

**MSPO MS 2530-3:2013: INITIAL CERTIFICATION SUMMARY REPORT**



**TRIDENT CREST SDN BHD [661374-U]**

**BQAS CERTIFICATION [M] SDN BHD**

**ACB MSPO 15**

**REF: BQAS/TCSB/025/08/20**

**08 08 2020**

**MSPO MS 2530-3:2013: INITIAL CERTIFICATION SUMMARY REPORT**

<b>CERTIFIED ENTITY</b>	<b>TRIDENT CREST SDN BHD [661374-U]</b>
<b>MSPO Standards: MS2530-3:2013</b>	<b>General Principles for Palm Oil Plantations &amp; Organized Smallholders</b>
<b>Type of Certification:</b>	<input checked="" type="checkbox"/> <b>Individual</b>
<b>Project Ref No:</b>	<b>BQAS/TCSB/025/08/20</b>
<b>MSPO Certificate No:</b>	<b>BQAS P3 025 0920</b>
<b>Validity:</b>	<b>01 09 2020 – 31 08 2025</b> <b>Certified since 01 09 2020</b>
<b>Main Office Address:</b>	<b>1<sup>st</sup> Floor, Lot 3135-3136 Block 10, Jalan Laksamana Cheng Ho, 93350 Kuching, Sarawak</b>
<b>Site Address:</b>	<b>Tanah NCR, Sg Entiboh Mador Bintangor, 96100, Sarikei, Sarawak</b>
<b>Contact Person: Puan Alison Nicholas</b>	<b>Job Title: Director</b>
<b>Telephone: 082 416 677</b>	<b>Mobile: 012 886 3449</b>
<b>Email: arnicholas@gmail.com</b>	<b>Website:</b>
<b>Contact Person: Tuan Terry Pengarah</b>	<b>Job Title: Estate Manager</b>
<b>Telephone:</b>	<b>Mobile: 011 2512 0062</b>
<b>Email:</b>	<b>Website:</b>

<b>CERTIFICATION BODY</b>	<b>BQAS CERTIFICATION [M] SDN BHD [11179994-x]</b>	
<b>Office Address:</b>	<b>Lot 7823, Sublot 6, 2n Floor, Block A, Kings' Centre, Simpang Tiga, 93350, Kuching Sarawak.</b>	
<b>Contact Person: Wilfred S Landong</b>	<b>Job Title: Managing Director</b>	
<b>Telephone: +6 082 572043</b>	<b>Mobile: +6 017 814 1112</b>	
<b>Email: bqassb@gmail.com</b>	<b>Website: www.bqas.com.my</b>	
<b>Documented by: Wilfred S Landong</b>	<b>Lead Auditor: Wilfred S Landong</b>	<b>Certifier: Patrick Sibat</b>

Disclaimer:

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## 1. EXECUTIVE SUMMARY

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

Trident Crest Sdn Bhd main office is located at 1<sup>st</sup> Floor, Lot 3135-3136 Block 10, Jalan Laksamana Cheng Ho, 93350 Kuching, Sarawak. The Plantation site is located at Geo-Coordinates: N2°06'10.3" E111°47'17.0"[2.102861, 111.788056] ; with address @ **Tanah NCR, Sg Entiboh Mador Bintangor, 96100, Sarikei, Sarawak** approximately 45 kilometers from Sarikei Town. Established in 30 July 2004, the Plantation consist a total certified area of 170.05 hectares of lowland with sandy loam type soil. Planted area is 150.00 hectares; the unplanted areas are conserved as riparian zones. TCSB employed a total headcount of 16 fulltime staffs & general workers. Plantation lands are rented from members of the local community in the area.

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

This certification assessment is a sampling process where management systems effectiveness & efficiency are confirmed via an Audit Trail that the Auditor established to make an accurate conclusion. Information & data were systematically gathered & documented from interviews [with a cross section random sample of stakeholders], observations of process and activities, field audits & review of documentations and records.

Assessments were done at both the Head Office in Kuching and the Plantation/Site Office at Bintangor during both Stage 1 & Stage 2 Audits.

Stage 1 Audit was conducted on 30 & 31 01 2020 & Stage 2 on 21, 23 & 24<sup>th</sup> of July 2020 respectively. The long delay in conducting Stage 2 was due to compliance of movement control order as imposed by the government and authorities on COVID19 pandemic. 2 Auditors were assigned to do the Assessments; clocking a total of 10 Mandays to complete the Audits. There were 9 Findings in Stage 1 Audit classified as AWF (acceptable with findings noted); in areas of management system readiness, policy/policies documentation, legal register, procedures documentation, HIRARC, management plan, & contractors agreement. The corrective action report (CAR) raised for these findings were closed out on 31 03 2020.

In Stage 2 Audit 2 OFI (opportunity for improvements) were recorded; in areas of safety and health and employment conditions. The corrective action report (CAR) for these findings were closed out on 07 08 2020.

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

Plantation workers are remunerated in accordance with minimum wage order requirements; and living conditions in the Estate meet minimum requirements of health & safety regulations. Available amenities in the estate include treated water, solar energy and telecommunication services.

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

Conclusively, the Lead Auditor therefore, recommended that upon conclusion and closure of findings of Stage 2 Trident Crest Sdn Bhd be certified under MSPO Standards MS2530-3:2013.



## 2. INFORMATION: CERTIFICATION ASSESSMENT

2.1.	Type of Certification Assessment	<input checked="" type="checkbox"/>	Initial Certification / Main Audit	
		<input type="checkbox"/>	Annual Surveillance Audit [Year 1]	
		<input type="checkbox"/>	Re-certification Audit	
2.2.	Scope of MSPO Certification	<input checked="" type="checkbox"/>	Production of Sustainable Fresh fruit Bunch from:	
			Total Planted Area	Total Certified Area
			150.00 hectares	170.05 hectares
2.3.	MSPO Standards	<input checked="" type="checkbox"/>	PART 3: MS2530-3:2013	
		<input type="checkbox"/>	PART 4: MS2530-4:2013	
2.4.	Maps [Refer Attachments]	<input checked="" type="checkbox"/>	Location	
		<input checked="" type="checkbox"/>	Boundary	
		<input checked="" type="checkbox"/>	Topography	
		<input checked="" type="checkbox"/>	Soil	

## 3. INFORMATION: CERTIFIED ENTITY

INFORMATION		CERTIFIED ENTITY	
Company Name & Registration No:		TRIDENT CREST SDN BHD [661374-U]	
Head Office Address:		1 <sup>st</sup> Floor, Lot 3135-3136 Block 10, Jalan Laksamana Cheng Ho, 93350 Kuching, Sarawak	
Site Name:		TRIDENT CREST SDN BHD [MADOR ESTATE]	
Primary Function:		<input checked="" type="checkbox"/> Plantation/Organized Smallholders	<input type="checkbox"/> Mill
Site Address:		Tanah NCR, Sg Entiboh Mador Bintangor, 96100, Sarikei, Sarawak	
Management Contact Details			
1.	Name: Alison Nicholas	Job Title: Director	
	Mobile: 012 886 3449	Tel: 082 416677	Email: <a href="mailto:arnicholas@gmail.com">arnicholas@gmail.com</a>
2.	Name: Terry Pengarah	Job Title: Estate Manager	
	Mobile: 011 2512 0062	Tel:	Email:
Headcount:		Staff: 7	General Workers: 9 Total: 16
MPOB License No: 6017 4600 2000		Expiry Date: 31 08 2020	
Scope of Activity: Menjual & Mengalih FFB#			
Date of Establishment: 30 July 2004		Geo-Coordinates: N2°06'10.3" E111°47'17.0" 2.102861, 111.788056	
Certified Area: 170.5 hectares		Planted Area: 150 hectares	
FFB Production (actual) 2019: 919.83 MT		FFB Production (estimate) 2020: 1300MT	
Sources of FFB: own estate		Main FFB purchaser: Manis Palm Oil Mill	



