted on the scheduled waste store. These would be recycled for other use in the field.
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	Currently, RRSB relies on the EMP which mentions and describes actions to mitigate waste and polluting activities.
B.	Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The actions described in the EMP point towards efforts to increase efficiency of resource utilization.</p> <p>Doc. No. RRSB/1/2020 dated 30/01/2021 specifically addresses the recycling of tin, aluminium and glass.</p> <p>A good practice noted at the site office was the installation of 3 recycle bins for plastic, glass and aluminium.</p>
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Disposal of scheduled waste is mentioned in the EMP.</p> <p>At present, empty fertilizer bags and used chemical containers are the only scheduled waste produced. These however, are re-used in estate activities to collect loose fruits and carry pre-mix water for spraying.</p>
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	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The plastic chemical containers re-used as carriers for spray water are used till destruction. These are triple washed and perforated before disposal as scheduled waste.</p> <p>However, in practice the containers are reused as water receptacles for spraying and utilized until destruction.</p>



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	to the national program on recycling of used HDPE pesticide containers.		
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	The land fill visited at site was 50 meters from the workers barracks. It was last inspected (checked for useable / recyclable items and made hygienic) on 02/08/2021
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	In the EMP, these are listed as: <ul style="list-style-type: none"> • Pollution caused by fertilizer & weedicide • Scheduled waste disposal • GHG emission from diesel consumption
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	Implementation of the Plan is monitored by environmental impacts and their KPI measurement, such as: <ul style="list-style-type: none"> • Pollution caused by fertilizer & weedicide through quarterly check on the integrity of the buffer zone for • Scheduled waste disposal – inspection of the SW store for overflowing • GHG emission from vehicles – through monitoring of fuel consumption
Criterion 4.5.5: Natural water resources			
4.5.5.1.	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The RRSB depends on the Selajau river for water supply and its Water Management Plan defines usage for plantation and the estate. Rain water harvesting is also practiced.
A	Assessment of water usage and sources	<input checked="" type="checkbox"/> Compliance	Lavang Estate sources its potable water



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	of supply.	<input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>supply from rainwater harvesting. Water for bathing and for spraying, is sourced from the Sg Selejau.</p> <p>The volume used is considered negligible due to the small size of the estate and the low number of workers (a total of 14 in 2 sites).</p>
B	Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The WMP specifies water quality sampling after every round of fertilizer application (every quarterly).</p> <p>Analysis on water quality was carried out on 15/12/2021 by Chemsain Konsult Sdn Bhd. Among the parameters tested were:</p> <ul style="list-style-type: none"> • BOD at 4.7 mg/litre • COD at 26 mg/litre • Total suspended solids at 40 mg/litre • Ammoniacal nitrogen at <0.10 mg/litre <p>These results are well below the permissible limits of NWQS.</p>
C	Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Clearly mentioned in the WMP:</p> <ul style="list-style-type: none"> • remove obstruction in Sg Selajau • Create buffer zones on both sides of the river • Silt pits • Monitor water quality • Domestic water shortage
D	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along natural waterways within the estate.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Sighted during site visit – buffer zones of Sg Selajau, clearly marked and signposted.</p> <p>The geo-coordinates captured for the marker: N3.29124° E 113.47385°</p>
E	Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	<p>Sighted during site visit – buffer zones of Sg Selajau, clearly marked and signposted.</p> <p>The geo-coordinates captured for the</p>



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	established and implemented.	<input type="checkbox"/> NC - Major	marker: N3.29124° E 113.47385°
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	Sighted during site visit – buffer zones of Sg Selajau, clearly marked and signposted. The geo-coordinates captured for the marker: N3.29124° E 113.47385°
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	Sighted during site visit – buffer zones of Sg Selajau, clearly marked and signposted. The geo-coordinates captured for the marker: N3.29124° E 113.47385°
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	Sighted during site visit – buffer zones of Sg Selajau, clearly marked and signposted. The geo-coordinates captured for the marker: N3.29124° E 113.47385°
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area			
4.5.6.1.	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No areas of HBV have been detected in the plantation.
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	Although wild animals are present, no RTE species have been sighted at the plantation.
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	HBV area is not available in the plantation.
4.5.6.2.	If rare, threatened or endangered species, or high biodiversity value, are	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI	HBV area is not available in the plantation.



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	present, appropriate measures for management planning and operations should include:	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
A	Ensuring that any legal requirements relating to the protection of the species are met.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Posters on wildlife from the Sarawak Forestry Corporation are available for public viewing at the site office.
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	RTE species have not been identified at the plantation.
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	This is mentioned in the RRSB EMP to record sighting of RTE or other wildlife.
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not in practice although RRSB has a Zero Burning Policy (Doc. No. PLY/MSPO/5/2020).
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not in practice
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not in practice
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Not yet practiced as the oldest palms are 7 years old.



