

**MSPO SURVEILLANCE CERTIFICATION REPORT 01 [Year 02] 2021**

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

Green Field Plantation Sdn Bhd [471764-X]  
Ref No: GFPSB/AU/SVA1/10/21

Standard: MS 2530-3:2013

On Site Audit

Report Date: 27 08 2021

## MSPO SURVEILLANCE CERTIFICATION REPORT 01[YEAR 02] 2021



**GREEN FIELD PLANTATION SDN BHD**

[471764-X]

**[BATU NIAH ESTATE]**

**Head Office : Lot 8729,SL24. 2<sup>nd</sup> Floor, 126B, Green Heights Commercial  
Centre, Jalan Lapangan Terbang, 93250 Kuching. Sarawak**



**BQAS Certification [M] Sdn Bhd**

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

Tel: 082 572 043

Email: [bqascertification@gmail.com](mailto:bqascertification@gmail.com)

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Accreditation No: ACB MSPO CB15

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<b>CERTIFIED ENTITY</b>	<b>GREEN FIELD PLANTATION SDN BHD [661374-U]</b>
<b>MSPO Standards</b>	<input checked="" type="checkbox"/> <b>MS2530-3:2013 General Principles for Palm Oil Plantations &amp; Organized Smallholders</b>
<b>Type of Certification:</b>	<input checked="" type="checkbox"/> <b>Individual</b>
Project Ref No:	<b>GFPSB/AU/SVA1/10/21</b>
MSPO Certificate No:	<b>BQAS P3 024 0520</b>
MSPO Certificate Validity:	<b>01 MAY 2020 - 30 April 2025</b>
HQ Office Address:	Lot 8729, SL24. 2 <sup>nd</sup> Floor, 126B, Green Heights Commercial Centre, Jalan Lapangan Terbang, 93250 Kuching. Sarawak
Contact Person / Job Title:	<b>Erwin anak Asong / Estate Manager</b>
Telephone / Mobile:	010-409 9116
Email / Website:	<a href="mailto:erwin@gfp.com.my">erwin@gfp.com.my</a>
Site Address:	Batu Niah Estate, Lot 159, Suai Land District, Sungai Terus, 98200 Niah, Miri, Sarawak

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

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## EXECUTIVE SUMMARY

Green Field Plantation Sdn Bhd [GFPSB] main office is located at Lot 8729, SL24. 2<sup>nd</sup> Floor, 126B, Green Heights Commercial Centre, Jalan Lapangan Terbang, 93250 Kuching, Sarawak. The Plantation site is located at Geo-Coordinates: 3° 47' 57.26" N, 113° 36' 13.21"E; with address at 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 consist a total certified area of 2,984 hectares of lowland with sandy loom type soil. Planted area is 2,844.21 hectares; the un-planted areas are conserved as riparian zones. GFPSB employed a total headcount of 171 full-time staffs & general workers. Plantation lands are rented from members of the local community in the area.

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

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

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

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

The following are pertinent information on TCFSB:

No of Employees	● 171 Employees
MPOB License No.	● 509130902000
Expiry Date	● 31/08/2022
Date of Establishment	● 2002
Certified Area:	● 2,984 hectares
Production (Actual) 2020	● 35,058.40 MT
FFB Production (estimate) 2021	● 31,177.00 MT

The Surveillance Audit was conducted from 26<sup>th</sup> to 27<sup>th</sup> August 2021 & 2 Auditors were assigned to do the Assessment; clocking a total of 4 Man-days to complete the Audit.

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

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



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There were altogether 4 Findings classified as 2 NCs (Minor Non Conformity) and 2 OFIs (Opportunity for Improvements).

Corrective Action Reports were raised on 27<sup>th</sup> August 2021 and these findings were closed out on 3<sup>rd</sup> November, 2021.

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

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

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

The management systems of Green Field Plantation Sdn Bhd [GFPSB] had continuously complied & conformed to MSPO Certification standards, conditions & requirements.

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



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## 1.0 INFORMATION: CERTIFICATION ASSESSMENT

1.1	Type of Certification Assessment	<input type="checkbox"/>	Initial Certification / Main Audit	
		<input checked="" type="checkbox"/>	<b>Annual Surveillance Audit [Year 1]</b>	
		<input type="checkbox"/>	Re-certification Audit	
1.2	Scope of MSPO Certification	<input type="checkbox"/>	<b>Production of Sustainable Fresh fruit Bunch from:</b>	
			Total Planted Areas	Total Certified Areas
	<b>Green Field Plantation Sdn Bhd</b>		2,844.21 hectares	2,984 hectares
1.3	<b>MSPO Standards</b>	<input checked="" type="checkbox"/>	<b>PART 3: MS2530-3:2013</b>	

## 2.0 INFORMATION : CERTIFIED ENTITY

Company Name & Registration No:	<b>GREEN FIELD PLANTATION SDN BHD [471764-X]</b>		
Head Office Address	Lot 8729, SL24. 2 <sup>nd</sup> Floor, 126B, Green Heights Commercial Centre, Jalan Lapangan Terbang, 93250 Kuching. Sarawak		
Site Name	<b>Green Field Plantation Sdn Bhd (Batu Niah Estate)</b>		
Primary Function:	<input checked="" type="checkbox"/> <b>Plantation/Organized Smallholders</b>		
Site Address	<b>Lot 159, Suai Land District, Sungai Terus, 98200 Niah, Miri, Sarawak.</b>		
Management Contact Details			
1	Name : Erwin Anak Asong	Job Title: Estate Manager	
	Mobile: 010-409 9116	Tel:	Email: <a href="mailto:erwin@gfp.com.my">erwin@gfp.com.my</a>
2	Name : Lias anak Layang	Job Title: Junior Assistant Estate Manager	
	Mobile: 019-702 4451	Tel:	Email: <a href="mailto:lias@gfp.com.my">lias@gfp.com.my</a>
Headcount	Staff : 43	General Workers	: 128 Total : <b>171</b>



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

MPOB License No: <b>509130902000</b>	Expiry Date: <b>31 08 2022</b>
Scope of Activity: Menjual & Mengalih FFB	
Date of Establishment: 2002	Geo-Coordinates: 3° 47' 57.26" N 113° 36' 13.21"E
Certified Area: <b>2,984</b> hectares	Planted Area: <b>2,844.21</b> hectares
Production (Actual) 2020 : <b>35,058.40 MT</b>	FFB Production (estimate) 2021: <b>31,177.00 MT</b>
Source of FFB : Own Estate	Main FFB Purchaser: Southwind Palm Mill and Alam Bumi Palm Oil Mill
No. of Planting Blocks : 37 in 4 divisions	No. of Palm Trees (Stand Counts): 330,272 palm:
Palm Species : Guthrie & FELDA	Age Range of Palms : 14 – 17 years old
Topography : Flat lowland with peat	Soil Type: Peat & mineral soil
Land Ownership Status :	State land (60-year lease)
Validity/Date of Certification:	<b>01 MAY 2020 - 30 April 2025</b>

### 3.0 ASSESSMENT METHODOLOGY

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

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



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

## 4.0 ASSESSMENT PROCESS

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

## 4.1 AUDIT TEAM

NAME	ROLE	
Dominic Retan Giah	Lead Auditor	
Robert Tella Gunjom	Auditor	
<b>A. Dominic Retan Giah</b>	<b>Lead Auditor</b>	
<b>Qualifications:</b>		
<ul style="list-style-type: none"> <li>● Bachelor of Science in Wood Science &amp; Technology, Colorado State University, Fort Collins; 1987,</li> <li>● Diploma in Wood Technology, Institut Teknologi MARA (UiTM), Shah Alam; 1983</li> <li>● St Joseph School, Kuching, Sarawak; 1963-1973</li> </ul>		
<b>Working Experience:</b>		
Year ended	Employer	Highest Job
2017	Mitsubishi Heavy Industries Ltd	Environmental Officer
2014	Saytech General Inspection Services S/B.	Manager, EIA & Certification
2012	Sarawak Planted Forest Sdn Bhd	District Plantation Manager
2008	Grand Perfect Sdn Bhd	Senior Training Officer



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2002	Borneo Pulp and Paper Sdn Bhd	District Planner
1997	Easimax Dynamics Sdn Bhd	Manager
<b>Relevant MSPO Related Credentials:</b>		
<ul style="list-style-type: none"> <li>● MSPO Lead Auditor (Pioneer Group), Course No. 1 dated 26 to 30<sup>th</sup> January 2015</li> <li>● EIA Consultant No. C038[NREB/I/2008], March 2014</li> <li>● Logged more than 150 Man-days as MSPO Lead Auditors</li> </ul>		

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

## 4.2 AUDIT PLAN

### 4.2.1 AUDIT OBJECTIVES

**The objectives of this surveillance audit are as follows:**

- To assess changes to the certified client and its management system;
- Verification of continuous management system implementation;
- To verify effectiveness and implementation of all correction and corrective actions for non-conformance(s) raised in the previous audit (if any);
- To identify and evaluate links between the normative requirements, policies, procedures, performance objectives and targets (consistent with the expectations in the applicable MSPO standard or relevant normative documents), any applicable legal requirements,



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responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions;

- e. Review of effectiveness of measures arising from the previous audit (if applicable);
- f. Confirmation of fulfillment of certification requirements;
- g. Inquiries on aspects of certification (complaints);
- h. To review of any client's statements with respect to its certified operations (promotional material, website, use of BQAS logos and marks, use of the certificate) and;
- i. To verify and ensure that if there is MSPO logo usage, then it shall be in accordance with MSPOLGP04 1 Oct 2019.