No of Planting Blocks: 29	No of Palm trees: 14,400
Palm Species: Felda & GH500	Age Range of Palm Trees: From 2 to 8 years
Topography: alluvial flatland [shallow & deep peat and small hills; [gentle slope: 6 to 12 degrees]; elevation of 5m to 10m above local base level	Soil Type: Bijat, Mukah, Saratok & Merit Series
Land Status: Ownership:	<input checked="" type="checkbox"/> Rented <input type="checkbox"/> Own Land <input type="checkbox"/> Joint Venture
Other Sustainability Certification:	Nil

## 4. 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	Interviews – staffs, contractors, local communities, FFB suppliers & other stakeholders
Data collection from	<ul style="list-style-type: none"> <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>Paper</p> <ul style="list-style-type: none"> <li>Assessing past implementations from records, reports of the management system</li> </ul> <p>Practice</p> <ul style="list-style-type: none"> <li>Assessing current implementation from observing current practices</li> </ul> <p>People</p> <ul style="list-style-type: none"> <li>Assessing future maintenance from interviewing personnel on understanding &amp; assessing competencies.</li> </ul>

Stage 1		Audit Findings Classification
Term	Meaning / Description	
Acceptable	<ul style="list-style-type: none"> <li>Fulfilled requirement of audited standard</li> </ul>	
Acceptable with findings noted	<ul style="list-style-type: none"> <li>Demonstrate conformity. There are, however, improvement opportunity identified that will benefit the organization</li> </ul>	
Not acceptable	<ul style="list-style-type: none"> <li>Demonstrate absence or total breakdown of system to meet standard requirement</li> </ul>	

Stage 2		Audit Findings Classification
Term	Meaning	Description
YES	Compliance	<ul style="list-style-type: none"> <li>Fulfilled requirement of audited standard</li> </ul>
OFI	Opportunity for improvements	<ul style="list-style-type: none"> <li>Demonstrate conformity. There are, however, improvement opportunity identified that will benefit the organization</li> </ul>



NO (minor NC)	Minor non conformity	•	Non-compliance to standard requirements or company's SOP; or are issues that when combined, jeopardized the functioning of the system
NO (major NC)	Major non conformity	•	Demonstrate absence or total breakdown of system to meet standard requirement, or a number of minor NC against a clause of standard requirements / at a particular area. Of last assessment that are not effectively addressed will be classified as major NC.

## 5. ASSESSMENT PROCESS

### 5.1. AUDIT TEAM

Assessment Stage	Name	Role
Stage 1	Wilfred S Landong	Lead Auditor
	Maxwell S Landong	Auditor
Stage 2	Wilfred S Landong	Lead Auditor
	Maxwell S Landong	Auditor

#### A. Wilfred S Landong

#### Lead Auditor

##### i. Qualifications:

- Advanced Dip in Business & Management, UK
- Degree in Marketing, UK
- Masters in Marketing, UK
- Successfully completed MSPO Lead Auditor Course (Pioneer Group) on 30<sup>th</sup> January, 2015

##### ii. Working Career & Experience:

Year ended	Employer	Highest Job
1980	Cigarette Importers & Distributor	• Area Executive
1990	Sebor Sarawak Sdn Bhd	• Divisional Manager
1997	Gillette (M) Sdn Bhd	• Country Manager
1999	Zuelling (M) Sdn Bhd	• Sales & Marketing Director
2002	TimeDotCom. Bhd	• Vice President
2012	Sarawak Forestry Corporation Sdn Bhd	• General Manager
Present	BQAS Certification (M) Sdn Bhd	• Managing Director

**B. Maxwell S Landong****Auditor****i. Qualifications**

- Advanced Diploma in Veterinary Science, UPM
- Bachelor of Science (Hons) in Resource Economics, UPM
- Masters of Science in Human Resource Development, UPM
- Completed Train the Trainer Course by HRDF in August 2018
- Completed MSPO Auditor Course in July 2018

**ii. Working Career & Experience:**

Year Ended	Employer	Highest Job
2018	SALCRA, Sarawak	Human Resource & Admin Manager
1986	Brunei Shell, Brunei Darussalam	Livestock Officer
1983	National Livestock Development Board, Miri	Assistant Manager

**5.2. AUDIT PLAN****5.2.1. AUDIT OBJECTIVES****Initial Certification Audit**

- Evaluate the implementation, including effectiveness, of the management system
- Information and evidence about conformity to all requirements
- Performance monitoring, measuring, reporting
- Reviewing against key performance objectives and targets
- Performance as regards legal compliance
- Operational control of the client's processes
- Internal auditing and management review
- Management responsibility for policies
- Links between the normative requirements, policy, performance objectives and targets
- Competence of personnel
- Customer specific requirements

**5.2.2. ASSESSMENT SITES/PROGRAMS/PARAMETERS****MS2530-3:2013****General Principles for Palm Oil Plantation & Organized Smallholders****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.

**Stage 2****Main Assessment Program**

Date: 21, 23 &amp; 24 07 2020

No of Auditors: 2

No of Mandays: 6

Day 1

- Site Audit @ Estate, Bintangor
- Estate site Assessment & field Audits  
Inspection/observation of staff/workers housing & living conditions, facilities & amenities, interview foreign workers, domestic waste treatment, Harvesting etc. Stakeholders dialogues/interviews (contractors, FFB suppliers, local community representatives, adjacent landowners)

Day 2

- Opening Meeting at Main Office
- Review Stage 1 Audit Report  
Documentation Audit of MSPO MS2530:3:2013; Principle 1 to 6

Day 3

- Documentation Audit [continuation]
- Joint Estate Closing Meeting
- Presentation of Audit Checklist / Report

**Assessment Parameters**

- Evaluate implementation, including effectiveness of the management system
- Information & evidence about conformity to all requirements
- Performance monitoring, measuring, reporting
- Reviewing against key performance objectives & targets
- Performance as regards legal compliance
- Operational control of the client's process
- Internal auditing & Management review
- Management responsibilities for policies
- Links between the normative requirements, policy
- Competence of personnel
- Customer specific requirements
- Traceability of FFB
- Use of PPE / Safety & Health training program
- Assess other points/areas of buffer zone, Riparian reserves, boundaries
- Implementation of Policies & procedures at all stores (fertilizer, chemical, schedule waste store)
- Improvements to workers' quarters – health & safety
- Infrastructure / roads & drainage / natural water management
- Continuous improvement plan & implementation
- Implementation of Best practices



- Implementation of environmental management plan
- Stakeholders & workers interview

