



MSPO INITIAL CERTIFICATION SUMMARY REPORT

Standard:	MS2530-3:2013 (Part 3) General Principles for Oil Palm Plantations and Organized Smallholders	
Type of Certification:	Individual Certification	
Organization:	Green Field Plantation Sdn Bhd [471764-X]	
Main Office Address:	Green Field Plantation Sdn Bhd [471764-X] Lot 183 Jalan Nyiur, Off Jalan Tabuan, 90032 Kuching, Sarawak.	
Phone/Fax No:	Tel: 010-409 9116	Fax:
Plantation Site Address:	Green Field Plantation Sdn Bhd (471764-X) Batu Niah Estate, Lot 159, Suai Land District Sungai Terus, 98200 Niah, Miri, Sarawak.	
Project No:	BQAS/MSPO-CERT/GFPSB/025	December 2019
Certification Body:	BQAS Certification (M) Sdn Bhd (11179994-x) Sublot 6, 2nd Floor, Block A, Kings' Center, Simpang Tiga, 93350, Kuching, Sarawak. Tel: +6 082 572 043 Mobile: +6 017 814 1112 Email: bqassb@gmail.com Website: www.bqas.com.my	
Documented by:	Dominic Retan Giah	Lead Auditor
Certified by:	Maxwell Stephen	Certifier
Certificate issued on:	25th March, 2020	
Validity Period:	25th March, 2020 to 24th February, 2025	

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EXECUTIVE SUMMARY		

This is an Initial Certification Audit & scope is Individual Certification of Green Field Plantation Sdn Bhd [GFPSB] under the Standards MSPO MS2530-3:2013 for Oil Palm Plantations & Organized Smallholders.

Green Field Plantation Sdn Bhd [GFPSB] main office is located at **Lot 183 Jalan Nyiur, Off Jalan Tabuan, 90032 Kuching, Sarawak**. Sarawak The Plantation site is located at Geo-coordinates Longitude : E 113°36'123.21 "; Latitude : N 03° 47' 57.26"; with address @ Batu Niah Estate, Lot 159, Suai Land District Sungai Terus, 98200 Niah, Miri, Sarawak; approximately 90 kilometers from Miri City.

Established in 2002, the Plantation spanned a total certified area of 2,984 hectares; of which 2,884.21 hectares are planted. To manage the Plantation, GFPSB employed a total headcount of 191 full time employees [staff & general workers]. In general the management team comprises 9 supervisors headed by the Manager and his Assistant. The clerical works are carried out by the administrative and account clerks (4), store clerk (1) and weighbridge clerks (2). The TKI (155) are tasked to do the bulk of the field works. These tasks include fruit harvesting, pruning, fertilising, spraying, transporting the fruits to the mill and various types of maintenance works (e.g. building repairs). Some works are contracted out such as machinery and vehicle repairs, field road upgrading, quarters construction and maintenance.

Plantation lands are owned directly by Directors of GFPSB; with legal land titles issued by Land & Survey Department of Sarawak

The assessment method used 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. Information & data were systematically gathered & documented from interviews [with a cross section random sample of stakeholders], observations of process and activities, field audits & review of documentations and records.

Assessments were done at the Plantation/Site Office during both Stage 1 & Stage 2 Audits.

Stage 1 Audit was conducted on 17th to 18th December 2019 & Stage 2 on 29th to 31st January 2020 respectively. Three [3] Auditors were assigned to do the Assessments; clocking a total of 12 Mandays to complete the Audits.

There were 6 Findings in Stage 1 Audit classified as AWF (acceptable with findings noted); in areas of management system readiness, policy/policies documentation, legal register, procedures documentation, management plan, boundary mapping & soil and topographic information.

The corrective action report (CAR) raised for these findings were closed out on 29/01/2020.

In Stage 2 Audit three (3) Major Non-conformities, three Minor Non-conformities and twelve (12) OFIs (opportunity for improvements) were recorded; in areas of Management Commitment & Responsibility, Communication & Consultation, Natural Water resources Social Impact Assessment, Complaints & Grievances, Employees Safety & Health & Training & Competency & Business Plan. The corrective



action report (CAR) for these NCs findings were closed out on 28 February, 2020. The CAR for OFIs would be closed during the next Surveillance Audit.

In both Audit Stages, dialogues and interviews were conducted with stakeholders [workers, local communities, adjacent landowner, other land users] to gauge understanding of MSPO principles, applications & its importance and relevance to sustainable growth and production of palm oil products. Also assessed were their opinion & working relationship with GFPSB Management and this was found to be positive. Local communities were also allowed access and use of roads within the plantation.

Plantation workers [mainly foreign] are remunerated well above minimum wage; and living conditions in the Estate meet minimum requirements of health & safety regulations. Available amenities in the plantation include treated water, domestic waste collection & disposal, electricity and telecommunication services.

The Audit team has conducted a rigorous assessment of GFPSB and it is evidenced that it has complied & conformed to MSPO2530-3:2013 Certification standards, conditions & requirements.

Conclusively, the Lead Auditor therefore, recommended that upon conclusion and closure of [NCs] of Stage 2 Audit Green Field Plantation Sdn Bhd be certified under MSPO Standards MS2530-3:2013.

1. INTRODUCTION

The Oil Palm Plantation of Green Field Plantation Sdn Bhd [established in 2002] is located approximately 89 kilometers from Miri City, Sarawak. The initiative to be certified under MSPO 2530-3:2013 standard started in 2019. In its' preparation, the company engaged a staff solely dedicated to preparation and implementation of requirements of the Standard.

This report presents the assessments, findings & recommendations on certification evaluation of GFPSB which is seeking certification under MSPO MS2530-3:2013.

This is an Initial Certification Audit to assess the entity's preparedness, compliance & conformance to MSPO Standards MS2530-3:2013 (Part 3: Requirements for Oil Palm Plantations & Organized Smallholders)

1.1.		INFORMATION: CERTIFICATION ASSESSMENT	
Type of Assessment:	MSPO Initial Certification Audit		
Scope of MSPO Certification:	Palm Oil Plantation	Certified Area: 2,984 hectares	
MSPO Standard:	MS2530-3:2013		

1.2.		INFORMATION: CERTIFIED ENTITY	
Company Name:	Green Field Plantation Sdn Bhd	Registration No:	471764-X



Address:	Lot 183 Jalan Nyiur, Off Jalan Tabuan,, 90032 Kuching, Sarawak.			
Site Name:	Green Field Plantation Sdn Bhd			
Address:	Batu Niah Estate, Lot 159, Suai Land District Sungai Terus, 98200 Niah, Miri, Sarawak			
Management Contact details:				
Name	Job Title	Mobile	Telephone	Email
Mr. Erwin Anak Asong	Estate Manager	+ 010-409 9116		erwin@gfp.com.my
Mr. Lias Anak Layang	Junior Asst Estate Manager	019-702 4451		
No of Employees	Local: 36	Foreign: 155		Total: 191
Green Field Plantation Sdn Bhd: Palm Oil Estate				
MPOB License No: 59130902000	Expiry Date: 31 08 2020		Scope of Activity: Menjual & Mengalih FFB	
Date of Establishment	2002	Geo-Coordinates		N 3° 47' 57.26" E 113° 36' 13.21"
Certified Area:	2,984 HA	Planted Area		2,884.21 HA
FFB Production (actual)	2019: 32,511.56MT	FFB (Estimate): 2020: 47,193 MT		
Sources of FFB: Own estate		Main FFB purchaser: Southwind POM Sdn Bhd (Mill)		
No of Planting Blocks: 37 in 4 Divisions		No of Palm trees: 380,700 trees		
Age Range of Palm Trees		13 – 16 years old		
Palm Species	Guthrie & FELDA			
Land Status: Ownership	State land (60-year lease)	<input checked="" type="checkbox"/> Rented	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Lease land
Other Sustainability Certification		Nil		

2.

THE AUDIT TEAM

Audit Stage	Name:	Role
Stage 1	Dominic Retan Giah	Lead Auditor
	Robert Tella	Auditor
	Prof. Dr. Alexander K. Sayok	Auditor in Training



Stage 2	Dominic Retan Giah	Lead Auditor
	Robert Tella	Auditor
	Prof. Dr. Alexander K. Sayok	Auditor in Training

A.	Dominic Retan Giah	Lead Auditor
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Qualifications:

- Graduated with a 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; 1963-1975
- Implementation of QHSE MS (ISO 18001) in Saytech General Inspection Services Sdn Bhd in Oct, 2013.

- ISO14001 in Borneo Pulp & Paper Sdn Bhd (1997-2002) and in Sarawak Planted Forest Sdn Bhd (2008-2012).

- Course to attain competency on Scrubber Operation at Master Jaya Environmental Sdn Bhd training center, Selangor in collaboration with the Environment Institute of Malaysia (EiMAS) from Feb. 29 to March 4, 2016 .

- HSE Leadership Training conducted in Sipitang SAMUR Project site by Petronas Project Management Team on October 8, 2015.

- Seminar on Scheduled Waste Management by DOE Selangor , Shah Alam, Selangor on April 2, 2015.
- Seminar on Malaysian Sustainable Palm Oil at the Malaysian Palm Oil Board HQ in Bangi, Selangor; March 2014.
- Basic Offshore Safety Induction and Emergency Training (OPITO Approved), Miri; 29-31 May 2013
- Briefing on Malaysian Criteria & Indicators for Forest Management Certification (Forest Plantation) MC&I (Forest Plantations)], SPF Training Centre, Bintulu; 22-23 Feb, 2011.
- Industrial Coaches Training Course for the Implementation of National Dual Training System; by German Malaysian Institute & Jabatan Pembangunan Kemahiran; in Kuching; March 2010.
- Basic First Aid by Malaysian Red Crescent (Sarawak Branch); in Bintulu; 22nd Nov. 2009.
- Induction Course for EIA Consultants organized by Environment Institute of Malaysia & Department of Environment; in Kuching; 28-29 Oct. 2009.
- Requirements for Chain-of-Custody by Malaysian Timber Certification Council; in KL; March 2005.
- ROC Corporate Directors Training Programme (inclusive of seminar on K-economy Finance), in Kuching; 25 October 2001.
- Managing Work Processes and Performance for Supervisors conducted by the Centre for Modern Management; in Bintulu; 6 – 7 September 2001.
- MSPO Lead Auditor Course by DQS (Malaysia) in Setia Alam, Selangor from 26th to 30th Jan.



2015		
Working Career & Experience:		
Year ended	Employer	Highest Job
1978– 1979	Forest Department, Sarawak	Timber Inspector
1983 November – 1985 August	STIDC, Kuching	Technical Assistant (research)
1990 March – 1992 February	Forest Department , Sarawak	Civil Service Volunteer
1992 March – 1994 October	STIDC Belian Holdings Sdn Bhd	Sawmill Supervisor
1994 November - 1996 May	Easimax Dynamics Sdn Bhd	Manager
1997 June - 2002 September	Sarawak Forestry Corporation Sdn Bhd	General Manager
2002 October – 2008 April	Grand Perfect Sdn Bhd	Project Officer (Infrastructure & Socio-Economy)
2008 May – 2008 Dec	Grand Perfect Sdn Bhd	Senior Training Officer
2009 Jan – 2010 Sept	Sarawak Planted Forest Sdn Bhd	Senior Trainer
2010 Oct – 2012 June	Sarawak Planted Forest Sdn Bhd	District Plantation Manager
2012 Aug – 2014 Sept	Saytech General Inspection Services Sdn Bhd	Manager
2014 October – 2017 May	Mitsubishi Heavy Industries Ltd.	Environmental Officer
2017 mid-May – now	Freelance Auditor	MSPO auditor
Present	BQAS Certification (M) Sdn Bhd	MSPO Lead Auditor
Relevant MSPO Related Credentials:		
<ul style="list-style-type: none"> ● Implementation of QHSE MS (ISO 18001) in Saytech General Inspection Services Sdn Bhd in Oct, 2013. ● ISO14001 in Borneo Pulp & Paper Sdn Bhd (1997-2002) and in Sarawak Planted Forest Sdn 		



Bhd (2008-2012).