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PRINCIPLE 6		BEST PRACTICES	
Criterion 4.6.1: Site management			
Indicator	Requirement	Compliance	Findings
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	<input type="checkbox"/> Compliance <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>A. The Good Agriculture Practice for site management are detailed out in the Good Agriculture Practice SOP File.</p> <ol style="list-style-type: none"> 1) Oil Palm Nursery Establishment and Operation 2) Field Establishment & Immature Maintenance 3) Harvesting, Delivery and Mature Upkeep <p>B. The SOPs for site management are detailed out in "Peraturan Keselamatan dan Kesihatan Pekerja", Ref. No.OSH/SOP/1, effective date 30th March 2020, for the following operations:</p> <ol style="list-style-type: none"> 1. General Safety for Oil Palm Estate Workers. 2. PPE 3. Clearing 4. Oil palm manuring 5. Weeding management 6. Oil Palm Pruning 7. Harvesting oil palm 8. Loading FFB 9. Field Transportation 10. Workers' Safety while using Estate Trailer 11. Workshop Safety 12. Noise Control 13. Ramp Maintenance – Much maintenance was required at the temporary platform and retaining wall for the transfer of the crop into the bin. <p>NC (minor): A concrete structure to facilitate</p>



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			the efficient loading and transfer of the crop was not available.
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	<i>Mucuna bractata</i> and <i>Pueraria javanica</i> being planted on hill slope to prevent soil erosion, as well as terraces for planting on slopes with the use of contour lining spaced at approximately 27 feet to 30 feet apart (horizontal distance).
4.6.1.3	A visual identification or reference system shall be established for each field.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Each field in a block is marked on a plate at road junctions with a number indicating the Block and Phase it is in and its size, Year of Planting, Plant Material and Stand per Hectare for the Block.
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Rimbunga Raya Estate's Progress of Work Report for the Month of November 2021 and Status and Progress Report November 2021 which provide a comprehensive overview on a cumulative basis of the actual plantation progress against the plan. Actual crop production is compared against forecast (estimate) according to planting age (block) and the yield (MT/ha) is generated for a 12-month period.</p> <p>Noted that for the whole plantation the yield (based on 12-month FFB production) as of Dec. 2020 is 8.7 MT/ha as compared to the estimate at 12.0 MT/ha.</p> <p>As of November 2021, the eleven months' production is recorded at 11.74 mt/ha against the estimate of 15 mt/ha.</p>



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			<p>The plan also presents an in-depth overview of projected operational expenses for all aspects of the plantation such as:</p> <ul style="list-style-type: none"> • Harvesting • Manuring • Pruning • Vehicle utilization • Labour as per check roll <p>Based on the spreadsheet (Production Against Budget 2021) presented for the plantation as a whole, the actual production shows an ascending profile towards the end of the year.</p>
4.6.2.2	Where applicable, an annual replanting program shall be established. Long term replanting program should be established and review annually, where applicable every 3-5 years.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	A long term replanting programme is available and to be reviewed as and when needed.
4.6.2.3	The business or management plan may contain:		Sighted: the RRSB Crops Budget Y2022 (Upkeep and Maintenance Programme Y2022)
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	D X P (Felda, Sime Darby, Guthrie, Golden Hope -GH500, Calex 600).
B	Crop projection: site yield potential, age profile, FFB yield trends.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>As reflected in the Analysis of Expenditure as at 31st December 2021 - Estate Direct Cost, the Crop projection are as follows:</p> <ul style="list-style-type: none"> • Site yield potential estimated at 15.0 MT/ha; • Projected Yield from 210.58 ha (2021) -3,088 MT, and (2022) - 3,557 MT. • Age profile: planted between to Nov 2013 - August 2019; (28,611 palms planted). <p>FFB yield: 11.74 MT/ha as of November, 2021.</p>
C	Cost of production: cost per ton of	<input checked="" type="checkbox"/> Compliance	Cost of production: Estimated for 2022 at



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	FFB.	<input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	RM680/ha/yr for immature palms, or RM110.00/MT FFB and RM1,297.40/ha/yr for matured palms or RM81.00/MT FFB.
D	Price forecast	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Price forecast: estimated at RM450 for 2021 and RM650 for 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	Financial indicators: <ul style="list-style-type: none"> Cost of production is inclusive of upkeep (reading spraying, pruning), fertilizer & its application, harvesting & collection, transportation and other cost; all amounting to RM2,901.34 /ha/yr. or RM250.00/MT FFB Total production is 2,413.47 MT harvested from 250.58 ha as of 30 th November 2021.
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	The estate operation heavily relies on the Crops Budget Y2021 (Upkeep and Maintenance Programme Y2021) which specifies a monthly target for each type of operations. The actual achieved targets are reported in the monthly Progress of Work Report for submission to main office which keeps tab on variance between target achieved and budget to permit mitigating action to be taken. Sighted: Estate Plan from the Estate management on the Y2022 target of 15.0 MT/ha production budget which must be achieved.
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Pricing is as determined by the FFB collection centre. Services rendered are paid as per contracts. Sighted: <ol style="list-style-type: none"> Agreement between Syarikat J&S Service Sdn Bhd and Rimbunga Raya Sdn Bhd