### 5.3. THE AUDIT PROCESS

The Audit Process for Stage 2 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	<ul style="list-style-type: none"> <li>• <u>Estate site Assessment &amp; field Audits</u></li> <li>• Participants: Audit Team &amp; Auditee Management</li> <li>• <u>Stakeholders Consultation / Field &amp; Site Audits</u></li> <li>• Stakeholders interviews</li> <li>• MSPO knowledge of Estate staffs</li> <li>• Checks &amp; verifications 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	<ul style="list-style-type: none"> <li>• <u>Opening Meeting</u></li> <li>• <u>Review of Stage 1 Audit Report</u></li> <li>• <u>Documentation Review</u> <ul style="list-style-type: none"> <li>• Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc.</li> </ul> </li> </ul>
	↓	
5	Audit Day 3	<ul style="list-style-type: none"> <li>• <u>Documentation Review [continuation]</u> <ul style="list-style-type: none"> <li>• Management Systems, Policies, Procedures, MSPO Principles 1 to 6 documents etc.</li> </ul> </li> <li>• <u>Closing meeting</u> <ul style="list-style-type: none"> <li>• Participants: Audit Team &amp; Auditee Management</li> <li>• Agenda: Review Stakeholders feedbacks Presentation of Report / Checklists. Review, discuss &amp; decide corrective &amp; forward action to be taken by Auditee</li> </ul> </li> </ul>



**6. STAGE 1 ASSESSMENT**

**6.1. AUDIT REPORT**

<b>6.1</b>	<b>Ref No: TCSB/AU/ST1/01/20</b>	<b>MSPO STAGE 1 AUDIT REPORT</b>
<b>Standard(s):</b>	<input type="checkbox"/> MS 2530-1 <input type="checkbox"/> MS 2530-2 <input checked="" type="checkbox"/> MS 2530-3 <input type="checkbox"/> MS 2530-4	
Other Standard and/or Edition:	Nil	

INFORMATION:	CERTIFICATION BODY	
Stage 1 Audit Date:	<b>30 &amp; 31 01 2020</b>	Audit Duration: <b>4</b> man-days
Stage 2 Schedule Date:	<b>Tentative end March</b>	
BQAS Audit Team:	Name	Role in the Audit
	Wilfred S Landong	Lead Auditor
	Maxwell S Landong	Auditor

**6.1.1. AUDIT CHECKLIST & INFORMATION**

6.1.1.1	MANAGEMENT SYSTEM READINESS (GENERAL)
Was the review of the client's status and understanding regarding requirements of the standard/specification, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system was found to be adequate?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <b>Comments/Justification/Evidence:</b> <b>TCSB management had adequate understanding of MSPO principles &amp; requirements &amp; operation of management system.</b>
The Top-Level Management System Manual detailing justification for exclusions, inclusion of or reference to documented procedures for the management system, and providing a description of the interaction between processes?	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <b>Comments/Justification/Evidence:</b> <b>Management system manual DOC TCSB/MSPO/QMS/19/01 dated 15 12 2019. Noted, viewed &amp; verified.</b>
List any manual discrepancies:	
1. No response to BQAS required 2. Changes will be reviewed during Stage 2 audit	



<p>The policy is defined and appropriate to the purpose of the organization?</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <b>Comments/Justification/Evidence:</b>  <b>MSPO Policy TCSB/MSPO-P1/C1/2019/001. Well defined and appropriate to the purpose of the organization.</b></p>
<p>Transparency is identified to ensure management of stakeholders are meet with MSPO requirement.</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <b>Comments/Justification/Evidence:</b>  <b>Transparency is identified. Ref doc. TC/MSPO/SOP/19/EXT/001</b></p>
<p>Transparency is identified in complying with traceability system.</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <b>Comments/Justification/Evidence:</b>  <b>Transparency is identified. Ref doc. TC/MSPO/SOP/19/EXT/001</b></p>
<p>Process for identification of legal and other requirements.</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <b>Comments/Justification/Evidence:</b>  <b>Legal register established but incomplete. Relevant local Ordinances &amp; regulations [Sarawak] not sighted. Forestry, Wildlife, Land, NCR laws etc.</b></p>
<p>Process for internal and external communication.</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <b>Comments/Justification/Evidence:</b>  <b>Internal Communication Procedure not fully documented</b></p>
<p>The outputs from management reviews are consistent with the commitment to continual improvement.</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not applicable due to not required for group management of independant smallholder (refer to 2.1d for detail)  <input type="checkbox"/> Special case with valid reason agreed by Lead Auditor  <b>Comments/Justification/Evidence:</b>  <b>Management Review conducted on 19<sup>th</sup> November 2019. Evidenced noted. However, minutes of meeting not documented</b></p>
<p>Internal audits planned and performed? Records are available?</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not applicable due to not required for group management of independant smallholder (refer to 2.1d for detail)</p>



	<p><b>Comments/Justification/Evidence:</b></p> <p><b>1<sup>st</sup> Internal Audit was conducted on 8<sup>th</sup> November, 2019 &amp; 2<sup>nd</sup> IA on 21<sup>st</sup> Jan 2020. However, corrective action report was not raised and closed out.</b></p>
Is a translator required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**6.1.1.2. SUPPLEMENT FOR MS 2530-2, MS 2530-3 & MS 2530-4**  
 Review the information listed below to determine readiness of the organization for the stage 2 audit.

6.1.1.2A	POLICIES
MSPO Policy	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <p><b>Comments/Justification/Evidence:</b></p> <p><b>The MSPO Policy is sighted vide Document reference TCSB/MSPO-P1/C1/2019/001 dated 7 November 2019 and signed by the Managing Director</b></p>
Safety and Health Policy	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <p><b>Comments/Justification/Evidence:</b></p> <p><b>The Occupational Safety and Health Policy is sighted vide Policy NO TCSB/MSPO-P4/C4/2019/003 signed by the Managing Director dated 7 November 2019</b></p>
Sexual Harassment Policy	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <p><b>Comments/Justification/Evidence:</b></p> <p><b>The Sexual Harassment Policy is sighted vide Policy NO TCSB/MSPO-P4/C5/2019/005. The Policy was signed by the Managing Director dated 7 November 2019</b></p>
Good Social Practice Policy	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <p><b>Comments/Justification/Evidence:</b></p> <p><b>The Good Social Practice Policy is sighted vide Document reference TCSB/MSPO-P4/C5/2019/004. The Policy was signed by the Managing Director dated 7 November 2019</b></p>



Environmental Policy	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>The Environmental Policy is sighted vide Policy NO TCSB/MSPO-P5/C1/2019/006. The Policy was signed by the Managing Director dated 7 November 2019</b>
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6.1.1.2B	PROCEDURES
Training Procedure	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>The documentation on Training Procedure is in progress. Template on Training schedule is sighted vide document reference TCSB/Yearly/Sch./001</b>
Internal Audit Procedure	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>The Internal Audit Procedure is sighted vide document reference TC/MSPO/MIP/19/IAU/001 effective date 7<sup>th</sup> November 2019. Also sighted were related documents/forms:</b> <ol style="list-style-type: none"> <li>1. Internal Audit Plan - Document Reference TC/MSPO/MIP/19/IAU-Form/001 dated 7<sup>th</sup> November 2019</li> <li>2. Internal Audit Summary Report - Document Reference TC/MSPO/MIP/19/IAU-Form/002 dated 7<sup>th</sup> November 2019</li> <li>3. Non-conformity Report (NCR) - Document reference TC/MSPO/MIP/19/IAU-Form/003 dated 7<sup>th</sup> November 2019</li> <li>4. Internal Audit - Checklist. Document reference TC/MSPO/MIP/19/IAU-Form/003 dated 7<sup>th</sup> November 2019</li> <li>5. Internal Audit Schedule - Document reference TCSB/Yearly/sch./001</li> </ol>
Complaint and grievance Procedure	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>The Complaint and Grievances SOP is sighted vide document reference TC/MSPO/P4/19/GAC/001 dated 7<sup>th</sup> November 2019.</b>  <b>The following are also sighted in the Procedure:</b> <ol style="list-style-type: none"> <li>1. Complaint form</li> <li>2. Flow chart on Grievance and complaint procedure</li> </ol>