- HSE Leadership Training conducted in Sipitang SAMUR Project site by Petronas Project Management Team on October 8, 2015.
- Seminar on Scheduled Waste Management by DOE Selangor , Shah Alam, Selangor on April 2, 2015.
- Seminar on Malaysian Sustainable Palm Oil at the Malaysian Palm Oil Board HQ in Bangi, Selangor; March 2014.
- Basic Offshore Safety Induction and Emergency Training (OPITO Approved), Miri; 29-31 May 2013
- Briefing on Malaysian Criteria & Indicators for Forest Management Certification (Forest Plantation) MC&I (Forest Plantations)], SPF Training Centre, Bintulu; 22-23 Feb, 2011.
- Basic First Aid by Malaysian Red Crescent (Sarawak Branch); in Bintulu; 22nd Nov. 2009.
- Induction Course for EIA Consultants organized by Environment Institute of Malaysia & Department of Environment; in Kuching; 28-29 Oct. 2009.
- Requirements for Chain-of-Custody by Malaysian Timber Certification Council; in KL; March 2005.
- MSPO Lead Auditor Course by DQS (Malaysia) in Setia Alam, Selangor from 26th to 30th Jan. 2015
- Application of HSE requirements on a construction site at Sabah Ammonia Urea (SAMUR) plant, Sipitang, Sabah, and the constant need to observe safety SOPs and to adhere to the PTW (Permit to Work).
- Seminar on Round-table on Sustainable Palm Oil in Bintulu organized by QA Plus Asia-Pacific S/B, held in Bintulu; 16 – 17 July 2009

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

B.	Prof. Dr. Alexander K. Sayok	Auditor in Training
Qualifications		
<ul style="list-style-type: none"> ● Diploma Perhutanan/Universiti Pertanian Malaysia ● Bachelor Science Forestry (Forest Management) from Louisiana State University, USA in 1984 ● Master Science Forestry (Watershed Management -1986) Stephen F Austin State University, Texas, USA. ● Doctor of Forestry (Hydrology and Soil Science -1991) Stephen F Austin State University, Texas, USA. 		
Working Career & Experience		
<p>1. July 1979 to April 1982 Forest Officer (Research Section), Forest Department Headquarters, Jln Badruddin, Kuching, Sarawak</p> <p>2. Lecturer - Lecturing forest subjects to undergraduate (bachelor degree) students, and undertaking related researches and consultancies on (reforestation, soil erosion, hydrology, etc). Papua New Guinea University of Technology (Unitech), Lae, Papua New Guinea (1992-1996).</p> <p>3. EIA Consultant - Designated as Environmental Specialist heading the team that deals with the environmental aspects (impacts assessments/mitigation and related laws) of development/infrastructures (roads, bridges, airports, hospitals, ports, etc), coastal zone management, riparian masterplan, drainage master plan, feasibility studies. KTA Sdn Bhd (Consulting Engineers), Simpang Tiga, Kuching, Sarawak (1996-2002).</p> <p>4. National Expert for Peat Swamp Forest Project (UNDP-GEF Funded) entitled : “Conservation and Sustainable management of peat swamp forests”. Duties mainly on running of day-to-day operation of the site at Logan Bunut National Park which covered undertaking multidisciplinary studies/researches to understand the park and then use the information to develop a Management Plan to manage the area to meet its objectives as biodiversity conservation and sustainable. Forest Research Institute Malaysia, Kepong, Selangor (2002-2008).</p> <p>5. Research Fellow/Associate Professor - Lecturing in Natural Resources Management, Land-use Planning and Management, Environmental Law and Water Resources Engineering while supervised graduate students’ (Master and PhD theses) and became internal and external examiner for a few MS and PhD students on similar topics. He also conducted and supervised researches on river water quality, dissolved organic carbon fluxes and biodiversity in peat swamp areas, documenting resources for conservation and sustainable use, and food plants diet and health relationship of Bau District community. Institute of Biodiversity and Environmental Conservation, Universiti</p>		



Malaysia Sarawak (UNIMAS), Kota Samarahan, Sarawak (2008-2019).

Relevant MSPO Related Credentials:

SKILLS, CERTIFICATIONS AND AWARDS:

1. EIA Consultant

Reg No: NREB/I/00434 (17/01/2020)

2. MSPO Auditor - KCH19-10 (Ref: MPOCC 8/7/1/4(1))

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

Stage 1: Audit Findings Classification

Term	Meaning / Description
Acceptable	Fulfill requirement of audited standard
Acceptable with findings noted	Demonstrate conformity. There are, however, improvement opportunity identified that will benefit the organization
Not acceptable	Demonstrate absence or total breakdown of system to meet standard requirement

Stage 2: Audit Findings Classification

Term	Meaning	Description
YES	Compliance	Fulfill 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. AUDIT PLAN

AUDIT SITES:
 For both Stage 1 & Stage 2 the Audit Team performed assessments at:
 Green Field Plantation Sdn Bhd [documentations] Plantation site office/field Audits

STAGE 1 AUDIT PROGRAM:

Date	17 th to 18 th December 2019	No of Auditors	3	No of Mandays	6
Day 1	Documentation Audit at Green Field Plantation Site Office/Opening Meeting				
Day 2	Plantation Site & Field Audit/ Stakeholders Consultation & interviews Closing Meeting & Stage 1 Audit Report presentation				

- Audit Parameters:**
- Basic information about the entity
 - Management system: scope & documentation
 - Evaluation of location/site specific conditions
 - Review understanding regarding requirements of the MSPO Standards (key performance, processes, objectives)
 - Related statutory & regulatory aspects & compliance
 - Land status/legality
 - MSPO policies, procedures
 - Management Manual
 - Management Plan
 - Resources management (water/non-renewable energy use)



- Determine preparedness for Stage 2 Audit
- Fertilizers/Chemical/Schedule waste stores
- Estate Office & Workers Quarters, Signages
- Boundary Markers, Geo-coordinates, Buffer Zone, Riparian Reserves
- Stakeholders interviews

STAGE 2 AUDIT PROGRAM:

Date	29 th to 31 st January 2020	No of Auditors	3	No of Mandays	6
Day 1	Documentation Audit at Green Field Plantation Site Office/Opening Meeting				
Day 2	Plantation Office Site & Field Audit/ Stakeholders Consultation & interviews Documentation Audit at Green Field Plantation Main Office/Closing Meeting/Audit Report				

Audit 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
- * Harvesting / collection of loose fruits / logistics & 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 plan
- * Stakeholders & workers interview

5. AUDIT PROCESS

The Audit Process for both Stage 1 & 2 Assessments was programmed similarly as follows:

No	Process	Description / Activities
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1	Public Notification	Written notice to inform public on MSPO Audit is posted at Plantation Office 1 month before Audit dates
	↓	
2	Audit Plan	Auditee received 2 weeks before Audit dates
	↓	
3	Audit Day 1	<p style="text-align: center;"><u>Site Office, Batu Niah</u></p> <p>A. <u>Opening Meeting</u> Participants: Audit Team & Auditee Management Agenda: Audit Plan, Objectives, Assessment Method</p> <p>B. <u>Documentation Review</u> Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc.</p>
	↓	
4	Audit Day 2	<p>A. <u>Green Field Plantation Plantation Site / Office Audit</u> Stakeholders interviews, MSPO knowledge of Estate staffs, Checks & verifications on Boundary, Buffer Zone, Riparian Zone, Waste/scheduled waste management, Water management, Water courses, Staff/workers housing & amenities, Harvesting, Use of PPE, Stores, Workshop</p> <p>B. <u>Closing meeting</u> Participants: Audit Team & Auditee Management Agenda: Report / Checklists: review, discuss & decide corrective & forward action to be taken with Auditee</p>

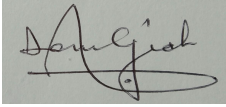

6.	STAGE 1 AUDIT	MSPO MS2530-3:2013
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MSPO STAGE 1 AUDIT REPORT		Reference No.: GFPSB/AU/ST1/12/19
Standard(s):	<input type="checkbox"/> MS 2530-1 <input type="checkbox"/> MS 2530-2 <input checked="" type="checkbox"/> MS 2530-3 <input type="checkbox"/> MS 2530-4	
Other Standards and/or Edition:	NIL	



Organization:	Green Field Plantation Sdn Bhd	
Address:	Batu Niah Estate, Lot 159, Suai Land District Sungai Terus, 98200 Niah, Miri, Sarawak	
Organization Representative:	MR ERWIN ANAK ASONG	
Stage 1 Audit Date:	17 th to 18 th December 2019	
Stage 2 Scheduled Date:	To be decided	
BQAS Audit Team:	Name	Role
	Dominic Retan Giah	Lead Auditor
	Robert Tella	Auditor
	Prof. Dr. Alexander K. Sayok	Observer

ACKNOWLEDGEMENT & DECLARATION

BQAS LEAD AUDITOR	DOMINIC RETAN GIAH	Signature & Date:  29/01/2020
COMPANY REPRESENTATIVE	ERWIN ANAK ASONG	Signature & Date:  29/01/2020

This acknowledges the BQAS audit team’s visits to this location and the organizations receipt of the report. Distribution of this report consists of the organization named above and parties names per contractual agreement. Additional distribution must be authorized by the organization.

1. INFORMATION ABOUT THIS ORGANISATION

NOTE: Provide here information about the main site or excerpt site(s) that is included in this Certification

ORGANIZATION		Green Field Plantation Sdn Bhd			
1	Site or Remote Location	SITE			
2	Facility covered under this Audit	Oil Palm Plantation			
		Site Office Management Facilities			
3	Primary Function of the Site	Plantation/Organized Smallholders			
4	Address	Batu Niah Estate, Lot 159, Suai Land District Sungai Terus, 98200 Niah, Miri, Sarawak			
5	Headcount	Staffs	36	General Workers	155
6	Planned / Recommended Stage 2 Audit Mandays			6 days	
7	Production Capacity			Not applicable	

2. MANAGEMENT SYSTEM READINESS (GENERAL)



<p>Was the review of the client’s status and understanding regarding requirements of the standard/ specification, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system was found to be adequate?</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence:</p> <ul style="list-style-type: none"> • All Senior Staff involved attended 5 days MSPO Training and the rest had attended the one day MSPO Awareness briefing, conducted by the Estate Manager on 15/08/2019 attended by 15 staff and workers. • Operating system adequate
<p>The Top-Level Management System Manual detailing justification for exclusions, inclusion of or reference to documented procedures for the management system, and providing a description of the interaction between processes?</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence: Management System Manual fully documented</p>
<p>List any manual discrepancies:</p> <ol style="list-style-type: none"> 1. No response to BQAS required <input type="checkbox"/> 2. Changes will be reviewed during Stage 2 audit <input type="checkbox"/> 	
<p>The policy is defined and appropriate to the purpose of the organization?</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence: Policies documented MSPO, Occupational Safety & Health, Environment & Biodiversity, Equality, Employment, Zero open burning, Social, Sexual Harassment. Document all in dual language Signed by Managing Director Datu Chin Jew Bui on 2nd August 2019.</p>
<p>Transparency is identified to ensure management of stakeholders are met with MSPO requirement.</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence: MSPO Stakeholder meeting held on 18/12/2019 attended by 3 stakeholders.</p>
<p>Transparency is identified in complying with traceability system.</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence:</p>



	<p>SOP - GFPSB/MSPO/P2/C3/2019, documented on 02/08/2019 include: Harvesting, Transporting FFB – traceability Documentation flow: 1. Weighbridge ticket 2. Purchase statement – from Mill</p>
<p>Process for identification of legal and other requirements.</p>	<p><input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence: 1. Legal register – all Licenses in order 32 Laws & Ordinances (Malaysia) 2. Skid Tank -The primary containment (determined to be 9,00 liter-capacity) for the diesel skid tank (of 12,000 liters actual storage) is insufficient to hold up to 110% capacity in case of any spillage.</p>
<p>Process for internal and external communication.</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence: SOP - GFPSB/MSPO/P2/C1/2019, dated 2/08/2018 available.</p>
<p>The outputs from management reviews are consistent with the commitment to continual improvement.</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not applicable due to not required for group management of Independent smallholder (refer to 2.1d for detail) <input type="checkbox"/> Special case with valid reason agreed by Lead Auditor</p> <p>Comments/Justification/Evidence: The MR was last conducted on 20/11/2019 with 9 attendees. Meeting minutes include commitment to continual improvement.</p>
<p>Internal audits planned and performed? Records are available?</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not applicable due to not required for group management of Independent smallholder (refer to 2.1d for detail)</p> <p>Comments/Justification/Evidence: Procedure available and sighted - ref: GFPSB//MSPO/P1/C2/19 dated 2nd Aug. 2019, Issue no. 1 signed by estate manager Mr. Erwin Asong and approved by Mdm Winnie Wong, Head Plantation Operation. Audit report sighted with 17 NCs and 14 OFIs raised. Action has</p>



	been taken on all finding.
Is a translator required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

2.1 SUPPLEMENT FOR MS 2530-2, MS 2530-3 & MS 2530-4 (POLICIES)

Review the information listed below to determine readiness of the organization for the stage 2 audit.