**4.2.2 SURVEILLANCE ASSESSMENT- SITES/PROGRAMS/PARAMETERS**

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

**A. ASSESSMENT SITES**

**Assessment were performed at :**

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

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

**Date: 26 & 27 08 2021**

**No. of Auditors: 2**

**No. of Man-days: 4**

Day 1	●	Site Audit @ Estate, Bintangor
	●	<b>Opening Meeting at Site Office</b>
	●	Review Initial Certification Audit Report
	●	Documentation Audit / Record Review
	●	Estates – facilities review (chemical, schedule waste stores, workshop, etc.)
	●	FFB handling process
Day 2	●	Assessment/review of staff/workers housing & living conditions, facilities & amenities, domestic waste treatment etc.
	●	Documentation Audit continued
	●	<b>Closing meeting</b>
	●	Presentation of Audit Checklist / Report



C. ASSESSMENT PARAMETERS

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

4.3 THE AUDIT PROCESS

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

No.	Process	Description/Activities
1	Public Notification	Written notice to inform public on MSPO Audit is posted at Estate Office 1 month before Audit dates
	↓	
2	Audit Plan	Auditee received 2 weeks before Audit dates
	↓	
3	Audit Day 1	<b>Opening Meeting</b> Estate site Assessment & Field Audits <ul style="list-style-type: none"> <li>• Participants: Audit Team &amp; Auditee Management</li> <li>Stakeholders Consultation / Field &amp; Site Audits</li> <li>• Stakeholders Interviews</li> <li>• MSPO knowledge of Estate staffs</li> <li>• Checks &amp; verification on Boundary, Buffer Zone, Riparian Zone, Waste/scheduled waste management, Water management, Water courses, Harvesting</li> <li>• Staff/workers housing &amp; amenities,</li> <li>• Use of PPE, Stores, Workshop</li> </ul>
	↓	
4	Audit Day 2	Review of Initial Certification Audit Report



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	<p>Documentation Review</p> <ul style="list-style-type: none"> <li>• Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc.</li> </ul> <p>Documentation Review [continuation]</p> <ul style="list-style-type: none"> <li>• Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc.</li> </ul> <p><b>Closing meeting</b></p> <ul style="list-style-type: none"> <li>• Participants: Audit Team &amp; Auditee Management</li> <li>• Agenda: Review Stakeholders feedback Presentation of Report / Checklists. Review, discuss &amp; decide corrective &amp; forward action to be taken by Auditee</li> </ul>
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Audit Stage:	Green Field Plantation Sdn Bhd	Audit Duration
Stage 1 Audit Date:	17 & 18 12 2019	4 man-days
Stage 2 Audit Date:	29 & 30 01 2020	6 man-days
<b>Surveillance Audit 01</b>	<b>26 &amp; 27 08 2021</b>	<b>4 man-days</b>

**5.0 SURVEILLANCE AUDIT 01- MAIN ASSESSMENT**

**5.1 AUDIT REPORT - GREEN FIELD PLANTATION SDN BHD [471764-X]**

**Ref No: GFPSB/AU/SVA1/10/21**

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

Other Standard and/or Edition : Nil

INFORMATION:	CERTIFICATION BODY	
Name:	BQAS Certification [M] Sdn Bhd [1179994-X]	
CB No.:	ACB MSPO CB 15	
Address:	Lat 7823, Sublot 6, 2 <sup>nd</sup> Floor, Block A, King Centre, Simpang Tiga, 93350, Kuching, Sarawak.	
Contact:	Email: <a href="mailto:bqascertification@gmail.com">bqascertification@gmail.com</a>	Tel: +6 082 572 043
	Watsapp: +6 0165759383	Website: <a href="http://www.bqas.com.my">www.bqas.com.my</a>
Initial Certification Audit Date:	<b>11 &amp; 12 08 2021</b>	Audit Duration: 4 man-days
BQAS Audit Team:	Name:	Role in the Audit
	<b>Dominic Retan Giah</b>	<b>Lead Auditor</b>
	<b>Robert Tella Gunjom</b>	<b>Auditor</b>

<input checked="" type="checkbox"/>	<b>INDIVIDUAL CERTIFICATION</b>
-------------------------------------	---------------------------------



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## 5.1 SURVEILLANCE AUDIT REPORT

**Table 5.1.1 Summary of Findings**

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

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**Table 5.1.2 DETAIL OF SURVEILLANCE AUDIT 01 FINDINGS**

No.	CAR	Principle	Criterion	Findings
1	OFI	Principle: 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS	Criterion 4.4.4: Employees safety and health.	<b>MSPO Clause 4.4.4.C1</b> states “All employees involved shall be adequately trained on safe working practices” <b>OFI:</b> It is found that the estate have introduce a range of machineries in their inventories to enhance production and manpower. However, proper training and risk assessment to be produced for safe operation and usage.
2	NC-2	Principle: 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS	Criterion 4.4.4: Employees safety and health	<b>MSPO Clause 4.4.4.E</b> states “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.” <b>NC:</b> 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.
3	OFI	Principle: 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS	Criterion 4.4.6: Training and competency	<b>MPPO Clause 4.4.6.2</b> states “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”. <b>OFI:</b> 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.
4	NC-2	Principle 5 : ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES	Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area	<b>MSPO Clause states</b> “A management plan to comply with Indicator 1 shall be established and effectively implemented, if required”. <b>NC:</b> 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.

Note : Refer to Appendix 4 : Field Audit Report - Checklist for the full Surveillance Audit



**MSPO SURVEILLANCE CERTIFICATION REPORT 01 [Year 02] 2021**

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<b>6.0 PREVIOUS AUDIT RESULT (IF APPLICABLE)</b>	
No. of Non-Conformity (NC) raised from the previous audit	<b>MSPO Initial Certification Audit (Stage 2)</b> <b>6 NC (3 Major NC and 3 Minor NC)</b> <b>6 Observations</b>
The audit team has reviewed the result from the previous audit (MSPO Initial Certification Audit) and verified the effectiveness of the closing of any Non-Conformity (NC) raised. As a conclusion:	
<input checked="" type="checkbox"/>	<b>All six (6) Non-Conformity and all Six (6) Observations raised during the previous audit has been corrected and Corrective Action or Corrective Action Plan has been carried out and implemented effectively</b>
<input type="checkbox"/>	The management system has not adequately addressed Non-Conformity (NC) raised during the previous audit and the specific issue has been re-defined in this report.

**6.1 Surveillance Audit Corrective Action Report And Closure**

The Corrective Action Reports for this Surveillance Audit 01 are as per Tables below:

	BQAS CERTIFICATION [M] SDN BHD ACB MSPO 15 MSPO Certification Services	GREEN FIELD PLANTATION SDN BHD	CORRECTIVE ACTION REPORT SURVEILLANCE AUDIT YR 01 Date: 27 08 2021
	Standards: MS 2530-3:2013	Ref: GFPSB/AU/SVA1/10/21	CAR No: 1
1.	Findings	To be completed by Auditor	
	Principle: 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS	Criterion: Criterion 4.4.4: Employees safety and health	
Remarks:			
MSPO Clause 4.4.4.C1 states "All employees involved shall be adequately trained on safe working practices"			
OFI: It is found that the estate has introduced a range of machineries in their inventories to enhance production and manpower. However, proper training and risk assessment to be produced for safe operation and usage.			
2.	Classification	To be completed by Auditor	
	<input type="checkbox"/> NC 1: Major non-conformity <input type="checkbox"/> NC 2: Minor non-conformity	<input checked="" type="checkbox"/> OFI: Opportunity for improvements	
	Type of follow up	<input checked="" type="checkbox"/> Document review [off-site audit] <input type="checkbox"/> On-site audit	
3.	Confirmation	To be completed by Client	



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	Findings & classification are correct <input checked="" type="checkbox"/> Yes <i>Comments: (if any) To close CAR (corrective action report) recorded as OFI of Employees safety and health accordingly.</i>			
	Date: 27/08/2021	Name: Erwin Anak Asong	Job Title: Estate Manager	
4.	Root cause[s] of NC or OFI	To be completed by Client		
	Remarks: <i>Training was given general and not fully conducted.</i>			
5.	Corrective action taken (s)	To be completed by Client		
	Remarks: <i>Estate Management - Training was conducted on 1 September 2021 in "Memandu Jentera Ladang" and "Memuat &amp; Memunggah Tandan Segar (FFB)". Workers are briefed on safety and risk assessment to be produced for safe operation and usage during Field Training. The meeting and training report need to be filing and update each year.</i> <i>Attachment i : "Memandu Jentera Ladang" in field training attended by Tractor and Errepi Buffalo Operators</i> <i>Attachment ii : "Memuat &amp; Memunggah Tandan Segar (FFB)" in field training attended by Tractor and Errepi Buffalo Loaders and Operators.</i> <i>Attachment iii : Training Program 2021(MSPO/GFP/P4/C6/I(2)/2021, Dated on 2<sup>nd</sup> February 2021</i> <i>Attachment iv : Training Program 2021(MSPO/GFP/P4/C4/CC1/2021, Dated on 2<sup>nd</sup> February 2021</i> <i>Attachment v : Training Attendance Form &amp; Photos</i>			
	Date: 29/10/2021	Name: Erwin Anak Asong	Job Title : Estate Manager Signature:	
6.	Closure of NC or OFI findings	To be completed by Lead Auditor		
	Remarks:			
	Action for closing NC or OFI has been implemented and is found acceptable.			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	Date: 03 11 2021	Name: Dominic Retan Giah		

	BQAS CERTIFICATION [M] SDN BHD ACB MSPO 15 MSPO Certification Services	GREEN FIELD PLANTATION SDN BHD	CORRECTIVE ACTION REPORT SURVEILLANCE AUDIT YR 01 Date: 27 08 2021
	Standards: MS 2530-3:2013	Ref: GFPSB/AU/SVA1/10/21	CAR No: 2
1.	Findings	To be completed by Auditor	
	Principle: 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS	Criterion: Criterion 4.4.4: Employees safety and health	
	Remarks: <b>MSPO Clause 4.4.4.E</b> states "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.)". <b>NC: 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.</b>		