<p>Communication Procedure</p>	<p><input type="checkbox"/> Acceptable</p> <p><input checked="" type="checkbox"/> Acceptable with findings noted</p> <p><input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p>The SOP on External communication is documented vide Document NO TC/MSPO/SOP/19/EXT/001 dated 7 November 2019</p> <p>A brief explanation on Internal Communication is sighted under Para 6 of Document reference TC/MSPO/P4/19/GAC/001 dated 7<sup>th</sup> November 2019. It is recommended that a separate procedure be written on Internal Communication.</p>
<p>Emergency and Incident procedure</p>	<p><input checked="" type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> Acceptable with findings noted</p> <p><input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Emergency Preparedness and Response Procedure is sighted vide Document Reference TC/MSPO/SOP/19/ERP/001 dated 7<sup>th</sup> November 2019.</b></p> <p><b>Other related document sighted in the Procedure are:</b></p> <ol style="list-style-type: none"> <li>1. <b>Emergency Response Organization Structure</b></li> <li>2. <b>A flowchart on steps to response to an Environmental and OSH emergency including accident/incident</b></li> <li>3. <b>A flowchart on Emergency Action Plan in the event of fire</b></li> <li>4. <b>A flowchart on Emergency Action Plan in the event of an Explosion</b></li> <li>5. <b>A flowchart on Emergency Action Plan in the event of Diesel Spillage</b></li> </ol>
<p>Traceability SOP</p>	<p><input checked="" type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> Acceptable with findings noted</p> <p><input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Noted &amp; verified Traceability SOP doc ref TCSB/MSPO/P2/19/TRA/01 dated 07 11 2019</b></p>



Site Management SOP	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <input type="checkbox"/> Not Applicable for MS 2530-4 (palm oil mill) <i>Note: in case of single site certification</i> <b>Comments/Justification/Evidence:</b> <b>The Site Management SOP are sighted vide the following documents and reference:</b> <ol style="list-style-type: none"> <li>1. Boundary Marking - TC/MSPO/SOP/19/BM/001 dated 7<sup>th</sup> November 2019</li> <li>2. Oil Palm Nursery Culling - TC/MSPO/P6/BP/19/NUR/01 dated 7<sup>th</sup> November 2019</li> <li>3. Block Design - TC/MSPO/P6/BP/19/BKD/01 dated 7<sup>th</sup> November 2019</li> <li>4. Drainage Constructions - TC/MSPO/P6/BP/19/DRC/01 dated 7<sup>th</sup> November 2019 Palm</li> <li>5. Pruning - TC/MSPO/P6/BP/19/PRN/01 dated 7<sup>th</sup> November 2019</li> <li>6. Oil Palm Manuring - TC/MSPO/P6/BP/19/MAN/01 dated 7<sup>th</sup> November 2019</li> <li>7. Weeding Management - TC/MSPO/P6/BP/19/WEE/01 dated 7<sup>th</sup> November 2019</li> <li>8. Harvesting Oil Palm - TC/MSPO/P6/BP/19/HAR/01 dated 7<sup>th</sup> November 2019</li> <li>9. IPM - Beneficial Plants - TC/MSPO/P6/BP/19/IPM/01 dated 7<sup>th</sup> November 2019</li> <li>10. Rat Baiting and Control in Oil Palm - TC/MSPO/P6/BP/19/P&amp;D/01 dated 7<sup>th</sup> November 2019</li> <li>11. Ganoderma - TC/MSPO/P6/BP/19/GAN/01 dated 7<sup>th</sup> November 2019</li> <li>12. Rhinoceros Beetles - TC/MSPO/P6/BP/19/RB/01 dated 7<sup>th</sup> November 2019</li> <li>13. Tirathaba Bunch Moths - TC/MSPO/P6/BP/19/TBM/01 dated 7<sup>th</sup> November 2019</li> <li>14. Termites - TC/MSPO/P6/BP/19/TER/01 dated 7<sup>th</sup> November 2019</li> </ol>
Mill Management SOP	<input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <input checked="" type="checkbox"/> Not Applicable for MS 2530-3 (plantation) <i>Note: in case of single site certification</i> <b>Comments/Justification/Evidence:</b> <b>Not applicable</b>
Chemical Handling SOP	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>The Chemical Management and Handling is sighted vide document reference TC/MSPO/SOP/19/CHM/001 dated 7<sup>th</sup> November 2019</b>



Scheduled Waste Handling	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>Scheduled Waste Management is sighted in Document Reference TC/MSPO/P5/19/WMP/01 dated 7<sup>th</sup> November 2019. The list of all common scheduled waste found in the plantation is also sighted in the document. Waste Management and disposal is also explained in the document reference stated above.</b>
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6.1.1.2C	DOCUMENTS
List of Stakeholder	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>The list of Stakeholders is properly documented and sighted vide document Reference TCSB/MSPO-P1/19/STH/01. The list includes the Stakeholders name, address, telephone/fax and nature of business transaction</b>
Land ownership	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <b>Comments/Justification/Evidence:</b> <b>All documents related to the land development between the Landowners and Trident Crest Sdn Bhd are properly documented. Evidence of Trident Crest Sdn Bhd taking over the Plantation is sighted vide Internal Memorandum dated 13 May 2013.</b>  <b>Development Agreement signed between Sebai Anak Jugah (IC P 45017-13-5212 dated 21 July 2007. the Development Agreement is for a period of thirty (30) years. The said land is referred to as Field Lot 14 (size: 11.082 Ha).</b>  <b>Changes in Landownership is properly documented. Example - letter reference Rhl/ST/01/10 dated 4<sup>th</sup> December 2010 notifying Trident AGRO Sdn Bhd signed by the owner Malaya Anak Kanang and witnessed by Tuai Rumah Linon Anak Nanggai and Tuai Rumah Hillary Chukan Anak Briak. The said land is referred to as F/L 85(9.783 Ha and the new owner is Sureng Anak Jimbat.</b>



<p>Customary Right document</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Not applicable to the occupied land  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Customary Right Document are properly filed under Trident Crest Sdn Bhd File - Development Agreements with Landowners (Mador Estate - TASB).</b></p> <p><b>The content of the File includes:</b></p> <p><b>I. Development Agreement between the Landowner and Developer</b>  <b>II. Transfer of Landownership between individuals</b>  <b>III. Boundary Map of the area showing individual owner and Field Lot number</b></p>
<p>Boundary mapping of the land</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>There is evidence and complete documentation of boundary mapping showing all field lots (Refer Wann Geometrics Survey, Kuching Map) dated 24<sup>th</sup> June 2013.</b></p>
<p>HIRARC</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>The preparation of document on HIRARC is in progress</b></p>
<p>Training Programme</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Health and Safety Training Plan document is sighted in Document N0 TC/MSPO/MCR/19/TRG/001 dated 7<sup>th</sup> November 2019. Among the content of the document are Training Identification, Type of Training monitoring of Training Programme and Training Evaluation.</b></p> <p><b>The Training Matrix for year 2019/2020 is sighted in Document N0 TC/MSPO/P4/c^/19/TRN/01 dated 7<sup>th</sup> November 2019. The Training Matrix comprise seventeen (17) topic.</b></p> <p><b>Evidence of Awareness Training on MSPO dated 5<sup>th</sup> and 19<sup>th</sup> November 2019 is also sighted.</b></p>