MSPO Policy	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <u>Comments/Justification/Evidence:</u> 1. Noted MSPO Policy signed by Managing Director Datu Chin Jew Bui on 2nd August 2019.
Safety and Health Policy	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <u>Comments/Justification/Evidence:</u> 2. Noted Occupational Safety & Health Policy signed by Managing Director Datu Chin Jew Bui on 2nd August 2019. 3. Findings : a. A broken rafter was noted on the ceiling of the gen-set, this has to be rectified. b.A night lighting for the water point at the labour line in Camp 15 can be a safety feature for the evening bath. c.Consider to improve the welfare of the residents at Camp 16 by providing a viable laundry line and walk way connecting the front doors of the ground floor. d.Ensure that the septic tank behind the labour quarters in the office complex is serviced (de-sludged) periodically. 4. CSDS and labels are not put up in the following area: <ul style="list-style-type: none"> • Lubricant store • Chemical store
Sexual Harassment Policy	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <u>Comments/Justification/Evidence:</u> Noted Sexual Harassment Policy signed by Managing Director Datu Chin Jew Bui on 2nd August 2019.



<p>Good Social Practice Policy</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> Noted GSP Policy signed by Managing Director Datu Chin Jew Bui on 2nd August 2019.</p>
<p>Environmental Policy</p>	<p><input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> 1. Noted Environment and Biodiversity Policy signed by Managing Director Datu Chin Jew Bui on 2nd August 2019.</p> <p>2. Findings - a. A knapsack sprayer for chemical weeding was found at the housing block. b. Mixed waste was found unattended in the main drain behind the labour quarters and also downstream of the labour line in camp 15 (between F15 and F25). c. Domestic waste (discharged single use plastic bottles, food wrappings and containers) noted in the plantation.</p>

<p>B) PROCEDURES</p>	
<p>Training Procedure</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> All training done are justified by lists and signatures of participants. GFP Sustainability Training Programme Year 2020 lists out 13 types of training topics.</p>
<p>Internal Audit Procedure</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> Internal audit procedure sighted and referred to as GFPSB/MSPO-P1/C2/2019/01 dated 02/08/2019.</p>



<p>Complaint and grievance Procedure</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> Complaint and Grievances procedures/system to resolved dispute established. Document sighted, verified and acceptable. Ref: GFPSB/MSPO/P4/C2/2019 dated 02nd August 2019.</p>
<p>Communication Procedure</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> SOP on Communication Procedure sighted as GFPSB/MSPO/P2/C1/2019, dated 02/08/2019.</p>
<p>Emergency and Incident procedure</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> EMERGENCY PREPAREDNESS & RESPONSE PROCEDURE sighted as MSPO/GFP/SOP/01/19, dated 02/08/2019.</p>
<p>Traceability SOP</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> FFB IDENTIFICATION AND TRACEABILITY procedure sighted as GFPSB/MSPO/P2/C3/2019, dated 02/08/2019.</p>
<p>Site Management SOP</p>	<p><input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <input type="checkbox"/> Not Applicable for MS 2530-4 (palm oil mill)</p> <p><i>Note: in case of single site certification</i></p> <p><u>Comments/Justification/Evidence:</u> 1. Site management procedures found to be in order. 2. Findings - a. VOPs are present under palms indicating a protracted harvesting and weeding.</p>
<p>Mill Management SOP</p>	<p><input type="checkbox"/> Acceptable</p>



	<p><input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <input checked="" type="checkbox"/> Not Applicable for MS 2530-3 (plantation) <i>Note: in case of single site certification</i></p> <p>Comments/Justification/Evidence:</p>
<p>Chemical Handling SOP</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p>Comments/Justification/Evidence: SOP for handling of chemical are found in CHEMICAL MANAGEMENT Procedure as MSPO/GFPSB/SOP/01/19, dated 02/08/2019.</p>
<p>Scheduled Waste Handling SOP</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p>Comments/Justification/Evidence: Described in MSPO/GFPSB/P5/C3/01 Principle 5: Environment, Natural Resources, Biodiversity and Ecosystem, effective date 02/08/2019, issue no. 1, revision 00. It caters to both scheduled waste and domestic waste and their methods of disposal. Scheduled waste is disposed through a licensed scheduled waste collector SOP on Scheduled Waste MSPO/GFPSB/P5/C3/19 deals with scheduled waste classification, storage and handling. Site management of scheduled waste is in conformance with MSPO</p>

C) DOCUMENTS	
<p>List of Stakeholder</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p>Comments/Justification/Evidence: List of stakeholders sighted and is marked, slotted under the GFPSB Transparency of Information doc. no. MSPO/GFP/P2/C1/2019, Issue no. 1 Last stakeholders meeting was done on 30th January, 2020.</p>



<p>Land ownership</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><u>Comments/Justification/Evidence:</u> State land (60 years’ Leased) Noted Provisional Lease of State Land to GFPSB for Lot No. 159 in Suai Land District on 2,984 ha. from 10/04/2002 for 60 years.</p>
<p>Customary Right document</p>	<p><input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input checked="" type="checkbox"/> Not applicable to the occupied land <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><u>Comments/Justification/Evidence:</u> State land (60 years’ Leased)</p>
<p>Boundary mapping of the land</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><u>Comments/Justification/Evidence:</u> The legal perimeter boundary is demarcated with a perimeter drain and clearly visible boundary poles.</p>
<p>HIRARC</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> Hazard Identification, Risk Assessment & Risk Control (HIRARC), prepared by Lias Anak Layang, Junior Asst Estate Manager, dated 01/08/2019.</p>
<p>Training Programme</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><u>Comments/Justification/Evidence:</u> GFP Sustainability Training Programme Year 2020 lists out 13 types of training topics. Training needs analysis are noted. Sample of training records viewed:</p> <ul style="list-style-type: none"> • MSPO Awareness Briefing conducted on 15/08/2019 attended by 15 staff and workers. The facilitator was the Estate Manager.



	<ul style="list-style-type: none"> •
Environmental Policy and Management Plan	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <p><u>Comments/Justification/Evidence:</u> Document sighted and filed in Environment files, document signed by Managing Director Datu Chin Jew Bui on 2nd August 2019.</p>
Non-renewable energy estimation	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <p><u>Comments/Justification/Evidence:</u> Sighted Diesel Issuance covering 6 years (2014 to Nov 2019), doc. no. MSPO/GFPSB/P5/C5/19, effective date 02/08/2019, issue no. 1, revision no. 0 and Record on consumption of non-renewal energy (diesel) from 1 Aug, 2019 to 30 Oct, 2019.</p>
Waste Identification	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <p><u>Comments/Justification/Evidence:</u> 1. Described in MSPO/GFPSB/P5/C3/01 Principle 5: Environment, Natural Resources, Biodiversity and Ecosystem, effective date 02/08/2019, issue no. 1, revision 00. 2. Findings <ul style="list-style-type: none"> • The drums containing the various types of scheduled waste are not labeled. • Scheduled waste (spent filters and chemical containers) was found around the office area. • Drip pans are not displayed under equipment and machinery being serviced. </p>
Water Management Plan	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <p><u>Comments/Justification/Evidence:</u> The GFPSB Water Management Plan focuses on the management of the drainage and water level to keep the palms irrigated. Water for human consumption is sourced from rain harvesting.</p>
Business Management Plan	<input checked="" type="checkbox"/> Acceptable



	<p><input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p>Comments/Justification/Evidence: Sighted: the GFPSB Crops Budget Y2020 (Upkeep and Maintenance Programme Y2020)</p>
<p>Product Pricing Mechanism</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p>Comments/Justification/Evidence: Product pricing follow mechanism & rates set by Mill Formula: OER %, KER % CPO price + PK (palm kernel) prices - processing charges = Price per MT x Quantity (MT) = proceeds</p>
<p>Contractor Agreement</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p>Comments/Justification/Evidence: Noted copy of Contractor agreement on the following Harvesting, Slashing, Pruning, Transport, Cleaning & Spraying, Manuring & packing. With unit of measurement & rates prescribed.</p>
<p>Soil and Topographic Information</p>	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p>Comments/Justification/Evidence: Soil & topographic map documented in EIA Report 2002 for Green Field Plantation Sdn Bhd.</p>
<p>Social and environmental impact assessment</p> <ul style="list-style-type: none"> - <input type="checkbox"/> Environmental Impact Assessment - <input checked="" type="checkbox"/> Social Impact Assessment – - <input type="checkbox"/> HCV Assessment 	<p><input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p>Comments/Justification/Evidence: Social Impact Assessment (SIA) Report – Final dated September 2019 by Saytech General Inspection Services Sdn Bhd Social Improvement Plan dated 14 02 19 address: Job Opportunities, Employment Conditions, Living conditions, Health & Safety in workplace, Public Health & Safety, Communications.</p>



<p>Legal Assessment of Customary land</p>	<p> <input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) </p> <p><u>Comments/Justification/Evidence:</u> State land (60 years' Lease)</p>
<p>Compensation claim of customary land</p>	<p> <input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) </p> <p><u>Comments/Justification/Evidence:</u> State land (60 years' Lease)</p>

<p>Job Description (Except for Independent smallholder)</p>	<p> <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable </p> <p><u>Comments/Justification/Evidence:</u> There is JD for various committee Chairman, office & Estate staffs/workers</p>
<p>Payslip (Except for Independent smallholder)</p>	<p> <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable </p> <p><u>Comments/Justification/Evidence:</u> All wages and working on public holidays and overtime payment records are acceptable and legal requirement.</p>
<p>Sales and Delivery record of FFB (for Independent smallholder only)</p>	<p> <input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable </p> <p><u>Comments/Justification/Evidence:</u> Sales and delivery record kept and maintained FFB Production</p> <ul style="list-style-type: none"> • GFP Delivery Order by the estate weighbridge clerk (sample No. 27445 dated 15/11/2019) • Oil mill weighbridge ticket issued by the oil mill for payment & record purposes (sample Southwind POM ticket no. 127346 dated 15/11/2019 for 25,250 kg of FFB).



4. STAGE 1 SUMMARY OF FINDINGS

LISTS OF FINDINGS	STAGE 1 AUDIT	17-18 December 2019
1. Process for identification of legal and other requirements. Skid Tank -The primary containment (determined to be 9,00 liter-capacity) for the diesel skid tank (of 12,000 liters actual storage) is insufficient to hold up to 110% capacity in case of any spillage.		
2. A safety and health policy, which is communicated and implemented. Findings - ● A broken rafter was noted on the ceiling of the gen-set, this has to be rectified. ● Ensure that the septic tank behind the labour quarters in the office complex is serviced (de-sludged) periodically. ● CSDS and labels are not put up in the following area: - Lubricant store - Chemical store		
3. 3. An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Findings - a. A knapsack sprayer for chemical weeding was found at the housing block. b.Mixed waste was found unattended in the main drain behind the labour quarters and also downstream of the labour line in camp 15 (between F15 and F25). c. Domestic waste (discharged single use plastic bottles, food wrappings and containers) noted in the plantation.		
4. Site Management SOP - VOPs are present under palms indicating a protracted harvesting and weeding.		
5. 5. Safety and Health Policy - CSDS and labels are not put up in the following area: ● Lubricant store ● Chemical store		
6. 3. Waste management and disposal – Findings : ● The drums containing the various types of scheduled waste are not labeled. ● Scheduled waste (spent filters and chemical containers) was found around the office area. ● Drip pans are not displayed under equipment and machinery being serviced.		

THE FINDINGS AS DISCUSSED ARE SUITABLE

Action will be taken by	Date:	18/01/2020
Management Representative	Name: Mr. Erwin Anak Asong	Signature: 29/01/2020
Lead Auditor	Name: Dominic Retan Giah	Signature: 29/01/2020

5. STAGE 1 AUDIT RESULTS

Further special technical competencies needed?	<input type="checkbox"/> Yes, please specify: <input checked="" type="checkbox"/> No
List any further information necessary for planning the Stage 2 audit: Nil	



Based upon review of the above, please state your

- Ready for Stage 2 as scheduled
- Ready for Stage 2 with concerns
- Not ready for Stage 2

OVERALL ASSESSMENT OF STAGE 1

Based on overall Audit results, Green Field Plantation Sdn Bhd is ready to be assessed under STAGE 2. This is conditional to all action to be taken in STAGE 1 Corrective Action Report is completed & closed by or before STAGE 2 Audit Date.

DOMINIC RETAN GIAH

LEAD AUDITOR

18/12/2019

Notes

The stage 1 audit was based on collecting the necessary information regarding:

- the scope of the management system, processes and location(s)
- reviewing the organization’s status and understanding regarding the requirements of the standard
- the identification of objectives, processes and operations of the management

The above stated recommendation regarding the organization’s readiness for registration or upgrade is limited to this information collected and was not based on a full audit of the management system.

The information in this report should assist the organization in determining any action(s) needed prior to the stage 2 audit and whether to proceed with the stage 2 audit as currently scheduled.

6.1 REPORT SUMMARY: FINDINGS/ACTION TAKEN / CLOSURE

6.1.1 SUMMARY OF FINDINGS

There were 6 Findings in Stage 1 Audit classified as AWF (acceptable with findings noted). 6 corrective action reports [CAR] were raised on these findings and presented to Auditee for action [at end of Stage 1 Audit] with timeline of 2 months from 18/12/2019 to respond.