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<b>2.</b>	<b>Classification</b>	<b>To be completed by Auditor</b>		
	<input type="checkbox"/> NC 1: Major non-conformity Type of follow up	<input checked="" type="checkbox"/> NC 2: Minor non-conformity	<input type="checkbox"/> OFI: Opportunity for improvements On-site audit	
	<input checked="" type="checkbox"/> Document review [off-site audit]	<input type="checkbox"/> On-site audit		
<b>3.</b>	<b>Confirmation</b>	<b>To be completed by Client</b>		
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Comments: (if any) To close CAR (corrective action report) recorded as Non-Yes of Employees safety and health accordingly.</b>			
	Date: 27/08/2021	Name: Erwin Anak Asong	Job Title: Estate Manager	
<b>4.</b>	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>		
	Remarks: <b>Lack of awareness by management. Management assumed the executive and staff information were all updated/in place</b>			
<b>5.</b>	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>		
	Remarks: <b>Mr. Indra Kilau Anak Jilon (IC No : 860716-52-5823) appointed as the Safety Officer for Green Field Plantations Sdn Bhd. Safety &amp; Health Organization Chart was made available which consist of 4 employers' representative &amp; 4 employee's representative. Safety meeting conducted on quarterly basis. Sample of meeting minutes were sighted.</b> <b>Attachment i : Offer letter Dated; 1/11/2021</b> <b>Attachment ii : Certificate Copy</b>			
	Date: 28/10/2021	Name: Erwin Anak Asong	Job Title : Estate Manager	Signature: 
<b>6.</b>	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>		
	Remarks: Action for closing NC or OFI has been implemented and is found acceptable.			
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	Date: 03 11 2021	Name: Dominic Retan Giah		

	BQAS CERTIFICATION [M] SDN BHD ACB MSPO 15 MSPO Certification Services	GREEN FIELD PLANTATION SDN BHD	CORRECTIVE ACTION REPORT SURVEILLANCE AUDIT YR 01 Date: 27 08 2021
	Standards: MS 2530-3:2013	Ref: GFPSB/AU/SVA1/10/21	CAR No: 3
<b>1.</b>	<b>Findings</b>	<b>To be completed by Auditor</b>	
	Principle: 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS	Criterion 4.4.6: Training and competency	
	Remarks: MPPO Clause 4.4.6.2 states "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".		
	<b>OFI : 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.</b>		
<b>2.</b>	<b>Classification</b>	<b>To be completed by Auditor</b>	
	<input type="checkbox"/> NC 1: Major non-conformity Type of follow up	<input type="checkbox"/> NC 2: Minor non-conformity Document review [off-site audit]	<input checked="" type="checkbox"/> OFI: Opportunity for improvements On-site audit



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3.	Confirmation	To be completed by Client			
	Findings & classification are correct	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	<b>Comments: (if any) To close CAR (corrective action report) recorded as OFI of Training and competency accordingly</b>				
	Date: 27/08/2021	Name: Erwin Anak Asong	Job Title: Estate Manager		
4.	Root cause[s] of NC or OFI	To be completed by Client			
	Remarks: <b>No training conducted due to COVID-19 Prevention action taken by Estate management. COVID-19 Management &amp; SOP (MSPO/GFP/P4/C5/I11/2020, Dated : 18<sup>th</sup> March 2020)</b>				
5.	Corrective action taken (s)	To be completed by Client			
	Remarks: <b>It was stated in Year 2020 and 2021 Training Program , training on technical knowledge based on job description of each employee has been conducted to ensure the employees are well trained with their roles and responsibilities as according to Training Program.</b> <b>Attachment i : Training Program 2020 (MSPO/GFP/P4/C6/20, Dated on 2<sup>nd</sup> January 2020</b> <b>Attachment ii : Training Program 2021(MSPO/GFP/P4/C6/21, Dated on 2<sup>nd</sup> January 2021</b> <b>Attachment iii : Training Program 2021(MSPO/GFP/P4/C6/I(2)/2021, Dated on 2<sup>nd</sup> February 2021</b> <b>Attachment iv : Training Program 2021(MSPO/GFP/P4/C4/CC1/2021, Dated on 2<sup>nd</sup> February 2021</b> <b>Attachment v : Training Attendance Form &amp; Photos</b> <b>Refer to The Manual Prosedur Kerja Selamat Doc. No: MSPO/GFP/P4C4/01/2019</b>				
	Date: 29/10/2021	Name: Erwin Anak Asong	Job Title : Estate Manager	Signature: 	
6.	Closure of NC or OFI findings	To be completed by Lead Auditor			
	Remarks:				
	Action for closing NC or OFI has been implemented and is found acceptable.				
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
	Date: 03 11 2021	Name: Dominic Retan Giah			

	BQAS CERTIFICATION [M] SDN BHD ACB MSPO 15 MSPO Certification Services	GREEN FIELD PLANTATION SDN BHD	CORRECTIVE ACTION REPORT SURVEILLANCE AUDIT YR 01 Date: 27 08 2021
	Standards: MS 2530-3:2013	Ref: GFPSB/AU/SVA1/10/21	CAR No: 4
1.	Findings	To be completed by Auditor	
	Principle 5 : ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES	Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area	
	Remarks: MSPO Clause states "A management plan to comply with Indicator 1 shall be established and effectively implemented, if required". <b>NC: 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.</b>		



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<b>2.</b>	<b>Classification</b>	<b>To be completed by Auditor</b>			
	<input type="checkbox"/> NC 1: Major non-conformity	<input checked="" type="checkbox"/> NC 2: <b>Minor non-conformity</b>	<input type="checkbox"/> OFI: Opportunity for improvements		
	Type of follow up	<input checked="" type="checkbox"/> Document review [off-site audit]	<input type="checkbox"/> On-site audit		
<b>3.</b>	<b>Confirmation</b>	<b>To be completed by Client</b>			
	Findings & classification are correct		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	<i>Comments: (if any) To close CAR (corrective action report) recorded as Non-Yes of Status of rare, threatened, or endangered species and high biodiversity value area accordingly</i>				
	Date: 29/10/2021	Name: Erwin Anak Asong	Job Title: Estate Manager		
<b>4.</b>	<b>Root cause[s] of NC or OFI</b>	<b>To be completed by Client</b>			
	Remarks: <b>Lack of awareness</b>				
<b>5.</b>	<b>Corrective action taken (s)</b>	<b>To be completed by Client</b>			
	Remarks: <b>Information on this required by collecting and recording, POSTERS of PROTECTED SPECIES and TOTALLY PROTECTED SPECIES need to be posted at all strategic places within the estate and office.</b> <ul style="list-style-type: none"> <li>Keep record in File Principle 5/Criterion 6 (Doc. No: MSPO/GFP/P5/C6/21- Date: 2<sup>nd</sup> Sept 2021)</li> <li>Poster as EIA Report Sept 2002 (Precise Environmental Consultants Sdn. Bhd.) (Doc. No: MSPO/GFP/P5/C6/21- Date: 2<sup>nd</sup> Sept 2021)</li> <li>High Conservation Value Area Maps &amp; Photos (Doc. No: MSPO/GFP/P5/C6/21- Date: 2<sup>nd</sup> Sept 2021)</li> <li>Item / labeling displayed as per requirement Office Site, Main Estate Signage, Gate 1 and 2, Camp and Camp 15 Signboard.</li> </ul>				
	Date: 20/09/2021	Name: Erwin Anak Asong	Job Title : Estate Manager	Signature:	
<b>6</b>	<b>Closure of NC or OFI findings</b>	<b>To be completed by Lead Auditor</b>			
	Remarks:				
	Action for closing NC or OFI has been implemented and is found acceptable.				
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
	Date: 03 11 2021	Name: Dominic Retan Giah			



## 7.0 SUMMARY STATEMENT OF LEAD AUDITOR

The purpose of this Surveillance Audit 02 is to evaluate the implementation, including effectiveness, of **Green Field Plantation Sdn Bhd - Batu Niah Estate** management systems and that the requirement of the Standards MS2530-3:2013 is fulfilled.

There were Four (4) findings; where two (2) were Minor NCs and Two (2) OFIs in this Year 1 Surveillance Audit affecting the Certification of **GFPSB - Batu Niah Estate** under MSPO2530-3:2013.

**The two Minor NCs and both of the OFI's were closed on the 3rd November 2021.**

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the audit findings the audit team concluded that:

1. The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system
2. The management system is in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policies and objectives.
3. All Nonconformities raised during the previous audit has been corrected and Corrective Action or Corrective Action Plan has been carried out and implemented effectively .
4. Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard.

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

## 8.0 AUDIT CONCLUSION

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

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



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demonstrated.

## 9.0 AUDIT PROGRAM

Item	Description	Man-Days	Tentative Dates
Initial Certification Audit	Site Audit - Stage 1	6	17 & 18 12 2019
	Site Audit - Stage 2	6	29 & 30 01 2020
<b>Annual Surveillance Audit – Year 1</b>	<b>Site Audit</b>	<b>4</b>	<b>26 &amp; 27 08 2021</b>
Annual Surveillance Audit – Year 2	Site Audit	4	July 2022
Annual Surveillance Audit – Year 3	Site Audit	4	June 2023
Annual Surveillance Audit – Year 4	Site Audit	4	May 2024

## 10.0 OFFICIAL SIGN-OFF

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

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

Signed for & on Behalf of GFPSB:  
**ERWIN ANAK ASONG**  
Estate Manager  
Date : 29 10 2021

Signature:

### 10.2 LEAD AUDITOR: CONCLUSION & RECOMMENDATION

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

Signed for & on Behalf of BQAS:  
**Dominic Retan Giah**  
Lead Auditor  
Date : 08 11 2021

Signature:



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## 10.3 TECHNICAL REVIEWER: STATEMENT & CONFIRMATION

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

I confirm that, to the best of my knowledge the information and conclusions included in this report have been prepared in Yes with the Standards requirements; and done in good faith and that the Lead Auditor recommendations had been based upon this information. I, hereby confirm that, **GFPSB Batu Niah Estate Certification under the Standard MSPO MS2530-3:2013 be continued.**

**Patrick Sibat Sujang**  
BQAS TECHNICAL REVIEWER  
Date : 12 11 2021

Signature:

### Confidentiality

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



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## 11.0 Appendix / Enclosures