<p>Environmental Policy and Management Plan</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b>  <b>The Environmental Policy is sighted vide Policy NO TCSB/MSPO-P5/C1/2019/006 .The Policy was signed by the Managing Director dated 7 November 2019 .</b></p> <p><b>The Environmental Management Plan is sighted in Doc. Reference TC/MSPO/P5/EN/19/EMP/01 dated 7<sup>th</sup> November 2019. The plan covers Environmental Policy, objective and the aspect and impacts analysis of all operations,</b></p>																		
<p>Non-renewable energy estimation</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <table border="1" data-bbox="481 925 1508 1086"> <thead> <tr> <th></th> <th colspan="5">QUANTITY/YEAR</th> </tr> <tr> <th></th> <th>2017 (RM)</th> <th>2018(RM)</th> <th>2019(RM)</th> <th>2020(RM)</th> <th>2021(RM)</th> </tr> </thead> <tbody> <tr> <td>Diesel</td> <td>36,000</td> <td>47,000</td> <td>42,000</td> <td>42,000</td> <td>42,000</td> </tr> </tbody> </table> <p><b>Water supply is harvested from rain water</b>  <b>Solar energy is being introduced in 2019 for staff and workers' quarters while for office will be introduce in 2020.</b></p>		QUANTITY/YEAR						2017 (RM)	2018(RM)	2019(RM)	2020(RM)	2021(RM)	Diesel	36,000	47,000	42,000	42,000	42,000
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	2017 (RM)	2018(RM)	2019(RM)	2020(RM)	2021(RM)														
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<p>Waste Identification</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><b>Comments/Justification/Evidence:</b>  <b>Waste Identification is sighted in Document N0 TC/MSPO/P5/EN/19/WMP/01 - Waste Management and Disposal dated 7<sup>th</sup> November 2019</b></p> <p><b>The waste is categorized into Schedule Waste and Domestic, Sanitary/ household waste. The common schedule waste found in the estate is also sighted in the above document.</b></p>																		
<p>Water Management Plan</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independant Smallholder)</p> <p><b>Comments/Justification/Evidence:</b>  <b>Partially done &amp; sighted in the SEIA Report. A separate Water Management Plan need to be documented</b></p>																		



<p>Business Management Plan</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><b>Comments/Justification/Evidence:</b>  <b>Business Management plan documentation incomplete.</b></p>																								
<p>Product Pricing Mechanism</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b>  <b>Noted &amp; verified the following rates as of 01 01 2020</b></p> <table border="1" data-bbox="481 750 1505 1113"> <thead> <tr> <th></th> <th>Type of work</th> <th>Rate of Payment [RM]</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Harvesting &amp; loading</td> <td>50/MT</td> </tr> <tr> <td>2.</td> <td>Slashing</td> <td>20/HA</td> </tr> <tr> <td>3.</td> <td>Manuring</td> <td>1.9/50 kg bag</td> </tr> <tr> <td>4.</td> <td>Spraying</td> <td>25-35/HA</td> </tr> <tr> <td>5.</td> <td>Loose fruit collection</td> <td>1.5/15kg bag</td> </tr> <tr> <td>6.</td> <td>Pest control</td> <td>1.5/HA</td> </tr> <tr> <td>7.</td> <td>Pruning</td> <td>35/HA/YR/3X a year</td> </tr> </tbody> </table>		Type of work	Rate of Payment [RM]	1.	Harvesting & loading	50/MT	2.	Slashing	20/HA	3.	Manuring	1.9/50 kg bag	4.	Spraying	25-35/HA	5.	Loose fruit collection	1.5/15kg bag	6.	Pest control	1.5/HA	7.	Pruning	35/HA/YR/3X a year
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<p>Contractor Agreement</p>	<p><input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b>  <b>Sighted agreement with Manis Oil Sdn Bhd on FFB rates.</b>  <b>However, Contract Agreement with TKI [foreign workers] not available during audit time.</b></p>																								
<p>Soil and Topographic Information</p>	<p><input checked="" type="checkbox"/> Acceptable  <input type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b>  <b>Soil and Topographic Information &amp; maps noted and verified and made available in the SEIA REPORT ref: MSPO/SEIA/CONSULT/TCSB/2020-01 dated 16 January 2020.</b></p>																								



<p>Social and environmental impact assessment</p> <ul style="list-style-type: none"> <li>- <input checked="" type="checkbox"/> Environmental Impact Assessment</li> <li>- <input checked="" type="checkbox"/> Social Impact Assessment –</li> <li>- <input checked="" type="checkbox"/> HCV Assessment</li> </ul>	<p><input checked="" type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> Acceptable with findings noted</p> <p><input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Noted &amp; verified SEIA REPORT ref: MSPO/SEIA/CONSULT/TCSB/2020-01 dated 16 January 2020. Comprehensively documented</b></p>
<p>Legal Assessment of Customary land</p>	<p><input checked="" type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> Acceptable with findings noted</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Development Agreement are witnessed by local headman who verify ownership of the customary land. Legal assessment is also noted on Survey Plan dated 24 06 2007</b></p>
<p>Compensation claim of customary land</p>	<p><input type="checkbox"/> Acceptable</p> <p><input type="checkbox"/> Acceptable with findings noted</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed</p> <p><input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Compensation claim of use of NCR land is legally enforced through a Development Agreement between Developer [landowner] &amp; Trident Agro Sdn Bhd [contractor].</b></p> <p><b>Noted, verified and viewed a sample Development agreement between SEBAI AK JUGAH &amp; TASB dated 21 07 2007 with the following basic terms:</b></p> <ul style="list-style-type: none"> <li>• Annual rental – RM300/hectares</li> <li>• Tenure – 30 years</li> </ul>
<p>Job Description (Except for independent smallholder)</p>	<p><input checked="" type="checkbox"/> Acceptable    <input type="checkbox"/> Not Acceptable</p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Noted &amp; verified Job Description [Ref Doc TC/MSPO/JD/19/EM] for position of</b></p> <ul style="list-style-type: none"> <li>• Estate Manager</li> <li>• Estate Supervisor</li> <li>• Excavator Operator</li> <li>• Office / Admin Manager</li> </ul>



Payslip (Except for independant smallholder)	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable <b>Comments/Justification/Evidence:</b> <b>Noted &amp; verified TCSB pays all employees above minimum wage as per Labor regulations</b> <b>Viewed, sampled and sighted salary slip for July 2019 for:</b> <table border="1" data-bbox="486 470 1508 560"> <tr> <td>1</td> <td>Henry Patrick</td> <td>Dispatch clerk</td> <td>RM1695.76</td> </tr> <tr> <td>2</td> <td>Ganie</td> <td>Worker / Harvester</td> <td>RM2270.00</td> </tr> </table>	1	Henry Patrick	Dispatch clerk	RM1695.76	2	Ganie	Worker / Harvester	RM2270.00
1	Henry Patrick	Dispatch clerk	RM1695.76						
2	Ganie	Worker / Harvester	RM2270.00						
Sales and Delivery record of FFB (for independant smallholder only)	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable <b>Comments/Justification/Evidence:</b> <b>Noted and verified all sales &amp; delivery record of FFB are maintained in compliance to requirements. Sighted all necessary documentations [Weighbridge ticket, delivery order, tax invoices, transportation &amp; harvesting records]. Noted also OER 19.3% &amp; KER 3.5%.</b>								
Other records: <b>nil</b>									