6.1.2 ACTION TAKEN BY AUDITEE

Auditee responded with documentations & photo evidence [where appropriate] on corrective action taken; last submission of response by Auditee received on 29/01/2020.

6.1.3 CLOSURE OF CAR BY LEAD AUDITOR

The corrective action report (CAR) for these findings were closed out by Lead Auditor on 29/01/2020; upon satisfactory confirmation and verification that all corrective action taken were in line with MSPO requirements & MS2530-3:2013 Standards



7.0.	STAGE 2 AUDIT [ASSESSMENT]	MSPO MS2530-3:2013
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7.1	BASIC INFORMATION
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A. CERTIFICATION BODY

Name	BQAS Certification Sdn Bhd				
Audit Dates:	From	29/01/2020	To	31/01/2020	
Audit Duration:	6 man-days				
Audit Team:	Name				Role
	Dominic Retan Giah				Lead Auditor
	Robert Tella				Auditor
	Prof. Dr. Alexander K. Sayok				Auditor in Training

B. CERTIFIED ENTITY

2.1.		INFORMATION: CERTIFIED ENTITY			
Company Name:	Green Field Plantation Sdn Bhd			Registration No: 471764-X	
Address:	Lot 183 Jalan Nyiur, Off Jalan Tabuan, 90032 Kuching, Sarawak.				
Site Name:	Green Field Plantation Sdn Bhd				
Address:	Batu Niah Estate, Lot 159, Suai Land District Sungai Terus, 98200 Niah, Miri, Sarawak				
Management Contact details:					
Name	Job Title	Mobile	Telep hone	Email	
Mr. Erwin Anak Asong	Estate Manager	+ 010-409 9116		erwin@gfp.com.my	
Lias anak Layang	Junior Asst Estate Manager	019-702 4451			
No of Employees	Local: 36	Foreign: 155		Total: 191	
Green Field Plantation Sdn Bhd: Palm Oil Estate					
MPOB License No: 59130902000	Expiry Date: 31 08 2020		Scope of Activity: Menjual & Mengalih FFB#		
Date of Establishment	2002	Geo-Coordinates		N 3° 47' 57.26" E 113° 36' 13.21"	
Certified Area:	2,984 HA	Planted Area		2,884.21HA	



FFB Production (actual)	2019: 32,511.56 MT	FFB (Estimate): 2020: 47,193 MT	
Sources of FFB: Own estate		Main FFB purchaser: Southwind POM Sdn Bhd (Mill)	
No of Planting Blocks: 37 in 4 Divisions		No of Palm trees: 380,700 trees	
Age Range of Palm Trees		13 – 16 years old	
Palm Species	Guthrie and FELDA		
Topography	Highest elevation:		Lowest elevation:
Land Status: Ownership State land (60 yrs' Lease)	<input type="checkbox"/> Own Land	<input checked="" type="checkbox"/> Rented	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Lease land
Other Sustainability Certification		Nil	
7.2	STAGE 2: MAIN ASSESSMENT REPORT	29-31 January 2020	

PRINCIPLE 1	MANAGEMENT COMMITMENT & RESPONSIBILITY
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Criterion 4.1.1: Malaysian Sustainable Palm Oil (MSPO) Policy
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Indicator	Requirement	Compliance	Findings
4.1.1.1	A policy for the implementation of MSPO shall be established.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Sighted GFPSB/MSPO-P1/C1/2019/001 Malaysian Sustainable Palm Oil (MSPO) Policy signed by the Managing Director Datu Chin Jew Bui on 2 nd August, 2019. It is on display on the noticeboard at the junction to the office and on the outside wall of the office.
4.1.1.2	The policy shall also emphasize commitment to continual improvement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Defined as a company commitment in the last para of the said policy.

Criterion 4.1.2: Internal audit
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Indicator	Requirement	Compliance	Findings
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Internal Audit was conducted on 13 to 14/11/2019. Findings raised: 14 NCs and 17 OFIs.



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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Procedure available and sighted - ref: GFPSB//MSPO/P1/C2/19 dated 2 nd Aug. 2019, Issue no. 1 signed by estate manager Mr. Erwin Asong and approved by Mdm Winnie Wong, Head Plantation Operation. Audit report sighted with 17 NCs and 14 OFIs raised. Action has been taken on all finding. OFI: The discussion on the results of the internal audit did not cover the identification of strengths and root causes of the non-conformities. The corrective actions were also not mentioned or determined.
4.1.2.3	Report shall be made available to the management for their review.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	The checklist for the Internal Audit conducted on Nov. 14 – 16, 2019 also served as an input for the Management Review. OFI: A separate Internal Audit Report incorporating the findings in the checklist with proposed action plans and a status of closure would be more appropriate and an effective communication to the Management Review meeting.

Criterion 4.1.3: Management review

4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The MR was last conducted on 20/11/2019 with 9 attendees. The agenda covered: <ul style="list-style-type: none"> • Audit results of the Internal Audit & External Audit • Review of company policies • Training needs • Compliance with legal requirements • Changes that would affect the management system • Complaints / suggestion • Other issues
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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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Available: the GFP SOP for Continuous Improvement Plan (CIP) doc. no. MSPO/GFP/P1/C2/01/19, effective date 02/08/2019.
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			The Management Continuous Improvement Plan 2019 covers: 1) Operations 2) Estate Basic Facilities 3) Human Resource 4) Social Responsibility 5) Environmental 6) Building, Construction & Agriculture Equipment
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Notification on new Information and techniques comes from the HQ in Kuching with instructions to attend relevant training courses such as awareness briefing on MSPO in Bintulu on March 26 & 27, 2019 by MPOCC. Suppliers for agro-chemicals also provided promotional campaigns throughout the year on fertilizers, herbicides and pesticides (with regards to application, effectiveness and potency).
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The above said Management CIP provide opportunities for the estate management to procure the necessary resources through the following areas: 1) Operations 2) Estate Basic Facilities 3) Human Resource 4) Social Responsibility 5) Environmental 6) Building, Construction & Agriculture Equipment

PRINCIPLE 2

TRANSPARENCY

Criterion 4.2.1: Transparency of information and documents relevant to MSPO requirements

Indicator	Requirement	Compliance	Findings
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The company MSPO policies are displayed on the noticeboard at the junction to the office and on the outside



	languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	<input type="checkbox"/> OFI	wall of the office. Copies of permits and licenses are displayed on the wall inside the office. External stakeholders can access information on the company through writing in or approaching the guard at the estate entrance for assistance.
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	As above

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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Sighted GFP Procedure for External Communication doc. no. MSPO/GFP/P4/C2/19, effective date 02/08/2019, issue no. 1, revision 00 which spells out the communication & reporting on the estate’s quality, safety & health and environmental issues with internal and external stakeholders. The external communication provides for: <ul style="list-style-type: none"> • a review of the communication • time frame for external communication • communication with certification body • communication with HQ Dept Plantation Division • communication with the Media • pro-active communication
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The Management Representative for MSPO related matters is Mr Erwin anak Asong the Estate Manager appointed on 02/08/2019 by the GFP Head of Plantation Division Mdm Winnie Wong. In tandem with this is the appointment Documentation Control Officer Ms Jina anak Layang, Administrative Clerk, similarly appointed on 02/08/2019.



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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	The GFP list of stakeholders is slotted under the GFP Transparency of Information doc. no. MSPO/GFP/P2/C1/2019, Issue no. 1 which details out: <ul style="list-style-type: none"> a) government contact numbers (24 entities) b) supplier contact numbers (43 entities) c) estate representative contact numbers (19 names) <p>OFI: Consider to improve on the list of stakeholders as the categories represented by the persons (6 in all) already interviewed by the auditors are not mentioned on the list.</p>
Criterion 4.2.3: Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	GFP SOP for FFB Identification and Traceability, doc. no. MSPO/GFP/P2/C3/2019, effective date 02/08/2019, issue 1 which defines: <ul style="list-style-type: none"> • the function • operational procedures • process monitoring • records
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The system is checked on a daily basis by the individual personnel responsible for each stage of the process beginning from the harvesting to the mill bridge as follows: <ul style="list-style-type: none"> • Bunch check by the harvester (sample sighted Harvesting Ticket No. 00891 dated 13/11/2019) • Harvesting summary by bunch checker / mandore (sample Harvesting Summary No. 00959 dated 13/11/2019) • FFB/LF Driver Chit by the field supervisor / mandore to the tractor driver (sample dated 29/01/2020)



			<p>on tractor no. QAA 3827J for 63 bags of LF clipped together with the estate weighbridge ticket)</p> <ul style="list-style-type: none"> • Estate weighbridge ticket records the no. of bunches and field no. (sample GFP weighbridge ticket no. P0053470) • GFP Delivery Order by the estate weighbridge clerk (sample No. 27445 dated 15/11/2019) • Oil mill weighbridge ticket issued by the oil mill for payment & record purposes (sample Southwind POM ticket no. 127346 dated 15/11/2019 for 25,250 kg of FFB).
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Mr Terry Lajang Anak Sawing is the MSPO Traceability and Mass Balance Officer via appointment letter dated 02/08/2019 by the the estate manager Mr Erwin Anak Asong and approved by GFP Head, Plantation Operation Mdm Winnie Wong.
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Maintained as mentioned in C3I2 above.

PRINCIPLE 3	COMPLIANCE TO LEGAL REQUIREMENTS
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Criterion 4.3.1: Regulatory requirements			
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Indicator	Requirement	Compliance	Findings
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The Law and Regulation Requirement (elaborated in the GFP Legal Register (Estate) evaluates the relevant legislation with the related estate activities with the indicated compliance status.



			<p>Monitoring of the compliance status is shared between the HQ, the Estate Manager and a Third Party (such as licensed laboratory).</p> <p>Samples of compliance:</p> <ul style="list-style-type: none"> • MPOB Licence No. 509130902000 expiring 31/08/2020 for 2,844 hectares (planted area). • Trade licence No. 784094 valid from 02/10/2019 to 29/11/2020 for GPFSB in the business of plantation.
<p>4.3.1.2</p>	<p>The management shall list all laws applicable to their operations in a legal requirement register.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI</p>	<p>Sighted GFP Legal Register (Estate) – updated as at 02/08/2019 comprising:</p> <ol style="list-style-type: none"> 1. Pesticide Act 2. Pesticide (Highly Toxic Pesticides) Regulations 1996 3. Land Acquisition Act 1960 4. Employees Provident Fund Act 1991 5. Labour Ordinance 6. Sarawak Government Gazette, Public Holiday Ordinance (08/02/2010) 7. Employees’ Social Security Act 1969 8. Workmen’s Compensation Act 1952 9. Immigration Act 1959/63 10. Minimum Retirement Age Act 2012 11. Minimum Wages Order 2018 12. Environmental Quality Act 1974 13. EQ (Scheduled Waste) Regulation 2005 14. NREB Ordinance 1993 15. The NREB (Prescribed Activities) Order 16. Water Ordinance 17. OSH Act 1994 18. OSH (Safety and Health Committee) Regulations 1996 19. OSH – SHO Regulations 1997, SHO Order 1997, Prohibition of Use of Substance Order 1999



			20. OSH – USECHH 21. NADDOPOD 22. FMA 23. Wildlife Protection Ordinance 24. MPOB Act 25. MPOB (Licensing) Regulations 26. MPOB (Compound) Regulations 27. MPOB (Quality) Regulations 28. The Business, Professions and Trading License Ordinance 29. Control of Supplies Act 1961 30. Fire Services Act 31. Weights and Measures Act 32. Sewage Service Act 1993
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The register is reviewed annually by the Legal Compliance Officer.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Mr Jimery Anak Aun is the designated Legal Compliance Officer appointed on 02/08/2019.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The establishment of the Batu Niah Estate (of GFPSB) has not infringed on the land rights of the users in the vicinity as the estate is situated on State Land.
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Noted Provisional Lease of State Land to GFPSB for Lot No. 159 in Suai Land District on 2,984 ha. from 10/04/2002 for 60 years.
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The legal perimeter boundary is demarcated with a perimeter drain and clearly visible boundary poles.
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	There has been no land dispute with GFPSB since the establishment of the estate.



	accepted with free prior informed consent (FPIC).		
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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable

PRINCIPLE 4	SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS
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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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	1) Social Impact Assessment (SIA) Report – Final dated September 2019 by Saytech General Inspection Services Sdn Bhd and 2) Environmental Impact Assessment Report of The Proposed Oil Palm Plantation at Lot 159, Suai LD, Miri Division, Sarawak Mitigation plan to mitigate negative impact available and applied as prescribed social impact assessment and social impact management plan.