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			<p>dated 15 January 2018 for holing, transplanting, herbicide spraying, weeding, manuring, planting and road graveling. Currently, J&S is focused on renting machines for road repairs and other infrastructure work, which is paid at RM285/chain with hiring of excavator PC 120 at RM120/hour.</p> <p>2) Agreement between Saidi Laini and Rimbunga Raya Sdn Bhd , dated 5th April 2019 for harvesting, holing, transplanting, herbicide spraying, weeding, manuring and planting of cover crops. Harvesting including in-field evacuation is paid at RM70/MT.</p>
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As per above-mentioned agreement
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Two contractors involved;</p> <p>1. Harvesting and maintenance;</p> <p>2. Road maintenance.</p> <p>All contract agreements are legally binding and signed by both parties.</p>
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Sighted: contracts for two contractors involved:</p> <p>1) Agreement between Syarikat J&S Service Sdn Bhd and Rimbunga Raya Sn Bhd for holing, transplanting, herbicide spraying, weeding, manuring, planting and road gravelling.</p> <p>3) Agreement between Saidi Laini and Rimbunga Raya Sdn Bhd , dated 5th April 2019 for harvesting, holing, transplanting, herbicide spraying, weeding, manuring and planting of cover crops. Harvesting including in-field evacuation is paid at</p>



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			RM70/MT.
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	The RRSB is currently entertaining the auditors from BQAS to undertake this Surveillance Year 01 Audit.
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	As per Contract Agreement sighted in the Contract agreement File. The Plantation Manager is responsible to monitor and verify tasks performed.

PRINCIPLE 7	DEVELOPMENT OF NEW PLANTING
NO NEW PLANTING	

5.	Summary of Findings
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Table: 5.1 Summary of Findings

Principles	P1	P2	P3	P4	P5	P6	Total
No of NC: Major	0	0	0	0	0	0	0
No of NC: Minor	2	2	0	0	0	1	5
No of OFI: Opportunity for Improvement	0	1	0	3	0	0	4
Total	3	3	0	3	0	1	9

There was a total of Nine (9) findings, of which five (5) were Minor Non-compliance and Four (4) were categorised as Opportunity for Improvement.

6. PREVIOUS AUDIT RESULT (IF APPLICABLE)

No. of Non-Conformity (NC) raised from the previous audit	MSPO Initial Certification Audit (Stage 2) 5 NC (Minor) 6 Observations
The audit team has reviewed the result from the previous audit (MSPO Initial Certification Audit) and verified the effectiveness of the closing of any Non-Conformity (NC) raised. As a conclusion:	
<input checked="" type="checkbox"/>	All NCs (Minor) and Observations raised during the previous audit has been corrected and Corrective Action or Corrective Action Plan has been carried out and implemented effectively.



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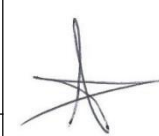

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<input type="checkbox"/>	The management system has not adequately addressed Non-Conformity (NC) raised during the previous audit and the specific issue has been re-defined in this report.
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Refer to **APPENDIX C: Status of Nonconformities (NC) Raised in the Previous Audit**

6.1 Corrective Action Report

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

6.1.1	Standards: MS 2530-3:2013	Ref:	CAR No: 01
6.1.1.1	Findings		To be completed by Auditor
	Principle: 1. MANAGEMENT COMMITMENT & RESPONSIBILITY		Criterion: Internal audit
<p>MSPO Clause 4.1.2.1 states: " Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential".</p> <p>Evidence: Only the internal audit report and result of the previous year were available.</p> <p>Finding: No internal audit was conducted this year prior to this first Surveillance Audit.</p>			
6.1.1.2	Classification		To be completed by Auditor
	<input type="checkbox"/> NC 1: Major non-conformity <input checked="" type="checkbox"/> NC 2: Minor non-conformity Type of follow up <input checked="" type="checkbox"/> Document review [off-site audit]		<input type="checkbox"/> OFI: Opportunity for improvements <input type="checkbox"/> On-site audit
6.1.1.3	Confirmation		To be completed by Client
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Date: 22/12/2021	Name: Francis Medan	Job Title: Plantation Manager
6.1.1.4	Root cause[s] of NC or OFI		To be completed by Client
	Remarks: Restricted movement due to Movement Control Order during the Covid-19 pandemic.		
6.1.1.5	Corrective action taken (s)		To be completed by Client
	Remarks: To issue and implement the following: 1) Internal audit plan and 2) Internal audit report (identifying strengths, weaknesses and areas for further improvement)	Date: 17/01/2022	Name: Francis Medan Job Title: Plantation Manager Signature: 
6.1.1.6	Closure of NC or OFI findings		To be completed by Lead Auditor
	Remarks:		
	Action for closing NC or OFI has been implemented and is found acceptable.		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	Date: 19 January 2022	Name: Dominic Retan Giah	



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6.1.2	Standards: MS 2530-3:2013	Ref:	CAR No: 02
6.1.2.1	Findings	To be completed by Auditor	
	Principle: 1. MANAGEMENT COMMITMENT & RESPONSIBILITY	Criterion: Management review	
<p>MSPO Clause 4.1.3.1 states: "The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.".</p> <p>Evidence: Only the minutes of the monthly meetings were available and these did not mention the internal audit report.</p> <p>Finding: No management review meeting for 2020 was conducted.</p>			
6.1.2.2	Classification	To be completed by Auditor	
	<input type="checkbox"/> NC 1: Major non-conformity <input checked="" type="checkbox"/> NC 2: Minor non-conformity	<input type="checkbox"/> OFI: Opportunity for improvements <input type="checkbox"/> On-site audit	
	Type of follow up	<input checked="" type="checkbox"/> Document review [off-site audit] <input type="checkbox"/> On-site audit	
6.1.2.3	Confirmation	To be completed by Client	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 22/12/2021	Name: Francis Medan	Job Title: Plantation Manager
6.1.2.4	Root cause[s] of NC or OFI	To be completed by Client	
	Remarks: No meetings could be conducted due to restricted movement of staff during the Movement Control Order.		
6.1.2.5	Corrective action taken (s)	To be completed by Client	
	Remarks: To issue and implement the following: 1. Notice of management review meeting with a meeting agenda attached. 2. Minutes of management review meeting (with the attendance of participants attached)	Signature:	
	Date: 17/01/2022	Name: Francis Medan	Job Title: Plantation Manager
6.1.2.6	Closure of NC or OFI findings	To be completed by Lead Auditor	
	Remarks:		
	Action for closing NC or OFI has been implemented and is found acceptable.		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Date: 19 January 2022	Name: Dominic Retan Giah	