<b>6.1.1.2D</b>	<b>In case where Group Management is applied</b> (According to MSPO Certification System)
Appointment of Group Manager	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable <b>Comments/Justification/Evidence:</b> <b>Not applicable</b>
Technical knowledge of Group Manager	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable <b>Comments/Justification/Evidence:</b> <b>Not applicable</b>
-	
Adequacy of Internal Control System (ICS)	<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable <b>Comments/Justification/Evidence:</b> <b>Not applicable</b>

<b>6.1.2.</b>	<b>STAGE 1: AUDIT REVIEW</b>
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<b>6.1.2.1.</b>	<b>Competencies</b>	
Further special technical competencies needed? <b>Personnels involved in management &amp; MSPO implementation should enhance knowledge by attending forums/training organised by the authorities [MPOB, MPOCC etc.]</b>	<input checked="" type="checkbox"/> Yes, please specify:  <input type="checkbox"/> No	





<b>6.1.2.2.</b>	<b>Information Requirements</b>
	List any further information necessary for planning the Stage 2 audit:
	<b>Refer to findings 6.2.</b>

<b>6.1.2.3.</b>	<b>Readiness for Stage 2</b>
Based upon review of the above, please state the Auditee readiness	<input checked="" type="checkbox"/> Ready for Stage 2 as scheduled <input type="checkbox"/> Ready for Stage 2 with concerns <input type="checkbox"/> Not ready for Stage 2

<b>6.1.2.3</b>	<b>Implementation Review</b>
	Implementation review prior to Stage 2 audit (if applicable): Nil

<b>6.1.3.</b>	<b>AUDITOR DECLARATION</b>
	<p>The stage 1 audit was based on collecting the necessary information regarding</p> <ul style="list-style-type: none"> <li>the scope of the management system, processes and location(s)</li> <li>reviewing the organization's status and understanding regarding the requirements of the standard</li> <li>the identification of objectives, processes and operations of the management</li> </ul> <p>The above stated recommendation regarding the organization's readiness for registration or upgrade is limited to this information collected and was not based on a full audit of the management system. The information in this report should assist the organization in determining any action(s) needed prior to the stage 2 audit and whether to proceed with the stage 2 audit as currently scheduled.</p>

<b>6.1.4.</b>	<b>LEAD AUDITOR: CONCLUSION STATEMENT [STAGE 1]</b>
	<b>TCSB commence preparation for MSPO certification in Mid 2019. Critical preparation actions [stakeholders consultation, internal audit, management review ] were noted to be done. Overall the management system of TCSB had been adequate in meeting requirements of the certification process. Upon closing of CAR on findings in Stage 1 Audit, the certification process could proceed to Stage 2 Assessment.</b>
<b>Date: 31 01 2020</b>	<b>Name:</b> <b>Wilfred S Landong</b>
	<b>Signature:</b> 

<b>6.1.4.</b>	<b>AUDITEE ACKNOWLEDGEMENT</b>
	This acknowledges the BQAS audit team's visits to this location and the organizations receipt of the report. Distribution of this report consists of the organization named above and parties names per contractual agreement. Additional distribution must be authorized by the organization.
<b>Date:</b> 31 01 2020	<b>Name:</b> Alison Nicholas
	<b>Job Title:</b> Director
	<b>Signature:</b> 



**6.2. STAGE 1 AUDIT: SUMMARY OF FINDINGS/ACTION TAKEN/CLOSURE**

**6.2.1. SUMMARY OF FINDINGS**

<input type="checkbox"/> Acceptable with Findings noted [AWF]	<b>9</b>
<input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed	<b>Nil</b>

**TABLE OF FINDINGS**

MANAGEMENT SYSTEM READINESS (GENERAL)	
<b>1.</b>	
Process for identification of legal and other requirements.	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <b>Comments/Justification/Evidence:</b> <b>Legal register established but incomplete. Relevant local Ordinances &amp; regulations [Sarawak] not sighted. Forestry, Wildlife, Land, NCR laws etc.</b>
<b>2.</b>	
Process for internal and external communication.	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <b>Comments/Justification/Evidence:</b> <b>Internal Communication Procedure not fully documented</b>
<b>3.</b>	
The outputs from management reviews are consistent with the commitment to continual improvement.	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not applicable due to not required for group management of independant smallholder (refer to 2.1d for detail) <input type="checkbox"/> Special case with valid reason agreed by Lead Auditor <b>Comments/Justification/Evidence:</b> <b>Management Review conducted on 19<sup>th</sup> November 2019. Evidenced noted. However, minutes of meeting not documented</b>
<b>4.</b>	
Internal audits planned and performed? Records are available?	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not applicable due to not required for group management of independant smallholder (refer to 2.1d for detail) <b>Comments/Justification/Evidence:</b>




	<p><b>1<sup>st</sup> Internal Audit was conducted on 8<sup>th</sup> November, 2019 &amp; 2<sup>nd</sup> IA on 21<sup>st</sup> Jan 2020. However, corrective action report was not raised and closed out.</b></p>
	<p><b>PROCEDURES</b></p>
<b>5.</b>	
Training Procedure	<p> <input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)         </p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>The documentation on Training Procedure is in progress. Template on Training schedule is sighted vide document reference TCSB/Yearly/Sch./001</b></p>
<b>6.</b>	
Communication Procedure	<p> <input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)         </p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>The SOP on External communication is documented vide Document NO TC/MSPO/SOP/19/EXT/001 dated 7 November 2019</b></p> <p><b>A brief explanation on Internal Communication is sighted under Para 6 of Document reference TC/MSPO/P4/19/GAC/001 dated 7<sup>th</sup> November 2019. It is recommended that a separate procedure be written on Internal Communication.</b></p>
<b>6.1.1.2C</b>	<p><b>DOCUMENTS</b></p>
<b>7.</b>	
HIRARC	<p> <input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed  <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder)         </p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>The preparation of document on HIRARC is in progress</b></p>
<b>8.</b>	
Business Management Plan	<p> <input type="checkbox"/> Acceptable  <input checked="" type="checkbox"/> Acceptable with findings noted  <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed         </p> <p><b>Comments/Justification/Evidence:</b></p> <p><b>Business Management plan documentation incomplete.</b></p>
<b>9.</b>	



Contractor Agreement	<input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Acceptable with findings noted <input type="checkbox"/> Unacceptable – recommend audit (Stage 2) to be delayed <input type="checkbox"/> Not Applicable for MS 2530-2 (Independent Smallholder) <b>Comments/Justification/Evidence:</b> <b>Sighted agreement with Manis Oil Sdn Bhd on FFB rates.</b> <b>However, Contract Agreement with TKI [foreign workers] not available during audit time.</b>
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LIST OF FINDINGS		
No	Process Area	Findings & Requisite Action to be taken
1.	Legal register	Relevant local Ordinances & regulations [Sarawak] not sighted. Forestry, Wildlife, Land, NCR laws etc.
2.	Process	Internal Communication Procedure not fully documented
3.	Management Review	Management Review conducted on 19 <sup>th</sup> November 2019. Evidenced noted. However, minutes of meeting not documented
4.	Internal Audit	1 <sup>st</sup> Internal Audit was conducted on 8 <sup>th</sup> November, 2019 & 2 <sup>nd</sup> IA on 21 <sup>st</sup> Jan 2020. However, corrective action report was not raised and closed out.
5.	Training Procedure	The documentation on Training Procedure is in progress. Template on Training schedule is sighted vide document reference TCSB/Yearly/Sch./001
6.	Communication Procedure	It is recommended that a separate procedure be written on Internal Communication.
7.	HIRARC	The preparation of document on HIRARC is in progress
8.	Business Management Plan	Business Management plan documentation incomplete
9.	Contractors Agreement	However, Contract Agreement with TKI [foreign workers] not available during audit time.