Appendix / Corresponding Audit Documentation	√ Appendix 1 : Location Map Of Green Field Plantation Sdn Bhd (Google Map) √ Appendix 2 : Location Map Of Green Field Plantation Sdn Bhd √ Appendix 3 : Field Plan Of Estate Site √ Appendix 4 : Principle & Criteria for Surveillance Audit Report/Checklist(s) √ Appendix 5 : Audit Plan √ Appendix 6 : List of Abbreviation
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## APPENDIX 1 : LOCATION MAP OF GREEN FIELD PLANTATION (GOOGLE MAP)



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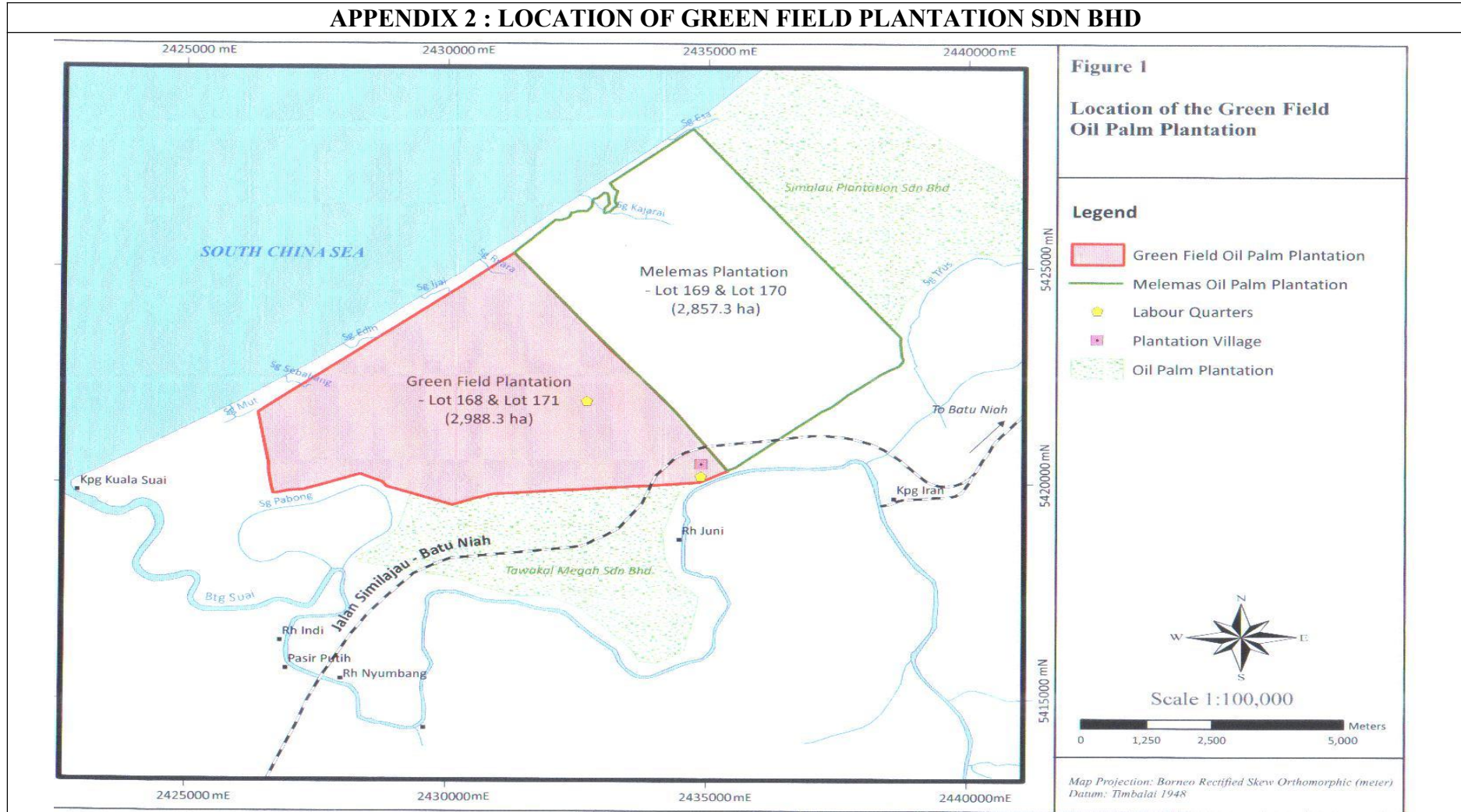
Green Field Plantation Sdn Bhd [471764-X]  
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## APPENDIX 2 : LOCATION OF GREEN FIELD PLANTATION SDN BHD



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ACB MSPO 15

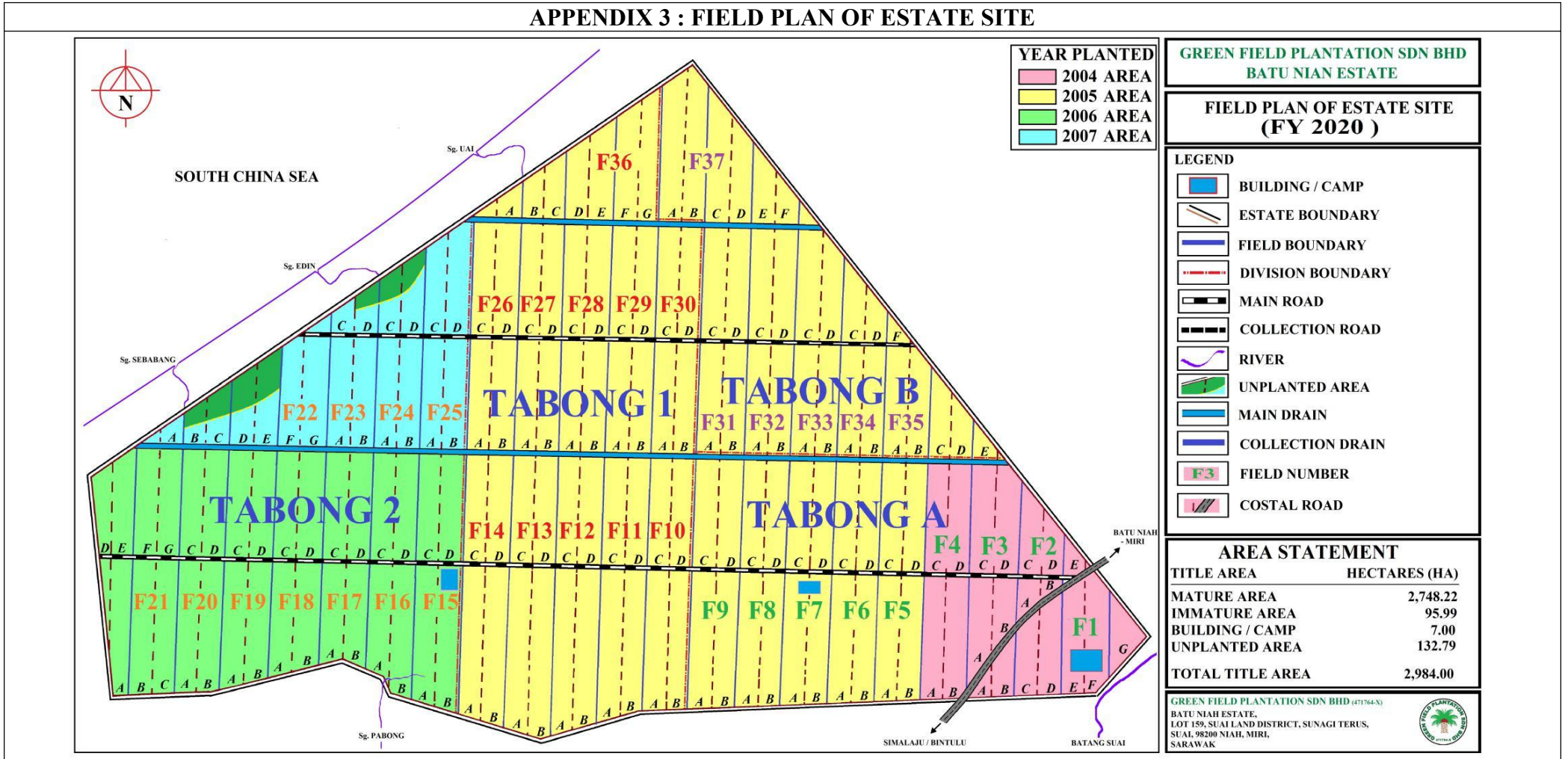
Green Field Plantation Sdn Bhd [471764-X]  
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## APPENDIX 3 : FIELD PLAN OF ESTATE SITE





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## Appendix 4 : Principle & Criteria Audit Report/Checklist(s)

<b>Company Name &amp; Registration No:</b>		<b>GREEN FIELD PLANTATION SDN BHD [661374-U]</b>	
Certifying Unit:		Individual Certification	
Main Address:		Lot 8729, SL24. 2 <sup>nd</sup> Floor, 126B, Green Heights Commercial Centre, Jalan Lapangan Terbang, 93250 Kuching, Sarawak	
Site Name:		<b>Green Field Plantation Sdn Bhd (Batu Niah Estate)</b>	
Primary Function:		<input checked="" type="checkbox"/> Plantation/Organized Smallholders	<input type="checkbox"/> Mill
Site Address:		Lot 159, Suai Land District, Sungai Terus, 98200 Niah, Miri, Sarawak.	
<b>Management Contact Details</b>			
1.	Name: Erwin Anak Asong	Job Title: Estate Manager	
	Mobile: 010-409 9116	Tel:	Email: <a href="mailto:erwin@gfp.com.my">erwin@gfp.com.my</a>
2.	Name: Lias anak Layang	Job Title: Junior Assistant Estate Manager	
	Mobile: 016 8988896	Tel: 082 230167	Email: <a href="mailto:lias@gfp.com.my">lias@gfp.com.my</a>
Date of Audit		26-27/08/2021	
Audit Team Members		Team Leader/Lead Auditor	Dominic Retan Giah Robert Tella Gunjom