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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Complaint and Grievances procedures/system to resolved dispute established. Document sighted, verified and acceptable. Ref: GFPSB/MSPO/P4/C2/2019 dated
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			02 nd August 2019.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	All complaint and grievances found recorded in register book and complaint form have been resolve as per established procedures within the timeline. Complaint books and forms are available, sighted and verified.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Complaint books are available and accessible at all times by employees and affected stakeholders. Document sighted and verified.
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	OFI: Complaint and grievance procedure is available but communication need to be enhanced to create awareness to the local communities that complaint and suggestion can be made anytime.
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	All complaint for the last 24 month have been entertained and resolved. Complaint and grievances book sighted and verified. Ref: complain form/book

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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	CSR such as job opportunities, contribution of community relation works and community development needs to the surrounding communities are made. Photos of activities are available.
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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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	OSH developed and signed by the current top management in accordance to OSH Act (Act 514). Ref: 1. OSH Policy GFPSB/MSPO/C4/2019/003 dated 02 th Aug. 2019. 2. Records of OSH committee minute meeting available marked as 03/2019 dated 20 th Sept 2019. 3. Appointment of OSH committee Ref: MSPO/GFP/OSHA/P4/C12/19 dated 02 nd August 2019. 4. Procedures concerning safety and
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			health safe working procedures available. Ref: EM/GFPSB/01/2019 dated 02 nd August 2019. All documents sighted and verified.
4.4.4.2	The occupational safety and health plan shall cover the following:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	
A.	A safety and health policy, which is communicated and implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	OSH policy available and displayed. Communicated with employees meeting and training and implemented. Ref: GFPSB/MSPO-P4/C4/2019/003 dated 02 nd August 2019 Document sighted and verified.
B.	b) The risks of all operations shall be assessed and documented	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	HIRARC covering all activities and operation carried out and available. Ref: MSPO/GFP/P4/C8/19 dated 01/08/2019 Document sighted and verified. OFI: Decayed wooden beams seen under the wet areas (kitchen & wash room) of Housing Block 15B may be replaced for safety consideration. OFI: Consider to improve flooring in the fertilizers store to avoid loose planking posing as a safety hazard to workers. OFI: Improve safety of personnel transiting the open to avoid falling into the waste water retention pond behind the chemical store. OFI: Consider proper storage of old tyres, batteries and open containers to avoid stagnant waters and providing breeding places for mosquitoes.
C.	An awareness and training programme which includes the following requirements for employees exposed to pesticides:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	
C.1	All employees involved shall be adequately trained on safe working practices; and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Training program and training matrix developed and available. Evidence of training implementation in photos and attendance list available and sighted. Effectiveness of training as displayed by staff and workers during site inspection and documentation audit.



			Refer: MSPO/GFP/P4/C6/19 dated 02 nd August 2019 Document sighted and verified.
C.2	All precautions attached to products shall be properly observed and applied.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	All safety data sheets are available for all products and communicated to relevant employees via training and briefings to ensure proper application. Warning signage posted at strategic places to create awareness in the field. Document sighted and verified.
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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Adequate and appropriate PPE are provided free of charge to all employees as recommended. List of issued PPE to all staff and workers available. Document sighted and verified. OFI: Estate management should consider dispensing mask for personnel in the stores for fertilizers and chemicals.
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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Standard Operating Procedures to ensure proper and safe storage and handling of chemicals in accordance to OSH developed and available. Ref: MSPO/GFP/P4/C419 dated 02 nd August 2019 OFI: Responsible officers appointed for workers safety and health at site. However the appointed officers and safety committees are to enhance their knowledge by attending the appropriate safety and health courses.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Appointment letter for Mr. Empaling Anak Tayan, Ref: MSPO/GFP/OSHA/P4/C12/01/19 dated 02nd August 2019
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	OSH committee meeting conducted as required by regulation. All categories of operation are represented. Ref: MEMO/OSH 04/19 dated 16 th Dec 2019 Document sighted and verified.



	actions taken are recorded		
H.	Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Accident and emergency procedures available and communicated to employees. Ref: MSPO/GFP/P4/C419 dated 02 nd August 2019 Document sighted and verified.
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 work site.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> OFI	NC: No employees qualified or trained in first aid. No first aid kit found on all work site.
J.	Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The company have Zero accident recorded. OSH committee meeting done quarterly to improve existing control. All categories of operation are represented. Ref: MEMO/OSH 04/19 dated 16 th Dec 2019 Document sighted and verified.

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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The company have Zero accident recorded. OSH committee meeting done quarterly to improve existing control. All categories of operation are represented. Ref: MEMO/OSH 04/19 dated 16 th Dec 2019 Document sighted and verified.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The company have Zero accident recorded. OSH committee meeting done quarterly to improve existing control. All categories of operation are represented. Ref: MEMO/OSH 04/19 dated 16 th Dec 2019 Document sighted and verified.
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The company have Zero accident recorded. OSH committee meeting done quarterly to improve existing control. All categories of operation are represented. Ref: MEMO/OSH 04/19 dated 16 th Dec 2019 Document sighted and verified.



	minimum wage.		
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>The company have Zero accident recorded. OSH committee meeting done quarterly to improve existing control. All categories of operation are represented.</p> <p>Ref: MEMO/OSH 04/19 dated 16th Dec 2019</p> <p>Document sighted and verified.</p>
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Summary of all employees including seasonal, contract and subcontract workers are available.</p> <p>List of workers for the period ending November 2019 available.</p> <p>Document sighted and verified.</p>
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>All employees and contract workers are provided with employment contract sign by both parties' employer and employees.</p> <p>Document sighted and verified.</p>
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Permanent employee time recording are by means of daily check roll, all time in and time out are clearly recorded.</p> <p>Contract workers are as required by their contractor.</p> <p>Document sighted and verified.</p>
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Working hours and breaks of each individual worker are as indicated in check roll and comply with legal regulation.</p> <p>normal working day are Monday to Saturday.</p> <p>Normal working hours are 07:00am to 3.00pm.</p> <p>Any jobs done after 3.00pm are considered and paid overtime.</p> <p>Check-roll sighted and verified.</p>
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>All wages and working on public holidays and overtime payment records are acceptable and legal requirement.</p> <p>Sunday 2x daily pay.</p>



			<p>Public holiday 3x daily pay. Overtime: Normal working day x 1.5 = RM Weekend/Sunday x 2.0 = RM Public holiday x 3.0 = RM Check-roll and payslip sighted and verified.</p>
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Social benefit provided by the company:</p> <ol style="list-style-type: none"> 1. Medical and health care. 2. Housing amenities. 3. Motorcycle allowance - RM70/per month site Mandore. 4. Transport allowance RM250.00/month. 5. FFB incentives % - harvester only. 6. Free Leave fare if work for more than 2 years. <p>Receipts and other medical bills sighted and verified.</p>
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> OFI	<p>On-site workers housing and amenities meet the minimum standard of housing and amenities. 1 years housing improvement plan available, implemented and in progress. Housing visited. Budget plan for year 2020 sighted and verified.</p>
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Policy is available, communicated and implemented by posting it on notice board and meetings with internal staff and all stakeholders. Photos, Minutes and agendas of meeting sighted. Ref: GFPSB/MSPO-P4/C5/2019/005 dated 02nd August 2019 Policy signed by: Datu Chin Jew Bui Managing Director.</p>
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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Policy is available, communicated and implemented by posting it on notice board and meetings with internal staff and all stakeholders. Photos, Minutes and agendas of meeting sighted. Ref: GFPSB/MSPO-P4/C5/2019/005 dated 02nd August 2019 Policy signed by: Datu Chin Jew Bui Managing Director.</p>



	their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.		
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Good social practices policy on freedom of association and the effective recognition of the rights of collective bargaining is noted. Policy communicated and implemented by posting it on notice board and meetings with internal staff and all stakeholders. Policy No. Ref: GFPSB/MSPO-P4/C5/2019/005 dated 02nd August 2019 Policy sighted and verified. Policy signed by: Datu Chin Jew Bui, Managing Director.

Criterion 4.4.6: Training and competency

4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	GFP Sustainability Training Programme Year 2020 lists out 13 types of training topics. Training needs analysis are noted. Sample of training records viewed: <ul style="list-style-type: none"> • MSPO Awareness Briefing conducted on 15/08/2019 attended by 15 staff and workers. The facilitator was the Estate Manager. • Complaint Form on 02/12/2019 by the Estate Manager attended by 9 personnel. • Waste Management & Disposal Briefing on 05/12/2019 by the estate Manager, attended by 11 personnel.
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training program in order to provide the specific skill and competency required to all employees based on their job description.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The training needs analysis is incorporated in the GFP Training Matrix for Year 2020. All staff and workers including the contractor are assessed against the listed training topics and designated a type of training needed defined as either AT (awareness training), or KT (knowledge training) or NR (not required).
4.4.6.3	A continuous training programme should be planned and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	GFP Sustainability Training Programme Year 2020 lists out the following types of



	<p>implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p>	<p><input type="checkbox"/> OFI</p>	<p>training topics:</p> <ol style="list-style-type: none"> 1. Briefing on company policies, 2. Sustainability awareness briefing 3. Buffer zone awareness 4. Triple rinsing procedures 5. Waste management – landfill procedures 6. Scheduled waste handling – used oil handling 7. Product identification & Traceability Procedures 8. Briefing on pays lip content (monthly paid & daily paid) 9. Oil trap maintenance procedures 10. Complaint & grievance procedures 11. Legal compliance Update Procedures 12. Contractor awareness briefing 13. Safety & health training
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PRINCIPLE 5	ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES
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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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	<p>Environmental Policy and management plan (EPMP) available and implemented.</p> <p>Document sighted and verified - Policy: GFPSB/MSPO-P5/C1/2019/004 Environmental Policy signed by the Managing Director Datu Chin Jew Bui on 2nd August 2019.</p> <p>EMP: MSPO/GFP/P5/C1/19 dated 02nd Aug 2019.</p> <p>OFI: Apart from posting awareness information on the notice boards, regular meetings could be made to enable discussions among various management staff, workers and stakeholders.</p>



4.5.1.2.	The environmental management plan shall cover the following:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Environmental Policy and objectives included in the EMP mentioned above.
A.	An environmental policy and objectives	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Environmental Policy and objectives included in the EMP mentioned above:</p> <p>Environmental Policy and management plan (EPMP) available and implemented.</p> <p>Document sighted and verified - Policy: GFPSB/MSPO-P5/C1/2019/004 Environmental Policy signed by the Managing Director Datu Chin Jew Bui on 2nd August 2019.</p> <p>EMP: MSPO/GFP/P5/C1/19 dated 02nd Aug 2019.</p>
B.	The aspects and impacts analysis of all operations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Included in the Environmental Policy and management plan (EPMP) mentioned above.
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Environmental improvement plan to mitigate the negative impacts and to promote the positive ones had been included in the EMP above. Monitoring on the environmental aspects were done semi-annually through an environmental consultant (Envisar Sdn Bhd; NREB Ref. No. NREB/6-1/2H/59). The most recent monitoring report available is for monitoring in April 2019 which shows that no significant negative impacts on the environment.
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> OFI	<p>Statements to promote the positive impacts are included in the EMP above but programmes to undertake such initiatives are not indistinct and not specified.</p> <p>NC: Programmes to promote positive impacts are not included in the Environmental Policy & the Management Plan.</p>
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>GFP Sustainability Training Programme Year 2020 lists out the following types of training topics:</p> <ol style="list-style-type: none"> 1. Briefing on company policies, 2. Sustainability awareness briefing 3. Buffer zone awareness



	<p>plans and are working towards achieving the objectives.</p>		<ol style="list-style-type: none"> 4. Triple rinsing procedures 5. Waste management – landfill procedures 6. Scheduled waste handling – used oil handling 7. Product identification & Traceability Procedures 8. Briefing on pays lip content (monthly paid & daily paid) 9. Oil trap maintenance procedures 10. Complaint & grievance procedures 11. Legal compliance Update Procedures 12. Contractor awareness briefing 13. Safety & health training <p>To ensure that employees are appropriately trained, a training needs analysis is incorporated in the GFP Training Matrix for Year 2020. All staff and workers including the contractor are assessed against the listed training topics and designated a type of training needed defined as either AT (awareness training), or KT (knowledge training) or NR (not required).</p>
<p>4.5.1.6</p>	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> OFI</p>	<p>Monthly Management Meetings are held at the estate office (MOM Level1). Minutes of meetings sighted (Meetings Feb 2019 and Jan 2020) show that operational matters towards oil palm growth, yield and safety and social welfare of workers were mainly discussed. More discussion needed to be included on Concerns about environmental quality.</p> <p>NC: Concerns about environmental quality needed to be included in the agenda of the Monthly Management Meetings held at the estate office (MoM Level 1) so that these important elements are also being discussed. If not, the environmental aspects will not be taken care of, to the detriment of the various operations and the plantation as a whole.</p>



Criterion 4.5.2: Efficiency of energy use and use of renewable energy

4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate time frame. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Sighted Diesel Issuance covering 6 years (2014 to Nov 2019), doc. no. MSPO/GFPSB/P5/C5/19, effective date 02/08/2019, issue no. 1, revision no. 0 and Record on consumption of non-renewal energy (diesel) from 1 Aug, 2019 to 30 Oct, 2019. Consumption of non-renewable energy are recorded/ monitored in an effort towards optimizing usage and avoiding wastages/excesses. Sighted monthly energy Efficiency record from Jan to Nov 2019 (MSPO/GFP/P5/C5/19) as a practice to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency monthly. Analysis showed about 5.0 liter diesel for each metric ton of FFB.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	As stated in 4.5.1.1 above.
4.5.2.3	The use of renewable energy should be applied where possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Solar panels are used for lighting which are not connected to the power generator such as at the gates to plantation. Rainwater harvesting is also being done using gutters into tanks for domestic water supply/consumption.