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6.1.3	Standards: MS 2530-3:2013	Ref:	CAR No: 03
6.1.3.1	Findings	To be completed by Auditor	
	Principle: 2. TRANSPARENCY	Criterion: Transparency method of communication and consultation	
<p>MSPO Clause 4.2.2.2 states: "A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit".</p> <p>Evidence: The RRSB Communication and Consultation Procedure (Doc. No. RRSB/CCP/008/2020) approved for use on 31/03/2020 states that the plantation manager is responsible for handling many communication functions.</p> <p>Finding: There was no appointment letter issued to the plantation manager.</p>			
6.1.3.2	Classification	To be completed by Auditor	
	<input type="checkbox"/> NC 1: Major non-conformity <input checked="" type="checkbox"/> NC 2: Minor non-conformity	<input type="checkbox"/> OFI: Opportunity for improvements	
	Type of follow up <input checked="" type="checkbox"/> Document review [off-site audit]	<input type="checkbox"/> On-site audit	
6.1.3.3	Confirmation	To be completed by Client	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 22/12/2021 Name: Francis Medan	Job Title: Plantation Manager	
6.1.3.4	Root cause[s] of NC or OFI	To be completed by Client	
	Remarks: This has been repeatedly overlooked.		
6.1.3.5	Corrective action taken (s)	To be completed by Client	
	Remarks: To issue the appointment letter for the post of the MSPO Communication and Consultation from the Managing Director to the Plantation Manager	Signature: 	
	Date: 17/01/2022 Name: Francis Medan	Job Title: Plantation Manager	
6.1.3.6	Closure of NC or OFI findings	To be completed by Lead Auditor	
	Remarks: Action for closing NC or OFI has been implemented and is found acceptable. Letter of Appointment for the post of the MSPO Communication and Consultation, approved and signed by the MD was sighted.	Signature: 	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Date: 19 January 2022	Name: Dominic Retan Giah	



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6.1.4	Standards: MS 2530-3:2013	Ref:	CAR No: 04
6.1.4.1	Findings	To be completed by Auditor	
	Principle: 2. TRANSPARENCY	Criterion: Traceability	
<p>MSPO Clause 4.2.3.3 states: "The management should identify and assign suitable employees to implement and maintain the traceability system".</p> <p>Evidence: The RRSB traceability SOP states that the Plantation Manager himself or somebody he assigns can conduct the system compliance verification.</p> <p>Finding: There was no appointment letter to specify the person responsible for the traceability system.</p>			
6.1.4.2	Classification	To be completed by Auditor	
	<input type="checkbox"/> NC 1: Major non-conformity <input checked="" type="checkbox"/> NC 2: Minor non-conformity	<input type="checkbox"/> OFI: Opportunity for improvements	
	Type of follow up <input checked="" type="checkbox"/> Document review [off-site audit]	<input type="checkbox"/> On-site audit	
6.1.4.3	Confirmation	To be completed by Client	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 22/12/2021 Name: Francis Medan	Job Title: Plantation Manager	
6.1.4.4	Root cause[s] of NC or OFI	To be completed by Client	
	Remarks: This has been repeatedly overlooked due to focus on field operations.		
6.1.4.5	Corrective action taken (s)	To be completed by Client	
	Remarks: To issue the appointment letter for the post of the MSPO Traceability Officer from the Managing Director to the Plantation Manager	Signature: 	
	Date: 17/01/2022 Name: Francis Medan Job Title: Plantation Manager		
6.1.4.6	Closure of NC or OFI findings	To be completed by Lead Auditor	
	Remarks: Action for closing NC or OFI has been implemented and is found acceptable. Letter of Appointment for the post of the MSPO Traceability Officer, approved and signed by the MD was sighted.		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Date: 19 January 2022 Name: Dominic Retan Giah		