### PRINCIPLE 1

### MANAGEMENT COMMITMENT & RESPONSIBILITY

Criterion 4.1.1: Malaysian Sustainable Palm Oil (MSPO) Policy			
Indicator	Requirement	Yes	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	The policy as per doc no. : GFPSB/MSPO-P1/C1/2019/001 Malaysian Sustainable Palm Oil (MSPO) Policy signed by the Managing Director Datu Chin Jew Bui on 2 <sup>nd</sup> August 2019 is kept in the MSPO Files, as well 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			
Indicator	Requirement	Yes	Findings
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Internal Audit was conducted on the 10th to 11 <sup>th</sup> December 2022. Findings raised: 14 OFIs and 6 NCs (3 Major and 3 Minor)



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	potential area for further improvement.		
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Procedure available and sighted - ref: GFPSB//MSPO/P1/C2/19 dated 2<sup>nd</sup> Aug. 2019, Issue no. 1 signed by estate manager Mr. Erwin Asong and approved by Mdm Winnie Wong, Head Plantation Operation.</p> <p>Audit report sighted with 6 NCs and 12 OFIs raised. Action has been taken on all findings.</p> <p>Action had been taken on Issues raised in the Stage 2 Initial Certification Audit.</p>
4.1.2.3	Report shall be made available to the management for their review.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>The checklist for the Internal Audit conducted on Nov. 10 – 11, 2020 also served as an input for the Management Review.</p> <p>Sighted was a separate Internal Audit Report incorporating the findings in the checklist with proposed action plans and a status of closure had been incorporated and is appropriate and effective means of communication to the Management Review meeting.</p>
<b>Criterion 4.1.3: Management review</b>			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>The MR was last conducted on 21/12/2020 with 9 attendees. The agenda covered:</p> <ul style="list-style-type: none"> <li>• Audit results of the Internal Audit &amp; External Audit</li> <li>• Review of company policies</li> <li>• Training needs</li> <li>• Yes with legal requirements</li> <li>• Changes that would affect the management system</li> <li>• Complaints / suggestion</li> <li>• Other issues</li> </ul>
<b>Criterion 4.1.4: Continual improvement</b>			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Sighted : the GFP SOP for Continuous Improvement Plan (CIP) doc. no. MSPO/GFP/P1/C2/01/19, effective date 02/08/2019.</p> <p>The Management Continuous Improvement Plan has been updated for 2020, covers:</p> <ol style="list-style-type: none"> <li>1) Operations</li> <li>2) Estate Basic Facilities</li> <li>3) Human Resource</li> <li>4) Social Responsibility</li> <li>5) Environmental</li> <li>6) Building, Construction &amp; Agriculture Equipment</li> </ol>



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			The CIP has been updated effective 25 <sup>th</sup> January 2021. (Rev No. 02).
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	<p>Notification on new Information and techniques comes from the HQ in Kuching with instructions to attend relevant training courses.</p> <p>The GAP on mechanized harvesting was reviewed and effective from 2<sup>nd</sup> August 2021, and documented as <b>MSPO/GFPSB/P6/HARESTING (Rev 02)</b>.</p> <p>The latest training was conducted on the use of mechanized harvesting vehicles, conducted on the 4/8/2021 by the machine supplier.</p> <p>Suppliers for agro-chemicals also provided promotional campaigns throughout the year on fertilizers, herbicides and pesticides (with regards to application, effectiveness and potency).</p>
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	<p>The above said Management CIP provide opportunities for the estate management to procure the necessary resources through the following areas:</p> <ol style="list-style-type: none"> <li>1) Operations</li> <li>2) Estate Basic Facilities</li> <li>3) Human Resource</li> <li>4) Social Responsibility</li> <li>5) Environmental</li> <li>6) Building, Construction &amp; Agriculture Equipment</li> </ol>

### PRINCIPLE 2                      TRANSPARENCY

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

Indicator	Requirement	Yes	Findings
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>The company MSPO policies are displayed on the noticeboard at the junction to the office and on the outside wall of the office. Copies of permits and licenses are displayed on the wall inside the office.</p> <p>External stakeholders can access information on the company through writing in or approaching the guard at the estate entrance for assistance. This practice has been in effect since the introduction of MSPO and implemented by the company since August 2019.</p>
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	As above



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	environmental or social outcomes.		
<b>Criterion 4.2.2: Transparency method of communication and consultation</b>			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>The 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 &amp; reporting on the estate's quality, safety &amp; health and environmental issues with internal and external stakeholders.</p> <p>The external communication provides for:</p> <ul style="list-style-type: none"> <li>• a review of the communication</li> <li>• time frame for external communication</li> <li>• communication with certification body</li> <li>• communication with HQ Dept Plantation Division</li> <li>• communication with the Media</li> <li>• pro-active communication</li> </ul>
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>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.</p> <p>In tandem with this is the appointment Documentation Control Officer Ms Tracy Anak Arun, Administrative Clerk, similarly appointed on 02/08/2019.</p>
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>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:</p> <ol style="list-style-type: none"> <li>a) government contact numbers (24 entities)</li> <li>b) supplier contact numbers (43 entities)</li> <li>c) estate representative contact numbers (19 names)</li> </ol> <p>The list of stakeholders has been improved as follows:</p> <ol style="list-style-type: none"> <li>(a) Local Authorities ( 8 inos)</li> <li>(b) List of Suppliers ( 8 inos)</li> <li>(c) List of Consultants and Contractors (3 inos)</li> <li>(d) Surrounding communities (13 inos)</li> </ol>
<b>Criterion 4.2.3: Traceability</b>			
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	<p>The SOP being maintained and practiced by GFP for FFB Identification and Traceability, is as per doc. no. MSPO/GFP/P2/C3/2019, effective date 02/08/2019, issue 1 which defines:</p> <ul style="list-style-type: none"> <li>• the function</li> <li>• operational procedures</li> <li>• process monitoring</li> <li>• records</li> </ul>



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4.2.3.2	The management shall conduct regular inspections on Yes with the established traceability system.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>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:</p> <ul style="list-style-type: none"> <li>• Bunch check by the harvester (sample sighted Harvesting Ticket No. 800178471 dated 17/08/2021)</li> <li>• Harvesting summary by bunch checker /Mandore (sample Harvesting Summary No. 00959 dated 18/08/2021)</li> <li>• FFB Driver Chit by the field supervisor /Mandore to the tractor driver (sample dated 17/08/2021 on tractor no. QTK 9113 for 26.89 mt of FFB clipped together with the estate weighbridge ticket)</li> <li>• Estate weighbridge ticket records the no. of bunches and field no. (sample GFP weighbridge ticket no. P0053470)</li> <li>• GFP Delivery Order by the estate weighbridge clerk (sample No. 32744 dated 15/08/2021)</li> <li>• Oil mill weighbridge ticket issued by the oil mill for payment &amp; record purposes (sample Southwind POM ticket no. 209226 dated 20/08/2021 for 26,850 kg of FFB)</li> </ul>
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 Yes TO LEGAL REQUIREMENTS

### Criterion 4.3.1: Regulatory requirements

Indicator	Requirement	Yes	Findings
4.3.1.1	All operations are in Yes 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	<p>The Law and Regulation Requirement (elaborated in the GFP Legal Register (Estate) evaluates the relevant legislation with the related estate activities with the indicated Yes status.</p> <p>Monitoring of the Yes status is shared between the HQ, the Estate Manager and a Third Party (such as licensed laboratory).</p> <p>Samples of Yes:</p>



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			<ul style="list-style-type: none"> <li>• MPOB Licence No. 509130902000 expiring 31/08/2022 for 2,844 hectares (planted area).</li> <li>• Trade licence No. 867654 valid from 26/10/2020 to 29/11/2021 for GFPSB in the business of plantation.</li> </ul>
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirement register.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Sighted GFP Legal Register (Estate) – updated as at 02/08/2019 comprising: <ol style="list-style-type: none"> <li>1. Pesticide Act</li> <li>2. Pesticide (Highly Toxic Pesticides) Regulations 1996</li> <li>3. Land Acquisition Act 1960</li> <li>4. Employees Provident Fund Act 1991</li> <li>5. Labour Ordinance</li> <li>6. Sarawak Government Gazette, Public Holiday Ordinance (08/02/2010)</li> <li>7. Employees' Social Security Act 1969</li> <li>8. Work men's Compensation Act 1952</li> <li>9. Immigration Act 1959/63</li> <li>10. Minimum Retirement Age Act 2012</li> <li>11. Minimum Wages Order 2018</li> <li>12. Environmental Quality Act 1974</li> <li>13. EQ (Scheduled Waste) Regulation 2005</li> <li>14. NREB Ordinance 1993</li> <li>15. The NREB (Prescribed Activities) Order</li> <li>16. Water Ordinance</li> <li>17. OSH Act 1994</li> <li>18. OSH (Safety and Health Committee) Regulations 1996</li> <li>19. OSH – SHO Regulations 1997, SHO Order 1997, Prohibition of Use of Substance Order 1999</li> <li>20. OSH – USECHH</li> <li>21. NADOOPOD</li> <li>22. FMA</li> <li>23. Wildlife Protection Ordinance</li> <li>24. MPOB Act</li> <li>25. MPOB (Licensing) Regulations</li> <li>26. MPOB (Compound) Regulations</li> <li>27. MPOB (Quality) Regulations</li> <li>28. The Business, Professions and Trading License Ordinance</li> <li>29. Control of Supplies Act 1961</li> <li>30. Fire Services Act</li> <li>31. Weights and Measures Act</li> <li>32. Sewage Service Act 1993</li> </ol>
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 Yes Officer.
4.3.1.4	The management should assign a person responsible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mr Jimery Anak Aun is the designated Legal Yes Officer appointed on 02/08/2019.