Criterion 4.5.3: Waste management and disposal

4.5.3.1	Waste products and sources of pollution shall be identified and documented.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> OFI	Described in MSPO/GFPSB/P5/C3/01 Principle 5: Environment, Natural Resources, Biodiversity and Ecosystem, effective date 02/08/2019, issue no. 1, revision 00. It caters to both scheduled waste and domestic waste and their methods of disposal. Scheduled waste is disposed through a licensed scheduled waste collector SOP on Scheduled Waste
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			<p>MSPO/GFPSB/P5/C3/19 deals with scheduled waste classification, storage and handling.</p> <p>NC: Used rags found lying on oil drums posing as fire hazard.</p> <p>NC: Chickens were found to be sharing living compound in camp 7 Workers Quarters.</p>
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:		
A	Identifying and monitoring sources of waste and pollution	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Identification of sources of waste and pollution and monitoring plan are as stated in 4.5.3.1 above:</p> <p>Described in MSPO/GFPSB/P5/C3/01 Principle 5: Environment, Natural Resources, Biodiversity and Ecosystem, effective date 02/08/2019, issue no. 1, revision 00 catering to both scheduled waste and domestic waste and their methods of disposal.</p> <ul style="list-style-type: none"> Scheduled waste is disposed through a licensed scheduled waste collector Domestic wastes were disposed properly in dumping sites installed away from housing areas and watercourses at strategic locations within the plantation.
B.	Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Efforts are being made to improve on the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products where possible.</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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> OFI	<p>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 are shown in documents stated in 4.5.3.1 above.</p>



	disposal.		NC: Labelling on the drums of used oil (SW 305, SW 306 & SW 307) did not follow the format specified in the Third Schedule of the Environmental Quality (Scheduled Waste) Regulations 2005.
4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Scrap iron/metals and old batteries were sold to local scrap metal buyer (Golden Trading Co.) on 22 Jan, 2020. Empty schedule wastes containers were sold to licensed buyer (E-Concern (M) Sdn Bhd) on 4 Dec 2019 to be disposed in an environmentally and socially responsible way. Record of transactions are attached together with documents 4.5.3.1 above.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Domestic wastes were disposed properly in dumping sites installed away from housing areas and watercourses at strategic locations within the plantation.

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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The assessment of these items were undertaken during EIA before the establishment of the plantation (EIA Report/EMMP Approval 16 Jan, 2003 (19)NREB/6-4/223). The assessments were continued during the semi-annually Environmental Monitoring and Management exercise upon establishment and operation of the plantation.
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	EMP results shows no significant pollution within the plantation areas. Four samples from within the plantation areas show that they are within Class IIB of the MWQS. OFI: Consider to deploy spill trays to catch drips and spills to reduce pollution on the soil.

Criterion 4.5.5: Natural water resources

4.5.5.1.	The management shall establish a water management plan to maintain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The GFPSB Water Management Plan focuses on the management of the
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	the quality and availability of natural water resources (surface and ground water). The water management plan may include:	<input type="checkbox"/> OFI	drainage and water level to keep the palms irrigated. Water for human consumption is sourced from rain harvesting.
A	Assessment of water usage and sources of supply.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Rainwater is collected using gutters connected to water tanks for domestic water supply/consumption. Bathing and washing of clothes and dishes are undertaken in water bodies such as main drains and dug-out areas.
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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Household gray waste-water from residential areas are discharged directly into the drains while black water pass through conventional septic tanks initially before being discharged into the water bodies.
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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Rain water harvesting is very much in evident with all buildings provided with water tanks to provide potable water and for general washing.
D	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Vegetated buffers are maintained along main streams and plantation/block boundaries to avoid/reduce pollution into the receiving waters.
E	Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Vegetative cover along permanent water courses are well preserved.
F	Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	There are no bore wells in the Batu Niah Estate.
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Water check dam and weir were seen at collection drain for water level management for growth of oil palm trees. None in main river/ waterways.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Undertaken as in 4.5.5.1 and 4.5.5.2 above



Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area

4.5.6.1.	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:		
A	Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Information on the existing biodiversity (flora and fauna) were undertaken during EIA in 2003 (Pre-plantation establishment).
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	High biodiversity value habitats are absent, a similar situation as reported in the EIA Report. However, fauna sometimes were seen within and nearby the site. birds: magpie robin, crows, sea eagle, owls, herons, egret, swifts, kingfishers, waterhen, hill mynas fishes: snakehead, catfish, biawan, sipat siam, belanak, Crustaceans: udang kertas, crabs, Animals: monitor lizards, crocodiles, pythons, monkeys (kera), Others: snails, cockles.
4.5.6.2.	If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:		
A	Ensuring that any legal requirements relating to the protection of the species are met.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Among the fauna above, the following are listed as protected under the Sarawak Wildlife Protection Ordinance 1998(SWLPO1998) are birds: sea eagle, owls, herons, egret, swifts, kingfishers, hill mynas Animals: monitor lizards, crocodiles, pythons, monkeys (kera), OFI: A record of future sightings required to be made to get a full list of the fauna in the area especially to ensure the protected fauna under the SWLPO 1998 can be maintained.



B	Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Related posters (on protected flora and fauna) were displayed in various billboards in main office and housing areas to inform staff and to discourage any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	OFI: Protection and conservation of the protected flora and fauna were mentioned in the EIA Report and EMP. The same statement was mentioned in management plan but need further elaboration required for it to be established and effectively implemented.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	No new planting is being undertaken in the area. So possibility of open burning is remote though there are controlled fire for food preparation/barbecue in housing areas seen
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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	OFI: Consider to control use of multiple small open fire-places for food preparation found around workers quarters to avoid becoming a means of waste disposal.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable



PRINCIPLE 6

BEST PRACTICES

Criterion 4.6.1: Site management

Indicator	Requirement	Compliance	Findings
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The SOPs for site management are detailed out in Best Practices, doc. no. MSPO/GFP/P6/C2/19, effective date 02/08/2019, issue no. 1 for the following operations: 1) Oil palm Nursery Culling SOP 2) Block Design SOP 3) Drainage contractions 4) Palm pruning 5) Oil palm manuring 6) Weeding management 7) Harvesting oil palm 8) Integrated pest management - Beneficial plants 9) Rat baiting & control in oil palm 10) Ganoderma 11) Leaf eating caterpillar 12) Rhinoceros beetles 13) Tirathaba bunch moth 14) Termites
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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable as the GFP Batu Niah Estate is established on flat lowland.
4.6.1.3	A visual identification or reference system shall be established for each field.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Each field in a block is marked on a plate at road junctions with a number indicating the block it is in and its specific field reference number.

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Sighted the Green Field Plantation Sdn Bhd Progress of Work Report for the Month of December 2019 which provides a comprehensive overview on a cumulative basis of the actual plantation
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	planning.		<p>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. Noted that for the whole plantation the yield (based on 12-month FFB production) as of Dec. 2019 is 11.83 MT/ha as compared to the estimate at 17.58 MT/ha.</p> <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 • Nursery operation • Rat control • Pruning • Vehicle utilization • Labour as per check roll <p>Based on the graph (Production Against Budget 2019) presented for the plantation as a whole, the actual production shows a declining profile towards the end of the year but at a slower rate than the budgeted trend.</p>
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable at the moment as the oldest palms are planted in 2004 (currently 16 years old and still productive).
4.6.2.3	The business or management plan may contain:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Sighted: the GFPSB Crops Budget Y2020 (Upkeep and Maintenance Programme Y2020)
A	Attention to quality of planting materials and FFB.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Guthrie & FELDA
B	Crop projection: site yield potential, age profile, FFB yield trends.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Crop projection:</p> <ul style="list-style-type: none"> • Site yield potential estimated at 17.58 MT/ha; • Age profile: planted between 2004 to 2007; • FFB yield: 11.83 MT/ha as of Dec. 2019.
C	Cost of production: cost per ton of FFB.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cost of production: Estimated for 2019 at RM2.020/ha or RM126.40/MT FFB.



		<input type="checkbox"/> OFI	
D	Price forecast	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Price forecast: estimated at RM490 for Nov. 2019 and RM465 for Dec. 2019.
E	Financial indicators: cost benefit, discounted cash flow, return on investment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	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 RM2,020/ha. or RM150.47/MT FFB. • Total production is 32,511.53 MT harvested from 2,844.21 ha.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The estate operation heavily relies on the Crops Budget Y2020 (Upkeep and Maintenance Programme Y2020) which specifies a monthly target for each type of operations. The actual achieved targets are reported in the monthly Progress of Work Report for submission to HQ which keeps tab on variance between target achieved and budget to permit mitigating action to be taken. Sighted: Directive from the Plantation Division Head on the Y2020 target of 47,193 MT 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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Prices for services to be conducted in the plantation are mentioned in the contracts for works such as: <ul style="list-style-type: none"> • Rental of excavator for culvert installation: RM1650/unit • FFB harvesting at RM33/MT • Loose fruit collection at RM120/MT
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Contracts for harvesting and mechanical works are sighted as described in the responses below.
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"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Contractors are hired for harvesting and mechanical works (for palm mounding and culvert installation). They are also required to attend training as per the GFP Sustainability Training Programme Year



			<p>2020 such as:</p> <ol style="list-style-type: none"> 1. Briefing on company policies, 2. Sustainability awareness briefing 3. Buffer zone awareness <p>Requirement for training is stated in their respective contracts.</p>
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Evidence sighted:</p> <p>a) Harvesting – Letter of Award for Harvesting & Loose Fruit Collection from GFPSB to Green Fortune Enterprise (Attn: Mr Alan Teo) dated 12/09/2019, ref. no. GFHarvesting2019-01 at the rate of RM33/MT (harvesting and RM120/MT (loose fruit collection).</p> <p>b) Mechanical works – Letter of Award for culvert installation – Oil Palm Plantation, from GFPSB to Green Fortune Enterprise (Attn: Mr Alan Teo) dated 22/10/2019, ref. no. GFCulvertInstallation2019-02. Contract rate is RM1650/unit of excavators for 2 units.</p>
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>The GFPSB Batu Niah Estate is currently entertaining the auditors from BQAS to undertake this Stage 2 Audit. BQAS has previously conducted the Stage 1 Audit in mid-December 2019.</p>
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>The work status by the contractor is verified by the GFP management prior to endorsement of Completion of Works Document submitted by the contractor.</p> <p>Sighted: Completion of Works Document submitted by Mr Alan Teo Chun Jie awaiting verification by the GFP management.</p>



PRINCIPLE 7

DEVELOPMENT OF NEW PLANTING

Criterion 4.7.1: High biodiversity value

Indicator	Requirement	Compliance	Findings
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable

Criterion 4.7.2: Peat land

4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
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Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)

4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable



	procedures developed, implemented, monitored and reviewed.		
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.4.2	Topographic information shall be adequate to guide the planning of planting program, drainage and irrigation systems, roads and other infrastructure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognized customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable



	indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
4.7.6.2	Where new plantings on recognized customary lands are acceptable, management plans and operations should maintain sacred sites.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.6.4	The owner of recognized customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.6.5	Identification and assessment of legal and recognized customary rights shall be documented.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable



7.2	STAGE 2	SUMMARY OF FINDINGS	DATES:
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<input type="checkbox"/> OFI – OPPORTUNITY FOR IMPROVEMENTS	12
<input type="checkbox"/> NC / NO – NON CONFORMANCE	6 (3 minor and 3 major)

TABLE OF FINDINGS

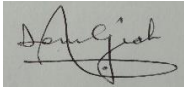

7.3	CONCLUSION BY LEAD AUDITOR [31 01 2020] [end day of Stage 2 Assessment]
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No of “NO”:	Minor Non-Conformance	3
No of “NO”:	Major Non-Conformance	3
No of “OFI”:	Opportunity for Improvement	12

REPORT SUMMARY & RECOMMENDATIONS

Report Summary & Recommendations

All six (6) Non-Conformities had been closed on 28/02/2020! I hereby acknowledge that this audit report is in accordance with the requirement of the MSPO Certification Standard and that Green Field Plantation Sdn Bhd is recommended to be approved for MSPO Certification.