CONFIRMATION by AUDITEE	THE FINDINGS AS DISCUSSED ARE SUITABLE	
Action will be taken by	Date: 15 03 2020	
Management Representative Director: Trident Crest Sdn Bhd	Name: Alison Nicholas	Signature: 

CLOSURE OF FINDINGS	Corrective Action Taken
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Corrective Action Reports were submitted on 15 03 2020 by Auditee and closed out on 31 03 2020 by the Lead Auditor

**7. STAGE 2: MAIN ASSESSMENT****7.1. AUDIT REPORT**

Ref No: TCSB/AU/ST2/07/20

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

Other Standard and/or Edition:

INFORMATION:	CERTIFICATION BODY	
Name:	BQAS Certification [M] Sdn Bhd [11799994-x]	
CB No:	ACB MSPO 15	
Address:	Lot 7823, Sublot 6, 2 <sup>nd</sup> Floor, Block A, Kings' Centre, Simpang Tiga, 93350, Kuching, Sarawak.	
Contact:	Email: <a href="mailto:bqassb@gmail.com">bqassb@gmail.com</a>	Tel: +6 082 572 043
	Whatsapp: +6 017 814 1112	Website: <a href="http://www.bqas.com.my">www.bqas.com.my</a>
Surveillance Audit Date:	21, 23 & 24 07 2020	Audit Duration: 6 man-days
BQAS Audit Team:	Name	Role in the Audit
	Wilfred S Landong	Lead Auditor
	Maxwell S Landong	Auditor

 **INDIVIDUAL CERTIFICATION****PRINCIPLE 1 MANAGEMENT COMMITMENT & RESPONSIBILITY****Criterion 4.1.1: Malaysian Sustainable Palm Oil (MSPO) Policy**

Indicator	Requirement	Compliance	Findings
4.1.1.1	A policy for the implementation of MSPO shall be established.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	MSPO Policy documented. Policy No: TCSB/MSPO/-P1/C1/2019/001 sighted. Signed & approved by Managing Director dated 07 11 2019.
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	Noted last para of Policy statement "TCSB is committed to sustainable oil palm development and operations through proper implementation of the of Malaysia sustainable palm oil principles initiatives for continual improvements.

**Criterion 4.1.2: Internal audit**

Indicator	Requirement	Compliance	Findings
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4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Stated in the Internal Audit procedure page 2</p> <p>6.1.2 [b] Internal Audit shall be carried out every 12 months.</p> <p>Verified compliance</p>
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>Internal Audit procedure is documented. Doc ref TCSB/MSPO/MIP/19/IAU/001 dated 07 11 2019.</p> <p>Internal Audit for 2019 was conducted on 5 – 8<sup>th</sup> November 2019 with following results</p> <ul style="list-style-type: none"> <li>• Compliance: 38</li> <li>• Non-compliance:30</li> <li>• Opportunity for improvements: 54</li> </ul> <p>Viewed corrective action reports were raised and closed out on 21 01 2020</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>Noted and verified IA Report for 2019 was made available to the management for review 8<sup>th</sup> November 2019</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>TCSB had documented the Management Review Procedure doc ref TC/MSPO/MCR/19/MRV/001 dated 07 11 2019. Stated in page 1 of MRP management review shall be held at least once a year.</p> <p>Management Review had been conducted twice; on 19 11 2019 and 21 01 2020 respectively attended by management and staff of TCSB</p>
<b>Criterion 4.1.4: Continual improvement</b>			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>TCSB Continuous Improvement Plan is documented vide doc no TC/MSPO/P1/19/CIP/001. Among the key components of the CIP are:</p> <ul style="list-style-type: none"> <li>• Minimize use of pesticides</li> <li>• Environmental impacts mitigation plan</li> <li>• Maximizing recycling and minimizing waste or by products generation</li> <li>• Pollution prevention plan</li> <li>• Social impacts</li> </ul>



			<ul style="list-style-type: none"> <li>Mechanism to capture the performance and expenditure in social and environmental aspect</li> <li>Water consumption and water quality</li> </ul> <p>Well documented.</p>
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>Currently, TCSB had replaced the use of diesel-powered generator to solar panel to produce renewable energy.</p> <p>In the CIP, use of drone technology is being planned to do estate surveillance &amp; inventory.</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>Following doc noted and verified action plan are documented as follows</p> <ul style="list-style-type: none"> <li>Training Procedure dd 07 11 2019</li> <li>Training Matrix dd 07 11 2019</li> <li>Training schedule</li> </ul> <p>Noted training to be provided across all levels of estate staffs and workers</p>

**PRINCIPLE 2 TRANSPARENCY**

Criterion 4.2.1: Transparency of information and documents relevant to MSPO requirements			
Indicator	Requirement	Compliance	Findings
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	At the estate office & stores, it is noted and verified during site audit on 21 07 2020 that notices, posters, estate information, policies were posted in dual language [English & Bahasa]. Public information posted is sufficient and in compliance.
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Verified and sighted during the site audits that relevant management documents are made available to public and stakeholders; where there is specific request, the Estate Manager will make them available
Criterion 4.2.2: Transparency method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Procedures for internal and external communication were documented as follows:



			<ul style="list-style-type: none"> <li>Internal communications: TC/MSPO/SOP/20/INT/001 dated 07 11 2019</li> <li>External communications: TC/MSPO/SOP/19/EXT/001 dated 07 11 2019</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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Noted in file P2 management officials are appointed at 3 levels of operating units:</p> <ul style="list-style-type: none"> <li>Top management</li> <li>Estate management</li> <li>Estate staff</li> </ul> <p>Terry ak Pengarah appointed as Communication Officer on 07 11 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>List of stakeholders is documented vide doc TC/MSPO/P2/19/SHL/01 dated 16 01 2019. Records of communications with stakeholders are sighted in file P2-Volume 1.</p>
<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>Traceability SOP is verified as doc no TC/MSPO/P2/19/TRA/01 dated 07 11 2019; titled 'Traceability of FFB'.</p>
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Verified that the estate manager/supervisors conduct inspection on a daily basis and compliance check are recorded on FFB Transportation Record book</p>
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	<p>Puan Alison Ribas Nicholas is appointed as Legal &amp; Traceability Advisor to implement and maintain the traceability system vide letter dated 07 11 2019 [ARN/TC/HR-ARN/004/19</p>
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	<p>Viewed and verified records of sales, delivery or transportation of FFB are maintained vide following types of documentation:</p> <ul style="list-style-type: none"> <li>FFB Transportation Record</li> <li>Weighbridge ticket</li> <li>Tax invoices [to Manis POM]</li> <li>Monthly sales record</li> <li>Custom report [from Manis Oil POM]</li> </ul>