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	to monitor Yes and to track and update the changes in regulatory requirements.	<input type="checkbox"/> OFI	
<b>Criterion 4.3.2: Land use rights</b>			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.	<input checked="" type="checkbox"/> 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 accepted with free prior informed consent (FPIC).	<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.
<b>Criterion 4.3.3: Customary rights</b>			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.	<input checked="" type="checkbox"/> 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable

<b>PRINCIPLE 4</b>	<b>SOCIAL RESPONSIBILITY, HEALTH, SAFETY &amp; EMPLOYMENT CONDITIONS</b>
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<b>Criterion 4.4.1: Social impact assessment (SIA)</b>			
Indicator	Requirement	Yes	Findings
4.4.1.1	Social impacts should be identified and plans are	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI	1) Social Impact Assessment (SIA) Report – Final dated September 2019 by Saytech General



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	implemented to mitigate the negative impacts and promote the positive ones.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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.
<b>Criterion 4.4.2: Complaints and grievances</b>			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Complaint and Grievances procedures/system to resolved dispute established. Document sighted, verified and acceptable. Ref: GFPSB/MSPO/P4/C2/2019 dated 02 <sup>nd</sup> August 2019. Only complain are on lack of freshwater for domestic use. Temporary measures: Send clean water by water bowers. JBALB arrangement in the process, meanwhile rainwater harvesting are practiced.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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. Only complain are on lack of freshwater for domestic use. Temporary measures: Send clean water by water bowers. JBALB arrangement in the process, meanwhile rainwater harvesting are practiced.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All staff and workers are made aware that complaints and suggestions can be made anytime by organising meeting and posting procedures at strategic places and morning master call. However, external meeting with stakeholders cannot be made due to pandemic Covid19.
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All complaint for the last 24 month have been entertained and resolved. Complaint and grievances book sighted and verified.



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	affected stakeholders upon request.		Ref: complain form/book
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
4.4.3.1	Growers should contribute to local development in consultation with the local communities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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.
<b>Criterion 4.4.4: Employees safety and health</b>			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>OSH developed and signed by the current top management in accordance to OSH Act (Act 514). Ref:</p> <ol style="list-style-type: none"> <li>1. OSH Policy GFPSB/MSPO/C4/2019/003 dated 02<sup>th</sup> Aug. 2019.</li> <li>2. Records of OSH committee minute meeting available marked as 03/2019 dated 20<sup>th</sup> Sept 2019.</li> <li>3. Appointment of OSH committee Ref: MSPO/GFP/OSHA/P4/C12/19 dated 02<sup>nd</sup> August 2019.</li> <li>4. Procedures concerning safety and health safe working procedures available. Ref: EM/GFPSB/01/2019 dated 02<sup>nd</sup> August 2019.</li> <li>5. Ref: MSPO/GFP/P4/C5/I11/2020, Dated 18<sup>th</sup> March 2020. SOP for Covid 19.</li> </ol> <p>All documents sighted and verified.</p>
4.4.4.2	The occupational safety and health plan shall cover the following:		
A.	A safety and health policy, which is communicated and implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>OSH policy available and displayed. Communicated with employees meeting and training and implemented. Ref: GFPSB/MSPO-P4/C4/2019/003 dated 02<sup>nd</sup> August 2019.</p> <p>Last Committee meeting done on 22<sup>nd</sup> March 2020. SOP for Covid19 included in the meeting agenda. Ref: MSPO/GFP/OSHA/P4/C4/M1/20 dated 22<sup>nd</sup> March 2020. Document sighted and verified.</p>
B.	b) The risks of all operations shall be assessed and documented	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>HIRARC covering all activities and operation carried out and available. Ref: MSPO/GFP/P4/C8/19 dated 01/08/2019. Document sighted and verified. Site/field visit done, all finding on last audit have been addressed and make good.</p> <ol style="list-style-type: none"> <li>1. Decayed wooden beams seen under the wet areas (kitchen &amp; wash room) of Housing Block 15B have been replaced and make good.</li> <li>2. Loose planking floor in the fertilizers store in the process of repair to reduce hazard to workers.</li> </ol>



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			<p>3. Water retention pond behind the chemical store have been refilled and flattened.</p> <p>4. Proper storage of old tyres, batteries and open containers have been constructed and used to avoid stagnant waters and providing breeding places for mosquitoes.</p>
C.	An awareness and training program which includes the following requirements for employees exposed to pesticides:		
C.1	All employees involved shall be adequately trained on safe working practices; and	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Training program and training matrix developed are 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<sup>nd</sup> August 2019. Document sighted and verified.</p> <p>OFI: It is found that the estate have introduce a range of machineries in their inventories to enhance production and manpower. However, proper training and risk assessment to be produce for safe operation and usage. Refer to the usage of the following machineries:</p> <ol style="list-style-type: none"> <li>1. John deer tractors.</li> <li>2. Kubota tractors.</li> <li>3. Badang Erreppi buffalo tractors.</li> <li>4. Kioti tractors.</li> </ol>
C.2	All precautions attached to products shall be properly observed and applied.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>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.</p>
D.	The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>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.</p>
E.	The management shall establish Standard Operating Procedure for handling of chemicals to	<input type="checkbox"/> Yes <input type="checkbox"/> OFI <input checked="" type="checkbox"/> NC - Minor	<p>Standard Operating Procedures to ensure proper and safe storage and handling of chemicals in accordance to OSH developed and available. However no qualified safety officers have been</p>



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	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"/> NC - Major	appointed for the safety of workers at site. Ref: MSPO/GFP/P4/C419 dated 02 <sup>nd</sup> August 2019 <b>NC:</b> 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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Appointment letter for Mr. Terry Lajang Anak Sawing, Ref: MSPO/GFP/OSHA/P4/C12/02 dated 02 <sup>nd</sup> December 2020.
G.	The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the employees and any remedial actions taken are recorded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	OSH committee meeting conducted as required by regulation. All categories of operation are represented. Meeting was conducted on 22 <sup>nd</sup> March 2020. Agendas discussed are as follows: A. Pengesahan minit mesyuarat. B. Laporan pemeriksaan tempat kerja oleh ahli jawatankuasa. C. Laporan kemalangan pekerjaan bagi suku yang ke-4 2018. D. Laporan kesihatan / program kesihatan. E. Laporan latihan. F. Hal-hal lain - SOP pencegahan Penyakit Berjangkit COVID 19.  Ref: MEMO/OSH 01/20 dated 15 <sup>th</sup> March 2020. Document sighted and verified.
H.	Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Accident and emergency procedures available and communicated to employees. Ref: MSPO/GFP/P4/C4/19 dated 02 <sup>nd</sup> 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 worksite.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The Estate Manager together with the other Staff and managers of the plantation group had attended the First Aid on the 18 <sup>th</sup> February 2020. Ref: cert. No. SA 073613 dated 21 <sup>st</sup> February 2014. Mr. ERWIN ANAK ASONG. First aid box sighted and fully equipped with approve content.
J.	Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 <sup>th</sup> Dec 2019 Document sighted and verified.



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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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Good Social Practices Policy available sighted and verified endorsed by Managing Director. Ref: GFPSB/MSPO-P4/C5/2019/004 DATED 02/08/2019 Document sighted and verified. This policy is displayed on the outside wall of the office, accessible to the workers and other stakeholders.
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Corporate Responsibility Policy to ensures employees are treated fairly and with dignity and respect. Policy are documented and signed by top management and are communicate and displayed on noticeboard. Ref: GFPSB/MSPO/-P1/CI/2019/002 dated 02/08/2019. 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 minimum wage.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Management have ensured that all wages are Yes to Minimum Wage Order. Evidence demonstrated in payslip. Sighted and verified. Sample payslip vide: A. Mr. Anthony Jimbai ak Ubam I/C: 830220136253 Employment No.: S518. SOCSO No.: 830220136253 EPF No.: 71434968
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Employment contract of Mr. Nahor Tanesib (Indonesian) employee of GFP contractor, signed by both party based on legal or industry minimum standard. Payslip Sighted and verified.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Summary of all employees including seasonal, contract and subcontract workers are available. List of workers for the period as of 15 <sup>th</sup> October 2021 available. Local : 43pax M : 38 F: 05 Foreigner : 128pax M: 94 F: 34 Document sighted and verified.



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4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All employees and contract workers are provided with employment contract sign by both parties employer and employees. Ref: MSPO TERMS AND CONDITON FOR CONTRACRORS. MSPO/GFPSB/SOP/19 dated 02/08/2019 Document sighted and verified.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Permanent employee time recording are by means of daily check roll, all time in and time out are clearly recorded. Contract workers are as required by their contractor. Document sighted and verified.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Working hours and breaks of each individual worker are as indicated in check roll and comply with legal regulation. normal working day are Monday to Saturday. Normal working hours are 07:00am to 3.00pm. Any jobs done after 3.00pm are considered and paid overtime. Check-roll sighted and verified.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	All wages and working on public holidays and overtime payment records are acceptable and legal requirement. Sunday 2x daily pay. 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.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Social benefit provided by the company: 1. Medical and health care. 2. Housing amenities. 3. Motorcycle allowance - RM70/per month site Mandore. 4. Transport allowance, local staff and monthly paid- RM280.00/month. 5. FFB incentives % - harvester only. 6. Free Leave fare if work for more than 2 years. Receipts and other medical bills sighted and verified.
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 Yes with the	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Onsite workers housing and amenities meet the minimum standard of housing and amenities. 1 year's housing improvement plan available, implemented and in progress. Housing visited. Budget plan for year 2021 sighted and verified.



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	Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.		Ref: MSPO/GFP/P1/C4/2021 dated 25/01/2021- CONTINUOUS IMPROVEMENT PLAN.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Policy 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 02 <sup>nd</sup> August 2019 Policy signed by: Datu Chin Jew Bui Managing Director.
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 02 <sup>nd</sup> August 2019 Policy sighted and verified. Policy signed by: Datu Chin Jew Bui, Managing Director.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No children or young person being employed by the management. Child labour policy available and implemented. Ref: GOOD SOCIAL PRACTICE POLICY, GFPSB/MSPO-P4/C5/2019/005 dated 02 <sup>nd</sup> August 2019 Policy sighted and verified. Policy signed by: Datu Chin Jew Bui, Managing Director. Field audit shows no present of children or young person being employed.
<b>Criterion 4.4.6: Training and competency</b>			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI	GFP Sustainability Training Programme Year 2021 lists out 14 types of training topics.