For BQAS Certification [M] Sdn Bhd	Acknowledged by Auditee
Lead Auditor	Job Title: Estate Manager
31/01/2020	31/ 01/2020
 Dominic R Giah	 Erwin Anak Asong



7.5 CORRECTIVE ACTION REPORTS [CAR]

The following Corrective Action Reports were raised on 15 06 19

1. CORRECTIVE ACTION REPORT (NC/OFI)

No. 1 of 6						Date: 31/01/2020					
1 FINDINGS						To be completed by Lead Auditor					
Standards		MSPO MS2530-3:2013				Reference			GFPSB/AU/ST2/01/2020		
Process, Area	Principle	5	Criteria	3	Indicator	3	Waste management and disposal				
<p>MSPO Clause 4.5.3.3 states: “The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.”</p> <p>Details of Finding:</p> <p>Labelling on the drums of used oil (SW 305. SW 306 & SW 307) did not follow the format specified in the Third Schedule of the Environmental Quality (Scheduled Waste) Regulations 2005.</p>											
2 CLASSIFICATION						To be completed by Lead Auditor					
Major Non-conformity		<input type="checkbox"/>		Minor-nonconformity		<input checked="" type="checkbox"/>		Opportunity for Improvement (OEI)		<input type="checkbox"/>	
Type of follow up		<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)									
Date	31/01/2020		Remarks: (if any)								
3 CONFIRMATION						To be completed by Company					
<p>Finding + classification is correct <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments: (if any) To close CAR (corrective action report) recorded as Non-Compliance of Waste management and disposal.</p>											

4 ROOT CAUSE(S) of NC / OFI						To be completed by Company					
<p>Remark:</p> <p>Scheduled Waste storage not in accordance to established SOP Handling of Scheduled Waste Management Procedure (ref doc: MSPO/GFP/P5/C3/19) dated on 02 August 2019. During site visit to Scheduled Waste Store, observed all scheduled wastes in the scheduled waste store were not labeled according to Environmental Quality (Scheduled Waste) Regulations 2005 and procedure mentioned above.</p>											



5	CORRECTIVE ACTIONS TAKEN	To be completed by Company
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Remarks:

Corrective Action Reports (CAR) were raised and closed.

The company is in the midst of revising the SOP Scheduled Waste Management. Upon completing the revision of the policy on 2nd February 2020, the revised SOP will be circulated to all operating centers, then it will be used together with improvement plans to train employees on environmental awareness. A concern about environmental quality was discussed in Agenda No. 5 – Continuously Improvement Plan for Sustainability.

Attachment 1c: SOP of Scheduled Waste Management (DOC. NO: MSPO/GFP/P5/C3/2020)

Date	28/02/2020	Name/Job of Management Rep	MR. ERWIN ANAK ASONG Estate Manager	Signature:
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6	CLOSURE of NC / OFI	To be completed by Lead Auditor
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Remarks / Evidence:

Noted & verified, evidence submission received on 06/03/2020. Confirmed corrective action taken satisfactorily.

Corrective Actions taken to close this NC or OFI has been implemented and found acceptable

Yes No

Date	06/03/2020	Dominic Retan Giah Lead Auditor	Signature:
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2. CORRECTIVE ACTION REPORT (NC/OFI)

No. 2 of 6	Date: 31/01/2020
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1	FINDINGS	To be completed by Lead Auditor
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Standards	MSPO MS2530-3:2013	Reference	GFPSB/AU/ST2/01/2020
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Process, Area	Principle:	4	Criterion :	4	Indicator	2i	Employees Safety and Health
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MSPO Clause 4.4.4.2 j) states: “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 work site.”

Details of Finding:

No employees qualified or trained in first aid. No first aid kit found on all work site.

2	CLASSIFICATION	To be completed by Lead Auditor
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Major Non-conformity	<input checked="" type="checkbox"/>	Minor-nonconformity	<input type="checkbox"/>	Opportunity for Improvement (OFI)	<input type="checkbox"/>
Type of follow up	<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)				
Date	31/01/2020	Remarks: (if any)			
3	CONFIRMATION			To be completed by Company	
Finding + classification is correct <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: (if any) To close CAR (corrective action report) recorded as Non-Compliance of Employees Safety and Health accordingly.					

4	ROOT CAUSE(S) of NC / OFI			To be completed by Company	
Remarks: <i>Policy training was given in general, referring to all established company policies. This is including stand-alone First Aid Kit Box which was referred to explain on the company commitment towards employee's safety and health. In addition, estate management was not aware that First Aid Kit equipped on site and improvement plan to train employees on First Aid Kit awareness.</i>					

5	CORRECTIVE ACTIONS TAKEN			To be completed by Company	
Remarks: Corrective Action Reports (CAR) were raised and closed. <ul style="list-style-type: none"> Estate Management to provide a standard guideline of First Aid Kit Box, the estate has established a specific procedure for such activity. <i>Attachment 2f: First Aid Kit SOP (DOC. NO.: MSPO/GFP/P4/C4/I2j/2020)</i> First Aid Kit Training to be done twice per year. <i>Attachment 2g: Sustainability Training Programme 2020 (DOC. NO.: MSPO/GFP/P4/C6/19)</i> Standard First Aid Kit Training Procedure <i>Attachment 2h: PowerPoint Training Slide (DOC. NO.: MSPO/GFP/FAK/2020)</i> First Aid Kit Treatment Record at Estate Office <i>Attachment 2i: First Aid Kit Box Record (DOC. NO.: MSPO/GFP/FAK/2020)</i> 					

Date	28/02/2020	Name/Job of Management Rep	Mr. Erwin Anak Asong Estate manager	Signature:	
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6 CLOSURE of NC / OFI		To be completed by Lead Auditor	
Remarks / Evidence:			
Noted & verified, evidence submission received on 06/03/2020. Confirmed corrective action taken satisfactorily.			
Corrective Actions taken to close this NC or OFI has been implemented and found acceptable			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Date	06/03/2020	Dominic Retan Giah Lead Auditor	Signature:

3. CORRECTIVE ACTION REPORT (NC/OFI)

No. 3 of 6		Date: 31/01/2020	
1 FINDINGS		To be completed by Lead Auditor	
Standards	MSPO MS2530-3:2013	Reference	GFPSB/AU/ST2/01/2020
Process, Area	Principle : 5	Criterion: 1	Indicator 4 Environmental Management Plan
MSPO Clause 4.5.1.4 states: "A programme to promote the positive impacts should be included in the continual improvement plan."			
Details of Finding: <i>Programmes to promote positive impacts were not included in the Environmental Policy & the Management Plan.</i>			
2 CLASSIFICATION		To be completed by Lead Auditor	
Major Non-conformity	<input type="checkbox"/> Minor-nonconformity	<input checked="" type="checkbox"/> Opportunity for Improvement (OFI)	<input type="checkbox"/>
Type of follow up	<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)		
Date	31/01/2020	Remarks: (if any)	
3 CONFIRMATION		To be completed by Company	
Finding + classification is correct <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Comments: (if any) . To close CAR (corrective action report) recorded as Non-Compliance of Environmental Management Plan accordingly.			



4 ROOT CAUSE(S) of NC / OFI **To be completed by Company**

Remarks:

Environmental objectives already included in Environmental Management Plan (EMP). However, this was not further verified during the audit process on site.

5 CORRECTIVE ACTIONS TAKEN **To be completed by Company**

Remarks:

The EMP report will be review by yearly basis (to incorporate any new waste identified) by estate management.

Attachment 3a: Environmental Risk Assessment (DOC. NO: MSPO/GFP/P5/C1/I4/2020)

Attachment 3b: Sustainability Training Programme Year 2020 (DOC.NO.: MSPO/GFP/P4/C6/2019)

Date	28/02/2020	Name/Job of Management Rep	Mr. Erwin Anak Asong Estate Manager	Signature:
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6 CLOSURE of NC / OFI **To be completed by Lead Auditor**

Remarks / Evidence:

Verified, confirmed evidence received. Corrective actions taken satisfactorily.

Corrective Actions taken to close this NC has been implemented and found acceptable

Yes No

Date	06/03/2020	Dominic Retan Giah Lead Auditor	Signature:
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4. CORRECTIVE ACTION REPORT (NC/OFI)

No.	4 of 6	Date:	31/01/2020
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1 FINDINGS **To be completed by Lead Auditor**

Standards	MSPO MS2530-3:2013	Reference	GFPSB/AU/ST2/01/2020
Process, Area	Principle 1	Criteria 1	Indicator 6
Environmental Management Plan			

MSPO Clause 4.5.1.6 states: "Management shall organize regular meetings with employees where their concerns about environmental quality are discussed."



Details of Finding:

Concerns about environmental quality were not addressed in the agenda of the Monthly management Meetings held at the estate office (MOM Level 1).

2 CLASSIFICATION		To be completed by Lead Auditor	
Major Non-conformity	<input checked="" type="checkbox"/> Minor-nonconformity	<input type="checkbox"/> Opportunity for Improvement (OFI)	<input type="checkbox"/>
Type of follow up	<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)		
Date	31/01/2020	Remarks: (if any)	

3 CONFIRMATION	To be completed by Company
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Finding + classification is correct Yes No
 Comments: (if any) To close CAR (corrective action report) recorded as Non-Compliance of Environmental Management Plan accordingly.

4 ROOT CAUSE(S) of NC / OFI	To be completed by Company
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Remarks:
 Training was given in general and this is including stand-alone environment management plan which was referred to explain on the company commitment towards environment. However, the content of policy is too complicated for the understanding of general workers. In additional, estate management was not aware that management and improvement plans should be included in the environment awareness training for employee.

5 CORRECTIVE ACTIONS TAKEN	To be completed by Company
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Remarks:
 Minutes of Monthly Management Meeting (MOM Level 1) must included MSPO 7 Principles, especially Environmental Quality concerns. A concern about environmental quality was discussed in Agenda No. 5 – Continuously Improvement Plan for Sustainability.
Attachment 4c: Minutes of Management Meeting (MOM Level 1 – 8th February 2020)
Attachment 4d: Continuously Improvement Plan for 2019-2020

Date	28/02/2020	Name/Job of Management Rep	Mr. Erwin Anak Asong Estate Manager	Signature:
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6 CLOSURE of NC / OFI	To be completed by Lead Auditor
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Remarks / Evidence:
 Evidenced received & noted. Corrective action had been taken satisfactorily.
 Corrective Actions taken to close this NC has been implemented and found acceptable.

		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Date	06/03/2020	Dominic Retan Giah Lead Auditor	Signature:



5. CORRECTIVE ACTION REPORT (NC/OFI)

No. 5 of 6				Date: 31/01/2020			
1 FINDINGS				To be completed by Lead Auditor			
Standards		MSPO MS2530-3:2013		Reference		GFPSB/AU/ST2/01/2020	
Process,	Principle	5	Criteria	3	Indicator	1	Environmental Management Plan
<p>MSPO Clause 4.5.3.1 states: "Waste products and sources of pollution shall be identified and documented."</p> <p>Details of Finding: <i>Combustible material (in the form of used rags) found laying on oil drums present a fire hazard.</i></p>							
2 CLASSIFICATION				To be completed by Lead Auditor			
Major Non-conformity		<input checked="" type="checkbox"/>	Minor-nonconformity	<input type="checkbox"/>	Opportunity for Improvement (OEI)		<input type="checkbox"/>
Type of follow up		<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)					
Date	31/01/2020		Remarks: (if any)				
3 CONFIRMATION				To be completed by Company			
Finding + classification is correct <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: (if any) To close CAR (corrective action report) recorded as Non-Compliance of Environmental Management Plan accordingly.							