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6.1.5	Standards: MS 2530-3:2013	Ref:	CAR No: 05
6.1.5.1	Findings	To be completed by Auditor	
	Principle: 6. BEST PRACTICES	Criterion: Site management	
<p>MSPO Clause 4.6.1.1 states: "Standard operating procedures shall be appropriately documented and consistently implemented and monitored".</p> <p>Evidence: A site visit during the audit at a loading ramp revealed that it comprised an earth platform with temporary timber structure. Loose fruits yet to be retrieved were in the mud of the platform.</p> <p>Finding: A concrete structure to facilitate the efficient loading and transfer of the crop was not available.</p>			
6.1.5.2	Classification	To be completed by Auditor	
	<input type="checkbox"/> NC 1: Major non-conformity <input checked="" type="checkbox"/> NC 2: Minor non-conformity	<input type="checkbox"/> OFI: Opportunity for improvements <input type="checkbox"/> On-site audit	
	Type of follow up	<input checked="" type="checkbox"/> Document review [off-site audit] <input type="checkbox"/> On-site audit	
6.1.5.3	Confirmation	To be completed by Client	
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Date: 22/12/2021	Name: Francis Medan	Job Title: Plantation Manager
6.1.5.4	Root cause[s] of NC or OFI	To be completed by Client	
	Remarks: This has not been attended to due to prevailing rainy conditions and the priority for production during the current buoyant FFB prices.		
6.1.5.5	Corrective action taken (s)	To be completed by Client	
	Remarks: To prepare a budget incorporating a concrete floor and ramp for approval by the Managing Director and to be implemented after the rains. Attachment 6.1.5 Budget for Ramp's construction.	Signature: 	
	Date: 17/01/2022	Name: Francis Medan	Job Title: Plantation Manager
6.1.5.6	Closure of NC or OFI findings	To be completed by Lead Auditor	
	Remarks:		
	Action for closing NC or OFI has been implemented and is found acceptable.		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Date: 19 January 2022		



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Attachment 6.1.5

RRSB's budget incorporating a concrete floor and ramp for approval by the Managing Director and to be implemented after the rains.



planramp.pdf



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7. SUMMARY STATEMENT OF LEAD AUDITOR

Report Summary:

The purpose of this Surveillance Audit 01 is to evaluate the implementation, including effectiveness, of **RIMBUNGA RAYA SDN BHD – Lavang Oil Palm Estate** management systems and that the requirement of the Standards MS2530-3:2013 is fulfilled.

There were Nine (9) findings; where five (5) were Minor NCs and four (4) OFIs in this Year 1 Surveillance Audit affecting the Certification of RRSB Lavang Estate under MSPO2530-3:2013.

The five (5) Minor NCs were closed on the 19th January 2022. The Corrective Action for the other four (4) OFIs are in progress and would be assessed during the next surveillance audit.

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. One distinct improvement done by RRSB since the first Stage Certification Audit was the implementation of the Drone Mapping System to re-survey the plantation area, resulting in the actual reported planted area at 205.88 hectares, which marks all the individual palm planted within the estate.**
4. All Nonconformities raised during the previous audit has been corrected and Corrective Action or Corrective Action Plan has been carried out and implemented effectively .
5. Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard.

Therefore, the audit team recommends that, based on the results of this audit and the organization commitment towards complying with **MSPO (MS2530-3:2013) - Part 3: General Principles for Organized Smallholders and Palm Oil Plantation management** system certification be continued for **Rimbunga Raya Sdn Bhd - Lavang Oil Palm Estate**.



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8. CONCLUSION

In reference to MS 2530-4:2013, BQAS Management hereby approved of:

Issuance of the certificate.

Issuance of the certificate as soon as implementation of corrective action(s) has been demonstrated.

Maintenance of the certificate.

Maintenance of the certificate as soon as implementation of corrective action has been demonstrated.

9. AUDIT PROGRAM

Item	Description	Man-Days	Tentative Dates
Initial Certification Audit	Site Audit - Stage 1	4	16 & 17 03 2020
	Site Audit - Stage 2	4	11 & 12 09 2020
Annual Surveillance Audit – Year 1	Site Audit	4	21 & 22 12 2021
Annual Surveillance Audit – Year 2	Site Audit	4	August 2022
Annual Surveillance Audit – Year 3	Site Audit	4	August 2023
Annual Surveillance Audit – Year 4	Site Audit	4	August 2024

Refer to **APPENDIX C: Details of Audit Plan** for the Annual Surveillance Audit – Year 1 (SVA-1)

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



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10. 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 RRSB:

FRANCIS MEDAN RINGKAIU

Plantation Manager

Date : 20 01 2022

10.2 LEAD AUDITOR: CONCLUSION & RECOMMENDATION

Based on the Findings/Action taken by Auditee/Closures above, RRSB Lavang Estate been able to demonstrate generally its continual compliance to and with requirements of MSPO MS2530-3:2013 Standard. Therefore, it is recommended that the continued **RRSB Lavang Estate Certification under the Standard MSPO MS2530-3:2013 be maintained.**

Signed for & on Behalf of BQAS:

Dominic Retan Giah

Lead Auditor

Date : 20 01 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, **RRSB Lavang Estate Certification under the Standard MSPO MS2530-3:2013 be continued.**