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	A training program (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Training needs analysis are noted. Sample of training records viewed: <ul style="list-style-type: none"> <li>• Training on Mechanized FFB Transport System by supplier of tractors on 04/08/2021 attended by 13 staff and workers. List sighted and verified.</li> <li>• Complaint Form on 02/12/2019 by the Estate Manager attended by 9 personnel.</li> </ul> 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The training needs analysis is incorporated in the GFP Training Matrix for Year 2020/21. 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). <b>OFI: A separate TNA are required for staff and workers with increasing improvement and introduction of machineries and other system in the field.</b>
4.4.6.3	A continuous training program should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	GFP Sustainability Training Programme Year 2021 lists out the following types of training topics: <ol style="list-style-type: none"> <li>1. Briefing on company policies,</li> <li>2. Sustainability awareness briefing</li> <li>3. Buffer zone awareness</li> <li>4. Triple rinsing procedures</li> <li>5. Waste management – landfill procedures</li> <li>6. Scheduled waste handling – used oil handling</li> <li>7. Product identification &amp; Traceability Procedures</li> <li>8. Briefing on pays lip content (monthly paid &amp; daily paid)</li> <li>9. Oil trap maintenance procedures</li> <li>10. Complaint &amp; grievance procedures</li> <li>11. Legal Yes Update Procedures</li> <li>12. Contractor awareness briefing</li> <li>13. Safety &amp; health training</li> <li>14. First Aid training.</li> </ol>

**PRINCIPLE 5 ENVIRONMENT, NATURAL RESOURCES, BIODIVERSITY & ECOSYSTEM SERVICES**



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Criterion 4.5.1: Environmental management plan			
Indicator	Requirement	Yes	Findings
4.5.1.1	An environmental policy and management plan in Yes with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Environmental Policy and management plan (EPMP) available and implemented.</p> <p>Document sighted and verified - Policy: GFPSB/MSPO-P5/C1/2019/006 Environmental Policy signed by the Managing Director Datu Chin Jew Bui on 2<sup>nd</sup> August 2019.</p> <p>EMP: MSPO/GFP/P5/C1/19 dated 02<sup>nd</sup> Aug 2019.</p> <p>Apart from posting awareness information on the notice boards, regular meetings could be made to discuss and communicated to internal and external stakeholders.</p> <p>Minutes of Management Review meeting dated 10<sup>th</sup> March 2020.</p> <p>Sighted and verified.</p>
4.5.1.2.	The environmental management plan shall cover the following:		
A.	An environmental policy and objectives	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<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 2<sup>nd</sup> August 2019.</p> <p>EMP: MSPO/GFP/P5/C1/19/006 dated 02<sup>nd</sup> Aug 2019.</p>
B.	The aspects and impacts analysis of all operations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Included in the Environmental Policy and management plan (EPMP) mentioned above.</p>
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>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 for Jan to June (1<sup>st</sup> half) of 2021 which shows that no significant negative impacts on the environment.</p> <p>Certificate of water analysis included.</p> <p>Document sighted and verified.</p>
4.5.1.4	A program to promote the positive impacts should be included in the continual	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	<p>Statements to promote the positive impacts are included in the EMP above but programmes to undertake such initiatives are not indistinct and</p>



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	improvement plan.	<input type="checkbox"/> NC - Major	not specified.
4.5.1.5	An awareness and training program shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>GFP Sustainability Training Programme Year 2021 lists out the following types of training topics:</p> <ol style="list-style-type: none"> <li>1. Briefing on company policies,</li> <li>2. Sustainability awareness briefing</li> <li>3. Buffer zone awareness</li> <li>4. Triple rinsing procedures</li> <li>5. Waste management – landfill procedures</li> <li>6. Scheduled waste handling – used oil handling</li> <li>7. Product identification &amp; Traceability Procedures</li> <li>8. Briefing on pays lip content (monthly paid &amp; daily paid)</li> <li>9. Oil trap maintenance procedures</li> <li>10. Complaint &amp; grievance procedures</li> <li>11. Legal Yes Update Procedures</li> <li>12. Contractor awareness briefing</li> <li>13. Safety &amp; health training</li> <li>14. First Aid training.</li> </ol> <p>To ensure that employees are appropriately trained, a training needs analysis is incorporated in the GFP Training Matrix for Year 2021.</p> <p>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>
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Monthly Management Meetings are held at the estate office (MOM Level1). Minutes of meetings sighted (Meetings on 18<sup>th</sup> Feb 2020) show that operational matters towards oil palm growth, yield and safety and social welfare of workers including environmental risk assessment were discussed.</p> <p>Minute sighted and verified.</p> <p>Ref: GFP/MOM/02/2020 dated 18<sup>th</sup> February 2020.</p>
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate time-frame. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>GFPSB maintains a record of the consumption of non-renewable energy.</p> <p>Sighted Diesel Issuance 2015 to 2020, Doc. no. MSPO/GFPSB/P5/C5/20, effective date 02/01/2020, issue no. 1, revision no. 0 and Record on consumption of non-renewal energy (diesel) from 01/01/2020 to 31/12/2021.</p> <p>Consumption of non-renewable energy are recorded/ monitored in an effort towards optimizing usage and avoiding wastage/excesses.</p> <p>Sighted monthly energy Efficiency record from Jan to Dec. 2020 (MSPO/GFP/P5/C5/20) as a</p>



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	period.		practice to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency monthly. Analysis showed about 5.12 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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>1. The cumulative total for diesel consumption for 2020 (Jan - Dec) is as follows:</p> <p>A. Budget: 364,457 ltrs.</p> <p>B. Actual: 179,573 ltrs.</p> <p>* the difference of actual and budget gap are due to no operational of some machineries.</p> <p>**Diesel are used for all machineries including transportation and generators for electricity supply.</p>
4.5.2.3	The use of renewable energy should be applied where possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Solar panels are used for lighting which are not connected to the power generator such as at the gates to plantation.</p> <p>Rainwater harvesting are also being done using gutters into tanks for domestic water supply/consumption.</p> <p>Equipment and facilities sighted during field audit.</p>
<b>Criterion 4.5.3: Waste management and disposal</b>			
4.5.3.1	Waste products and sources of pollution shall be identified and documented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<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. It caters to both scheduled waste and domestic waste and their methods of disposal. Scheduled waste is disposed through a licensed scheduled waste collector .</p> <p>SOP on Scheduled Waste MSPO/GFPSB/P5/C3/19 deals with scheduled waste classification, storage and handling.</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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<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"> <li>• Scheduled waste is disposed through a licensed scheduled waste collector</li> <li>• Domestic wastes were disposed</li> </ul>



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			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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.
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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.
4.5.3.4	Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national program on recycling of used HDPE pesticide containers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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. Records and document vide.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Domestic wastes were disposed properly in dumping sites installed away from housing areas and watercourses at strategic locations within the plantation.
<b>Criterion 4.5.4: Reduction of pollution and emission</b>			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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. All sources of pollution are adequately address.



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Criterion 4.5.5: Natural water resources			
4.5.5.1.	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	The GFPSB Water Management Plan focuses on the management of drainage and water level to keep the palms irrigated. Water for human consumption are sourced from rain harvesting JBALB water supply.
A	Assessment of water usage and sources of supply.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Rainwater are 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	Household gray wastewater 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 natural waterways within the estate.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI	Undertaken as in 4.5.5.1 and 4.5.5.2 above.



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	(e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).	<input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	
<b>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value area</b>			
4.5.6.1.	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:		
A	Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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: snake-head, catfish, biawan, sepat 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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, python, monkeys (kera), No records of sighting other than those stated above.
B	Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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



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	wildlife conflicts.		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"/> OFI <input checked="" type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<b>NC: Protection and conservation of the protected flora and fauna were mentioned in the EIA Report and EMP.</b> <b>The same statement was mentioned in management plan but need further elaboration required for it to be established and effectively implemented.</b>
<b>Criterion 4.5.7: Zero burning practices</b>			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	NA
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	No sign of open burning observe on field audit.
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	NA

<b>PRINCIPLE 6</b>	<b>BEST PRACTICES</b>
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Indicator	Requirement	Yes	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	GFP maintains and implements the SOPs for site management are detailed out in Best Practices, doc. no. <b>MSPO/GFP/P6/C2/19</b> , 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



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			<p>plants</p> <p>9) Rat baiting &amp; control in oil palm</p> <p>10) Ganoderma</p> <p>11) Leaf eating caterpillar</p> <p>12) Rhinoceros beetles</p> <p>13) Tirathaba bunch month</p> <p>14) Termites</p>										
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.	<input checked="" type="checkbox"/> 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	<p>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.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td>Total no. of block:</td> <td>37 in 4 Divisions</td> </tr> <tr> <td>Planting material:</td> <td>Guthrie &amp; Felda</td> </tr> <tr> <td>Total number of palms</td> <td>330,272</td> </tr> <tr> <td>Year planted</td> <td>2002-2004</td> </tr> <tr> <td>Hectarage</td> <td>2,844.21</td> </tr> </table>	Total no. of block:	37 in 4 Divisions	Planting material:	Guthrie & Felda	Total number of palms	330,272	Year planted	2002-2004	Hectarage	2,844.21
Total no. of block:	37 in 4 Divisions												
Planting material:	Guthrie & Felda												
Total number of palms	330,272												
Year planted	2002-2004												
Hectarage	2,844.21												
<b>Criterion 4.6.2: Economic and financial viability plan</b>													
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Progress of Work Report for the Month of December 2020 the Green Field Plantation Sdn Bhd was sighted which provides a comprehensive overview on a cumulative basis of the actual plantation progress against the plan. Actual crop production is compared against forecast (estimate) according to planting age (block) and the yield (MT/ha) is generated for a 12-month period. Noted that for the whole plantation the yield (based on 12-month FFB production) as of Dec. 2020 is 13.02 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"> <li>Harvesting</li> <li>Manuring</li> <li>Nursery operation</li> <li>Rat control</li> <li>Pruning</li> <li>Vehicle utilization</li> <li>Labour as per check-roll</li> </ul> <p>Based on the graph (Production Against Budget)</p>										