4 ROOT CAUSE(S) of NC / OFI	To be completed by Company
Remarks: <i>Management assumed the Scheduled Waste Store were all updated /in place</i>	

5 CORRECTIVE ACTIONS TAKEN	To be completed by Company
Remarks: <i>To provide Metal Tray for used rags storage</i> <ul style="list-style-type: none"> Standard size <div style="text-align: center;"> </div> <p><i>Attachment 5a: Used rags Before and After Photos</i></p>	



Date	28/02/2020	Name/Job of Management Rep	Mr. Erwin Anak Asong Admin Assistance	Signature:
6	CLOSURE of NC / OFI		To be completed by Lead Auditor	
Remarks / Evidence: Evidenced [Att 5a] received. Verified Corrective action taken is appropriate & satisfactory. Corrective Actions taken to close this NC has been implemented and found acceptable				
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Date	06/03/2020	Dominic Retan Giah Lead Auditor	Signature: 	

6. CORRECTIVE ACTION REPORT (NC/OFI)

No. 6 of 6		Date: 31/01/2020		
1	FINDINGS			To be completed by Lead Auditor
Standards	MSPO MS2530-3:2013		Reference	GFPSB/AU/ST2/01/2020
Process, Area	Principle: 5	Criterion :	3 Indicator 3	Environmental Management Plan
MSPO Clause 4.5.3.1 states: "Waste products and sources of pollution shall be identified and documented."				
Details of Finding: <i>Chickens were found to be sharing the living compound in Camp 7 Workers Quarters.</i>				
2	CLASSIFICATION			To be completed by Lead Auditor
Major Non-conformity	<input checked="" type="checkbox"/>	Minor-nonconformity	<input type="checkbox"/>	Opportunity for Improvement (OFI) <input type="checkbox"/>
Type of follow up	<input checked="" type="checkbox"/> Document review (off-site audit and may be charged) <input type="checkbox"/> On site audit (effort required will be charged)			
Date	31/01/2020	Remarks: (if any)		
3	CONFIRMATION			To be completed by Company
Finding + classification is correct <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments: (if any) To close CAR (corrective action report) recorded as Non-Compliance of Environmental Management Plan accordingly.				



4	ROOT CAUSE(S) of NC / OFI			To be completed by Company
Remarks: <i>Lack of awareness</i>				
5	CORRECTIVE ACTIONS TAKEN			To be completed by Company
Remarks: <i>Sighted "Pelepasan Ayam/Binatang Ternakan" signed by Estate Manager, Mr. Erwin Asong dated 1/2/2020. The establishment of the policy has been communicated through training and internal stakeholder meetings conducted. Each worker was provided with copy of policies established.</i>				
Attachment 6b.: Estate Manager Memo (DOC. NO.: MSPO/GFP/P4/C5/I11/2020).				
Date	28/02/2020	Name/Job of Management Rep	Mr. Erwin Anak Asong Estate Manager	Signature:
6	CLOSURE of NC / OFI			To be completed by Lead Auditor
Remarks / Evidence: Evidence checked and verified to be appropriate & satisfactory. Corrective Actions taken to close this NC or OFI has been implemented and found acceptable				
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Date	15 08 2019	Dominic Retan Giah Lead Auditor	Signature: 	

Note: All Corrective Action Reports above were closed out on 15 08 2019.

8.0. LEAD AUDITOR CONCLUSION & RECOMMENDATION [SIGN OFF]

I, the undersigned, confirm that to the best of my knowledge, the contents of this report is a true representation of the findings of the Audit Team.

Based on the Findings/Action taken by Auditee/Closures above, Green Field Plantation Sdn Bhd had been able to demonstrate generally its compliance to and with requirements of the MSPO MS2530-3:2013 Standard for Oil Palm Plantations & Organized Smallholders.

Therefore, it is recommended that the Initial Certification of Green Field Plantation Sdn Bhd be approved.

Signed for & On Behalf of

BQAS Certification (M) Sdn Bhd

Dominic Retan Giah

LEAD AUDITOR

Dated: 06/03/2020



9. 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
Green Field Plantation Sdn Bhd

Mr. Erwin Anak Asong

Dated: 06/02/2020

10. CERTIFICATION DECISION [SIGN OFF]

I/the undersigned, being the Certifier, confirm that I have examined thoroughly all contents of the Report in its' entirety, including the incorporation of Peer Review comments/report and other related reports [where applicable and relevant].

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 certification decision had been based upon this information.

I, hereby confirm that, Green Field Plantation Sdn Bhd be certified and awarded the Certificate under the Standard MSPO2530-3:2013 [Part 3: Standard for Oil Palm Plantations & Organized Smallholders]

CERTIFIER

MAXWELL STEPHEN

Dated:

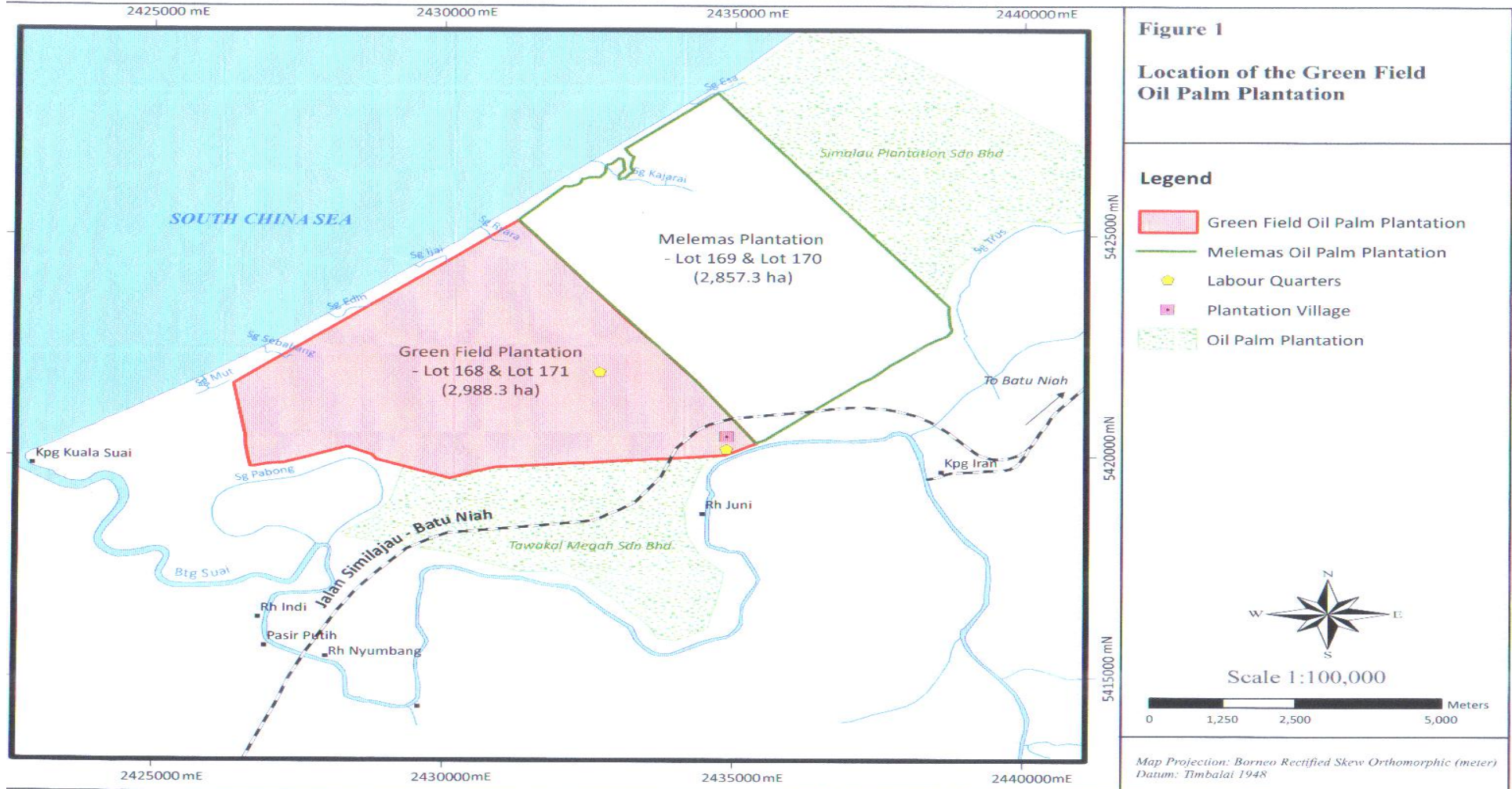
11.	DATE OF 1ST YEAR SURVEILLANCE AUDIT	Before or in January, 2021
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ANNEX 1 : LOCATION MAP OF GREEN FIELD PLANTATION (GOOGLE MAP)



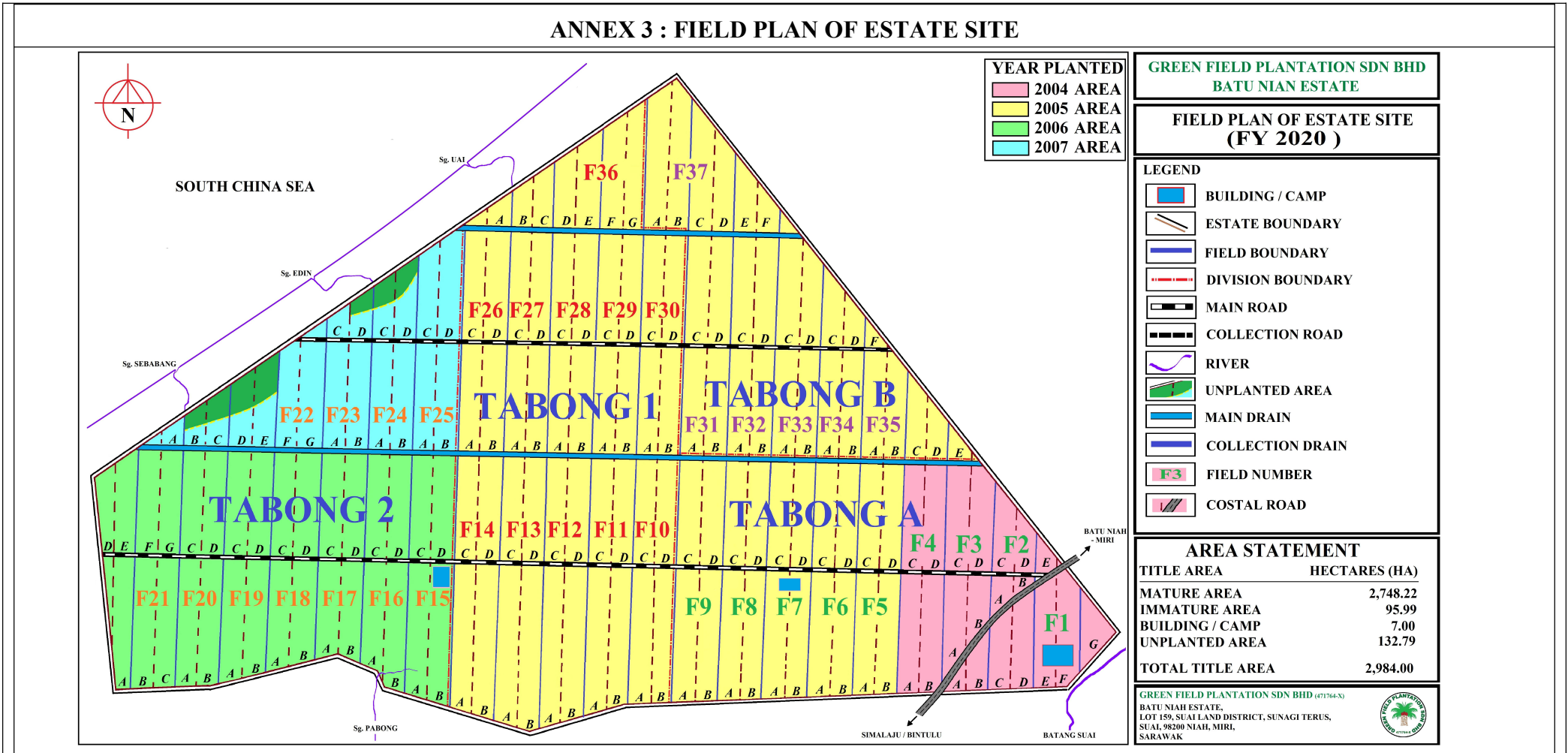


ANNEX 2 : LOCATION OF GREEN FIELD PLANTATION SDN BHD





ANNEX 3 : FIELD PLAN OF ESTATE SITE



YEAR PLANTED

- 2004 AREA
- 2005 AREA
- 2006 AREA
- 2007 AREA

**GREEN FIELD PLANTATION SDN BHD
BATU NIAH ESTATE**

**FIELD PLAN OF ESTATE SITE
(FY 2020)**

LEGEND

- BUILDING / CAMP
- ESTATE BOUNDARY
- FIELD BOUNDARY
- DIVISION BOUNDARY
- MAIN ROAD
- COLLECTION ROAD
- RIVER
- UNPLANTED AREA
- MAIN DRAIN
- COLLECTION DRAIN
- F3 FIELD NUMBER
- COSTAL ROAD

AREA STATEMENT

TITLE AREA	HECTARES (HA)
MATURE AREA	2,748.22
IMMATURE AREA	95.99
BUILDING / CAMP	7.00
UNPLANTED AREA	132.79
TOTAL TITLE AREA	2,984.00

GREEN FIELD PLANTATION SDN BHD (471764-X)
 BATU NIAH ESTATE,
 LOT 159, SUAI LAND DISTRICT, SUNAGI TERUS,
 SUAI, 98200 NIAH, MIRI,
 SARAWAK

ANNEX 4 : LIST OF ABBREVIATIONS

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