PATRICK SIBAT SUJANG

BQAS TECHNICAL REVIEWER

Date : 22 01 2022



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Confidentiality

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



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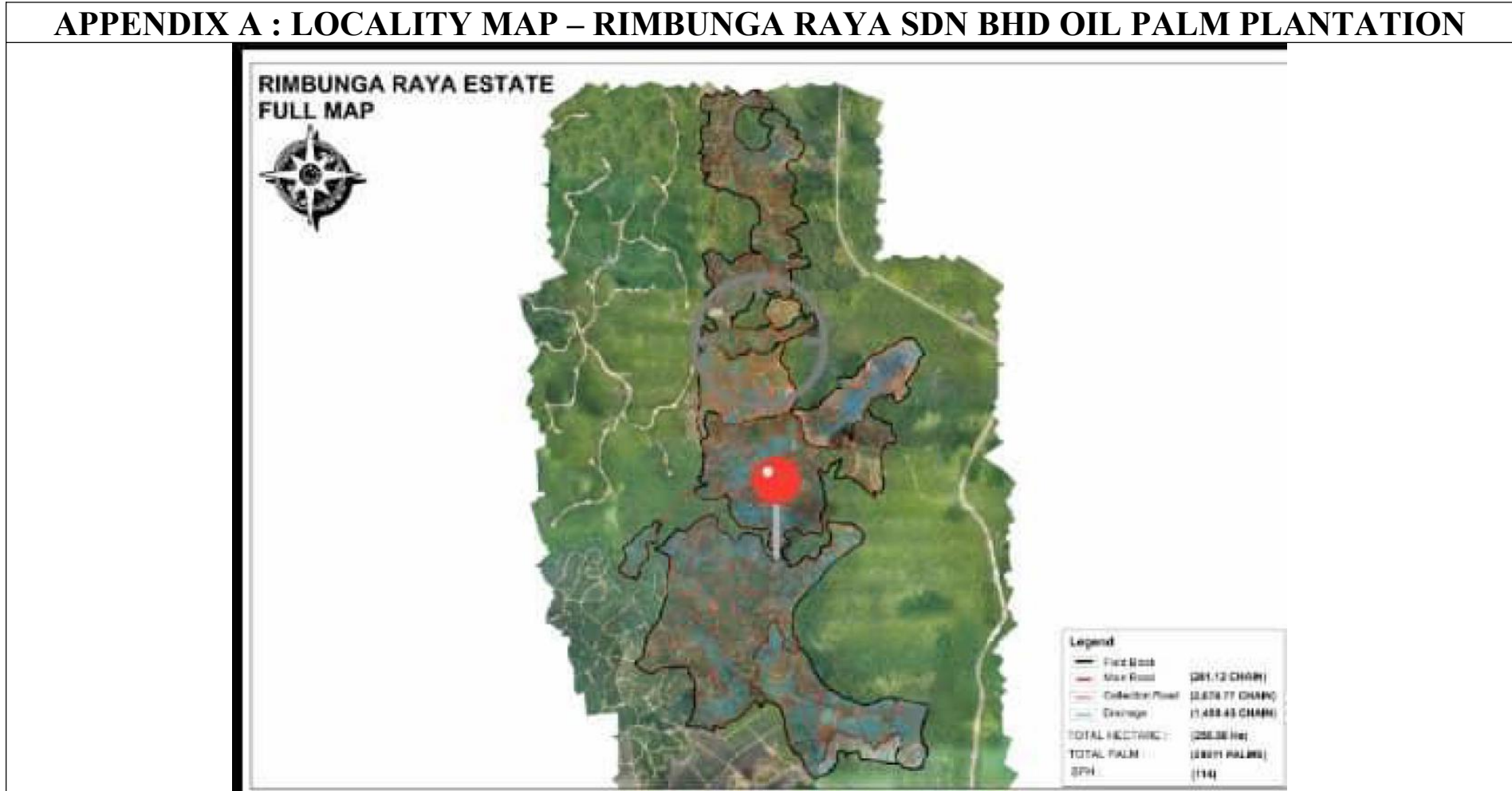
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APPENDIX A : LOCALITY MAP – RIMBUNGA RAYA SDN BHD OIL PALM PLANTATION