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			<p>2020) 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> <p>This is partly due to the Covid19 Pandemic, as there was a problem in the recruitment of foreign workers, causing the shortage of FFB harvesters.</p>															
4.6.2.2	Where applicable, an annual replanting program shall be established. Long term replanting program should be established and review annually, where applicable every 3-5 years.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable at the moment as the oldest palms are planted in 2004 (currently 17 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 Y2021 (Upkeep and Maintenance Programme Y2021)															
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"> <li>• Site yield potential estimated at 17.58 MT/ha;</li> <li>• Age profile: planted between 2004 to 2007;</li> <li>• FFB yield: 13.02 MT/ha as of Dec. 2020.</li> </ul> <p style="text-align: center;"><b>Year Planted 2002-2004</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Budget Year</th> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Matured Crop (ha)</td> <td style="text-align: center;">2,844.21</td> <td style="text-align: center;">2,844.21</td> </tr> <tr> <td>No. of palms</td> <td style="text-align: center;">330,272</td> <td style="text-align: center;">330,272</td> </tr> <tr> <td>Revenue/MT</td> <td style="text-align: center;">RM252.71</td> <td style="text-align: center;">RM282.17</td> </tr> <tr> <td><b>Revenue/ha</b></td> <td style="text-align: center;"><b>RM3,289.29</b></td> <td style="text-align: center;"><b>RM3,053.57</b></td> </tr> </tbody> </table>	Budget Year	2020	2021	Matured Crop (ha)	2,844.21	2,844.21	No. of palms	330,272	330,272	Revenue/MT	RM252.71	RM282.17	<b>Revenue/ha</b>	<b>RM3,289.29</b>	<b>RM3,053.57</b>
Budget Year	2020	2021																
Matured Crop (ha)	2,844.21	2,844.21																
No. of palms	330,272	330,272																
Revenue/MT	RM252.71	RM282.17																
<b>Revenue/ha</b>	<b>RM3,289.29</b>	<b>RM3,053.57</b>																
C	Cost of production: cost per ton of FFB.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Cost of production: Estimated for 2021 at RM3,053.57/ha or RM282.17/MT FFB.</p> <p>Refer Budget summary Income &amp; expenditure for the year 2020 &amp; 2021 (estimated &amp; actual). Document sighted and verified.</p>															
D	Price forecast	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Price forecast: estimated at RM850 for Nov. 2021 and RM880 for Dec. 2021.															
E	Financial indicators: cost benefit, discounted cash flow, return on investment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Financial indicators:</p> <ul style="list-style-type: none"> <li>• Cost of production is inclusive of upkeep (reading spraying, pruning), fertilizer &amp; its application, harvesting &amp; collection, transportation and other cost; all amounting to RM3,289.29/ha. or RM252.71/MT FFB.</li> <li>• Total production is 35,058.40 MT harvested from 2,844.21 ha.</li> </ul>															



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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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>The estate operation heavily relies on the Crops Budget Y2020 (Upkeep and Maintenance Programme Y2020) which specifies a monthly target for each type of operations. 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.</p> <p>Sighted: Directive from the Plantation Division Head on the Y2020 target of 47,193 MT production budget which must be achieved.</p>
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Prices for services to be conducted in the plantation are mentioned in the contracts for works such as:</p> <ul style="list-style-type: none"> <li>• FFB harvesting at RM33/MT</li> <li>• Loose fruit collection at RM120/MT</li> </ul>
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Contracts for harvesting and mechanical works are sighted as described in the responses below.</p>
<b>Criterion 4.6.4: Contractor</b>			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>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 2020 such as:</p> <ol style="list-style-type: none"> <li>1. Briefing on company policies,</li> <li>2. Sustainability awareness briefing</li> <li>3. Buffer zone awareness</li> </ol> <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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<p>Evidence sighted:</p> <p>a) Harvesting – Letter of Award for Harvesting &amp; 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> OFI <input type="checkbox"/> NC - Minor	<p>The GFPSB Batu Niah Estate is currently entertaining the auditors from BQAS to undertake this surveillance audit tear 1. BQAS</p>



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	assessments through a physical inspection if required.	<input type="checkbox"/> NC - Major	has previously conducted the Stage 1 in mid-December 2019 and and Stage 2 Audit on 29 <sup>th</sup> - 30 <sup>th</sup> January 2020.
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"/> OFI <input type="checkbox"/> NC - Minor <input type="checkbox"/> NC - Major	<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>The officer responsible for the observance and the control points applicable to the tasks perform by the contractor is the Estate Manager.</p>

## PRINCIPLE 7 DEVELOPMENT OF NEW PLANTING

No New Planting



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## APPENDIX 5 : Details of Audit Plan for the Annual Surveillance Audit – Year 1 (SVA-1)

1. INFORMATION		
	Version Date: Oct. 4, 2021	Ref No: GPSB/AU/SVA1/10/21
Co Name/No	Green Field Plantation Sdn Bhd	
Address	Lot 8729, SL24, 2 <sup>nd</sup> Floor, 126B, Green Heights Commercial Centre, Jalan Lapangan Terbang, 93250 Kuching, Sarawak	
Audit Sites	Green Field Plantation Sdn Bhd - Batu Niah Estate	
Address	Lot 159, Suai Land District, Sg Terus, Suai, 98200, Miri, Sarawak	
Standard(s)	<input checked="" type="checkbox"/> MS 2530-3:2013	<input type="checkbox"/> MS 2530-4:2013
Type of Audit	<input checked="" type="checkbox"/> SURVEILLANCE AUDIT YEAR 1	
Audit team	Name:	Role
	Dominic Retan Giah (DRG)	Lead Auditor
	Robert Tella Gunjom (RTG)	Auditor
Audit Scope	<input checked="" type="checkbox"/> Part 3: Oil Palm Plantation	<input type="checkbox"/> Part 4: Mill
Audit language	English, Bahasa Malaysia	
Audit dates	From: 26/08/2021	To: 27/08/2021
Audit criteria	Principle 1 to Principle 7	

SURVEILLANCE AUDIT	AUDIT OBJECTIVES
A. To assess changes to the certified client and its management system;	
B. Verification of continuous management system implementation;	
C. To verify effectiveness and implementation of all correction and corrective actions for non-conformance(s) raised in the previous audit (if any);	
D. To identify and evaluate links between the normative requirements, policies, procedures, performance objectives and targets (consistent with the expectations in the applicable MSPO standard or relevant normative documents), any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions;	
-	
E. Review of effectiveness of measures arising from the previous audit (if applicable);	
F. Confirmation of fulfillment of certification requirements;	
G. Inquiries on aspects of certification (complaints);	



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Ref No: GFPSB/AU/SVA1/10/21

Standard: MS 2530-3:2013

On Site Audit

Report Date: 27 08 2021

H. To review of any client's statements with respect to its certified operations (promotional material, website, use of BQAS logos and marks, use of the certificate) and;
I. To verify and ensure that if there is MSPO logo usage, then it shall be in accordance with MSPOLGP04 1 Oct 2019.
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## AUDIT AGENDA

Day 1: 26<sup>th</sup> August 2021 (Thursday) – Plantation Office / Sites within the Plantation

Time	Subject; process	Reference	Unit; department	Participants	Auditor(s)
0900	<b>Opening meeting</b>		Estate management	Management representative, supervisors	DRG, RTG
0930	<b>Field / Site Audit</b> <ul style="list-style-type: none"> <li>Office (if any)</li> <li>Boundary Markers/ Riparian Zone / Buffer Zone</li> <li>Block identification</li> <li>Water &amp; Waste management</li> <li>Biodiversity / Protection of Endangered Species</li> <li>FFB: Harvesting / delivery / Traceability</li> <li>Staff &amp; Workers Quarters / health &amp; safety</li> <li>Stores: Chemical / Fertilizer / Workshop</li> </ul>	<u>MS 2530-3:2013</u> Principle 4 Principle 5 Principle 6 Principle 7	Estate stores, maintenance workshop, field operations	Management representative, field personnel	DRG, RTG
1130	<b>Management commitment &amp; responsibility</b> <ul style="list-style-type: none"> <li>MSPO Policy</li> <li>Internal audit</li> <li>Management review</li> <li>Continual improvement</li> </ul> <b>Social responsibility, Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Social impact assessment</li> <li>Complaints &amp; grievances</li> <li>Commitment to contribute to local sustainable</li> </ul>	<u>MS 2530-3:2013</u> Principle 1  <u>MS 2530-3:2013</u> Principle 4	Estate management	Management representative	DRG  RTG
1230	<b>Lunch break</b>				
1330	<b>Social responsibility, Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Employees safety &amp; health</li> <li>Employment conditions</li> <li>Training &amp; competency</li> </ul> <b>Transparency</b> <ul style="list-style-type: none"> <li>Transparency</li> </ul>	<u>MS 2530-3:2013</u> Principle 4  <u>MS 2530-3:2013</u> Principle 2	Estate management	Management representative	RTG  DRG





# MSPO SURVEILLANCE CERTIFICATION REPORT 01 [Year 02] 2021

BQAS CERTIFICATION [M] SDN BHD [1179994-X]  
MSPO Certification Services  
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	previous Stage 2 Audit (if any)				
1600	Compilation of findings				DRG, RTG
1700	Closing Meeting		Estate management	Management representative, supervisors	DRG, RTG
1800	End of Audit Day 2				

## 2. DOCUMENTATIONS:

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

Note:

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

## AUDIT SCHEDULE

Notes:

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



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APPENDIX 6 : 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
SOCOSO	Social Security Organisation
SOP	Standard Operating Procedure
USDA/NOP	United States Department of Agriculture – National Organic Program
MT	Metric Tonnes
WHO	World Health Organization