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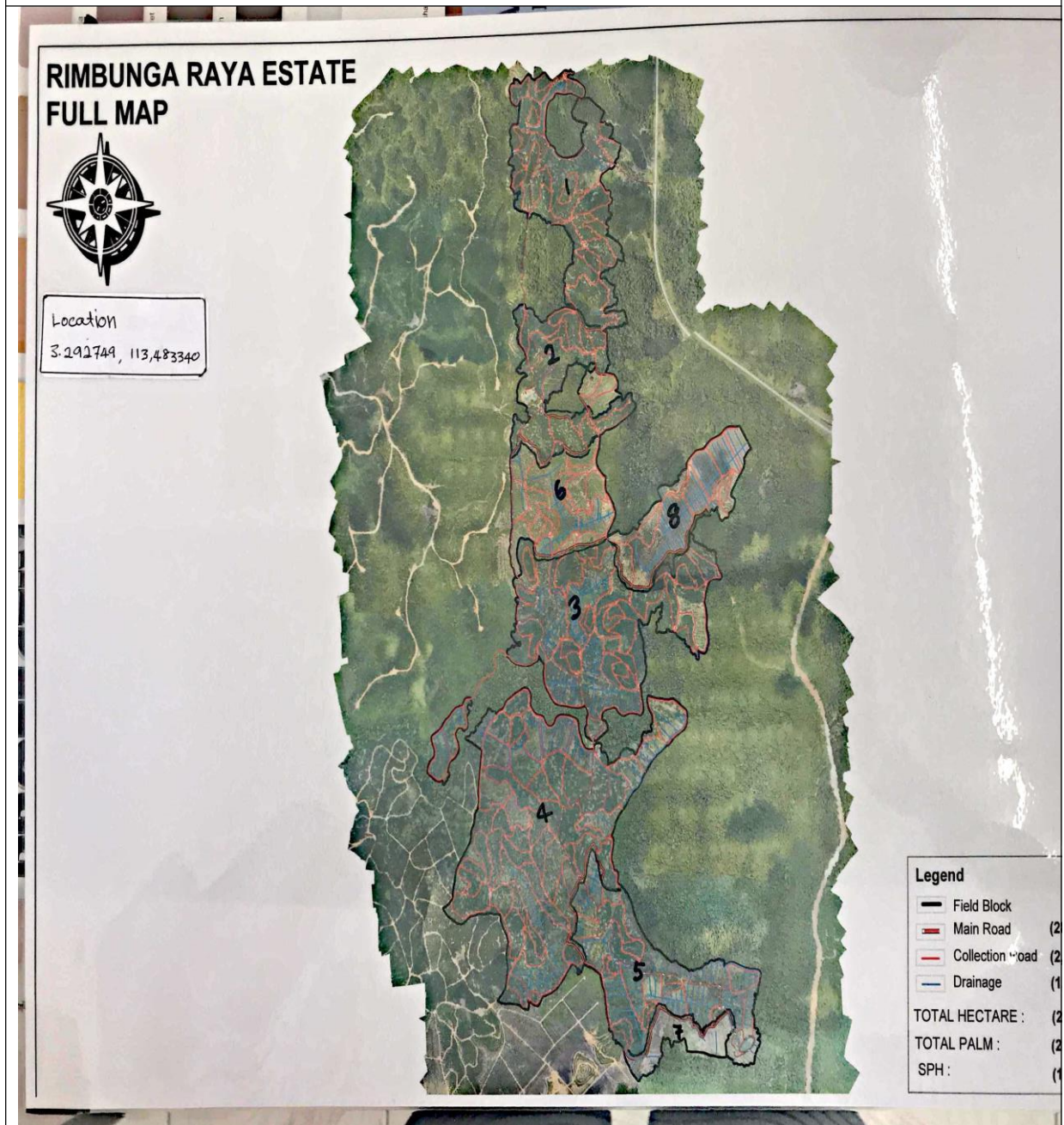
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APPENDIX A -1 RIMBUNGA RAYA ESTATE GOOGLE LOCATION





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APPENDIX B	SUMMARY OF FINDINGS - STAGE 2 INITIAL CERTIFICATION AUDIT
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Table: C1 Summary of Findings - Stage 2 Certification Audit

Principles	P1	P2	P3	P4	P5	P6	Total
No of OFI: Opportunity for Improvement	1	1	0	1	3	0	6
No of NC: Major	0	0	0	0	0	0	0
No of NC: Minor	1	2	0	1	1	0	5
Total	2	3	0	2	4	0	11

The Stage 2 Findings - Five NC (Minor) and Six OFIs were closed on the 20 April 2021.

APPENDIX C: Details of Audit Plan for the Annual Surveillance Audit – Year 1 (SVA-1)

1. INFORMATION		
	Date:	Ref No:
Co Name/No	RIMBUNGA RAYA SDN BHD	
Address	No. 27, 1 st Floor, Jalan Sommerville, 97000 Bintulu, Sarawak	
Audit Sites	Rimbunga Raya Sdn Bhd (Lavang Estate)	
Address	9.5 km, Off Jalan Bakun, Sg Sepenak dan Sg Selajau Labang, Bintulu, Sarawak	
Standard(s)	<input type="checkbox"/> MS 2530-3:2013	<input type="checkbox"/> MS 2530-4:2013
Type of Audit	<input checked="" type="checkbox"/> Surveillance Audit Year 01	
Audit team	Name:	Role
	DOMINIC RETAN GIAH	Lead Auditor
	Douglas Alau Tayan	Auditor
		Auditor
Audit Scope	<input checked="" type="checkbox"/> Part 3: Oil Palm Plantation	<input type="checkbox"/> Part 4: Mill
Audit language	English, Bahasa Malaysia	
Audit dates	From : 21-12-2021	To : 22-12-2021
Audit criteria	Principle 1 to Principle 6	

2. AUDIT OBJECTIVES
<ul style="list-style-type: none"> ● To assess changes to the certified client and its management system; ● Information & Evidence about conformity to all requirements



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● Performance Monitoring, Measuring, Reporting
● Reviewing against Key Performance Objectives & Targets
● Performance as regards legal compliance
● Internal Auditing & Management review
● Operational control of the client's process
● 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
● Improvements to workers' quarters – health & safety
● Infrastructure / roads & drainage / natural water management
● Continuous Improvement Plan & Implementation
● Implementation of Best Practices
● Implementation of Environmental Management

3. AUDIT AGENDA 1

Type of Assessment: Documentation Review		Venue: Office
No.	Agenda:	Reference:
1	Opening Meeting	
2	Organizational Information & Surveillance Report Review	
3	Management Commitment & Responsibility, MSPO Policy, Internal Audit, Management Review, Continuous Improvement	MS 2530-3:2013: Principle 1: C1- C4
4	Transparency of information & documents relevant to MSPO requirements Internal communication & stakeholder consultation, Traceability (Procedure, sample of Inspection record)	MS 2530-3: 2013: Principle 2: C1 – C3
5	Regulatory Requirement, Legal Register List, Compliance status Land Used Right, Customary Right (if applicable)	MS 2530-3:2013: Principle 3: C1 – C3
6	Social responsibility, health, safety and employment conditions, Social impact assessment, Complaint Management, Complaint Record, Action Plan, Commitment to contribute to local sustainable development, Safety and health, Employment, Training & competency (employees, contractors & relevant smallholders), Subcontractor, employment conditions	MS 2530-3:2013 Principle 4: C1 – C6
7	Environment, natural resources, Biodiversity and ecosystem services, EMP Efficient energy use & use of renewable fuel, Waste management & disposal, Reduction of pollution &	MS 2530-3:2013: Principle 5: C1- C7



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	emission, Natural water resources, Status of RTE species & high biodiversity value, Zero burning practices	
8	Best Practices, Site management, Economic & Financial Viability Plan, Transparency & fair price dealing, Contractor	MS 2530-3:2013 Principle 6: C1 – C4
9	Closing Meeting	
10	Presentation of Checklist, Findings, Corrective Action Report	

4. AUDIT AGENDA 2

Type of Assessment: Site/Field Audit		Venue: Field/Site
No.	Agenda:	Reference:
1	Activities: <ul style="list-style-type: none"> • Harvesting • Buffer Zone. Riparian Zone • Staffs/Workers quarters & living conditions (Cross-check field input against documentation) 	MS 2530-3:2013 Principle 4: C4 & 5 Principle 5: C1,2,3,5,6
2	Site Visit – store <ul style="list-style-type: none"> • Fertilizer store, Chemical store, Scheduled waste store (Cross-check field input against documentation) 	MS 2530-3:2013 Principle 4: C4 Principle 5: C4
3	Information from stakeholders (interview sessions)	MS 2530-3:2013 Principle 2: C2

5. DOCUMENTATIONS:

1	Organization Chart	15	List of Stakeholders
2	HIRARC	16	Management System Manual
3	Land Ownership/Agreements	17	Training Programs
4	Legal Register	18	Customary Rights documents
5	Environmental Management Plan	19	Internal Audit
6	Boundary Mapping	20	Waste Management Plan
7	Management Review	21	Business/Management Plan
8	Product & Services Pricing Mechanism	22	Policies
9	SOP (Standard Operating Procedures)	23	Water Management Plan
10	Non-renewable energy estimation	24	Contractor Agreement
11	Soil & Topographic information / Maps	25	Social/Environmental Impact Assessment
12	Legal Assessment of Customary Land	26	Compensation claim of customary land
13	Job Description	27	Workers Pay-slip
14	Training Plan	28	Use of new technology / techniques (if any)

Note:

(To be prepared by Auditee and be made available during Audit – soft & hard copies)



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AUDIT SCHEDULE

Day 1: 21st December 2021 (Tuesday) – Plantation Office / Sites within the Plantation

SVA 1 – DAY 1			AUDIT AGENDA/PROGRAM
DATE	TIME	VENUE	AGENDA
21/12/2021	0830	Estate office	Opening Meeting
	0900	Site visit	Field / Site Audit (ALL) <ul style="list-style-type: none"> • Office (if any) • Boundary Markers/ Riparian Zone / Buffer Zone • Block identification • Water & Waste management • Biodiversity / Protection of Endangered Species • FFB: Harvesting / delivery / Traceability • Staff & Workers Quarters / health & safety • Stores: Chemical / Fertilizer / Workshop • Review of areas of concern raised in Initial Certification Audit
	1230		Lunch break
	1330	Head office	Documentation Audit: Principle 1 (DRG) <ul style="list-style-type: none"> • MSPO Policy • Internal audit • Management review • Continual improvement Principle 2 (DRG) <ul style="list-style-type: none"> • Transparency • Communication & consultation • Traceability
	1330		Principle 4 (DAT) <ul style="list-style-type: none"> • Social impact assessment • Complaints & grievances • Commitment to contribute to local sustainable development • Employees safety & health
	1500		Principle 3 (DRG) <ul style="list-style-type: none"> • Regulatory requirements • Land use rights • Customary rights
	1500		Principle 4 (DAT) <ul style="list-style-type: none"> • Employment conditions • Training and competency
	1700		End of Audit Day 1



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SVA 1 – DAY 2 (Wednesday)			AUDIT AGENDA/PROGRAM
DATE	TIME	VENUE	AGENDA
22/12/2021	0800	Head Office	Documentation Audit: Principle 5 (DAT) <ul style="list-style-type: none"> • Environmental management plan • Efficiency of energy use • Waste management and disposal • Reduction of pollution and emission
	1200		Principle 6 (DRG) <ul style="list-style-type: none"> • Site management • Economic and financial viability plan • Transparent and fair price dealing • Contractor
	1230		Lunch break
	1330		Principle 6 – continued (DRG) <ul style="list-style-type: none"> • Natural water resources • Status of rare, threatened or endangered species and high biodiversity value areas • Zero burning practices
	1545	Head office	Review of findings and compilation (auditors only)
	1615		Preparation of presentation for SVA Audit findings
	1700		Closing Meeting
	1730		End of Audit Day 2

Notes:

1. Client to provide local Transport to Audit Team
2. Client to make appointment with Stakeholders to be interviewed during Audit time.
3. Client to make appointment with at least 3 Stakeholders to be interviewed during Audit time.