**PRINCIPLE 3 COMPLIANCE TO LEGAL REQUIREMENTS**

<b>Criterion 4.3.1: Regulatory requirements</b>			
<b>Indicator</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Findings</b>
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Viewed and verified in both site audit & documentation audit all operations are following the applicable local, state, national and ratified international laws and regulations. All mandatory licenses are current.
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	Legal register is maintained in File P3-Volume 1 2019 as doc no TC/MSPO/P3C1/LRG dated 07 11 2019. The list is verified as adequate in respect of MSPO Requirements
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	TCSB has it stated in Para 5 [control procedures] doc ref SOP for Legal register TC/MSPO/SOP/19/LRG/001 dd 07 11 2019 to ensure the legal register is maintained and updated.
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Puan Alison Ribas Nicholas is appointed as Legal & Traceability Advisor vide letter dated 07 11 2019 [ARN/TC/HR-ARN/004/19
<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	There are 5 longhouses [local community group] owning land around and in vicinity of TCSB estate. Site audit on 21 07 2020 showed evidence that these local communities have been granted free and unencumbered access to their own land using the estate-maintained roads.
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	TCSB estate land is NCR land owned by 85 individual landowners. The lands are rented by TCSB and legal documentation are done vide the Development Agreement signed and agreed by both parties. Viewed and verified Land Development Agreement between TCSB & SEBAH ANAK JUGAH dated 21 07 2007; known as Field Lot



			14; tenure 30 years; rental @ MYR300/ hectare/ year. Legally enforceable by both parties
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Viewed and verified 3 Legal perimeter boundary markers clearly demarcated and visibly maintained on the ground with hardwood pole painted red/white @ geo-coordinates N02°07: 48.6' E111°31'01.4''.
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	Not applicable as the estate land are rented.
<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	These are incorporated into the Land Development Agreement [noted & verified].
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	Viewed and verified Boundary Maps, Locality Maps & Block Maps all drawn to appropriate scale
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	These are incorporated into the Land Development Agreement [noted & verified]; and FPIC are obtained prior to documentation and signing of agreement.

**PRINCIPLE 4 SOCIAL RESPONSIBILITY, HEALTH, SAFETY & EMPLOYMENT CONDITIONS**

<b>Criterion 4.4.1: Social impact assessment (SIA)</b>			
<b>Indicator</b>	<b>Requirement</b>	<b>Compliance</b>	<b>Findings</b>
4.4.1.1	Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The SEIA report is sighted vide document titled "Trident Crest Sdn Bhd Tanah NCR Sg Entiboh Mador, Bintangor, Sarikei Division Sarawak: Social and Environmental Impact Assessment (SEIA) Report November 2019.



<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"/> No <input type="checkbox"/> OFI	The SOP on Grievance and Complaint is sighted vide document reference TC/MSPO/P4/19/GAC/001 dated 7 <sup>th</sup> November 2019. the public information on the Procedure is signed by the Managing Director.
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The various steps in handling grievances is sighted vide document No TC/MSPO/P4/19/GAC/001 dated 7 <sup>th</sup> November 2019. The Flow Chart in handling grievances is also sighted
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The complaint form is sighted the Estate and Kuching Office. Document Reference TC/MSPO/19/GAC/001 dated 7 <sup>th</sup> November 2019
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"/> No <input type="checkbox"/> OFI	Based on interview with the Estate Manager on 20 July 2020, the surrounding communities were informed and aware of the estate existence. So far there is no complain yet been lodged
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The "Borang Aduan" is available but not yet being used as there is no duly-filled complain form sighted.
<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"/> No <input type="checkbox"/> OFI	The Estate Management construct road did periodic road repair leading to the estate. The surrounding communities use this as access road to commute in and out from their longhouse
<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"/> No <input type="checkbox"/> OFI	TCSB had documented its' Occupational Safety and Health Policy [Policy No: TCSB/MSPO-P4/2019/003] dated 07 11 2019. This is posted at estate office and had been briefed to all estate staffs and stakeholders
4.4.4.2	The occupational safety and health plan shall cover the following:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	



A.	A safety and health policy, which is communicated and implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The Occupational Safety and Health Policy is sighted vide Policy N0 TCSB/MSPO-P4/C4/2019/003 signed by the Managing Director dated 7 November 2019
B.	b) The risks of all operations shall be assessed and documented	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The risk of all operations is documented vide document reference TC/MSPO/P4/HIRARC/001 effective 7 <sup>th</sup> November 2019
C.	An awareness and training program which includes the following requirements for employees exposed to pesticides:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Refer C.1 - C.2
C.1	All employees involved shall be adequately trained on safe working practices; and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The staff and workers were briefed on safe working practice during Staff Meeting N0 1/2019 dated 19 November 2019 and 26 January 2020.  A total of Nine (9) workers and three (3) staff attended the meeting. The staff and workers were also briefed on MSPO
C.2	All precautions attached to products shall be properly observed and applied.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Site visit to the estate store on 20 <sup>th</sup> July indicate that the products are properly labelled, but there is absence of Safety Data Sheet. The Estate is in the process of preparing the Safety Data Sheet.
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"/> No <input type="checkbox"/> OFI	The staff and workers were provided with PPE. This was stated in the Minute of Staff Meeting n0 1/2020 dated 26 January 2020. a visit to the estate on 20 <sup>th</sup> July 2020 show evidence that the use of PPE is being complied with.
E.	The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The Standard Operating Procedure on chemical management is sighted vide document reference TC/MSPO/SOP/19/CHM/001 dated 7 November 2019 and approved by the Managing Director. Procedures for receiving, handling storage and disposal of chemicals were explained in the procedure.

	Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.		
F.	The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Th appointment for person responsible for worker's safety and health is sighted vide letter reference ARN/TC/HR-SL/002/19 dated 7 November 2019. The person responsible for safety and health is Mr Stephen Anak Lingga. The letter of appointment is signed by the Managing Director
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"/> No <input type="checkbox"/> OFI	Records of meeting are properly documented and sighted vide Staff Meeting N0 1/2019 dated 19 November 2019 and Staff Meeting N0 1/2020 on 26 January 2020. Safety and Health issues as well as workers welfare and estate work activities are being discussed and minuted.
H.	Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The Accident and Emergency procedures is sighted vide Doc. Ref. TC/MSPO/SOP/19/ERP/001 - Emergency preparedness and Response Procedure dated 7 <sup>th</sup> November 2019
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"/> No <input type="checkbox"/> OFI	The Training on Basic First Aid is already being planned for. The management has written to Malaysian Rd Crescent Society vide letter reference ARN/TC/MRCS/001a/20 dated 7 February 2020.
J.	Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	There is no occurrence of accident in 2019. despite no occurrence of accident, Trident Crest Sdn Bhd is in the process of submitting the report for 2019 to OSH Department [JKKP]
<b>Criterion 4.4.5: Employment conditions</b>			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The policy on Good Social Practice is sighted vide Policy N0 TCSB/MSPO-P2/C5/2019/004 dated 7 <sup>th</sup> November 2019 and signed by the Managing Director.



4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, color, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The management commitment is incorporated in the Good Social Practices Policy as stated in 4.4.5.1 which stated that: A. Provide equal opportunity in all aspects of employment as well as maintaining open channel of communication B. Provide a healthy and harmonious working environment C. Prohibition of all forms of forced labour
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"/> No <input type="checkbox"/> OFI	The following document are sighted: a. Letter of offer/appointment letter to the Estate Manager Mr Terry Anak Pengarah letter reference ARN/TC/HR-TP/001/16 dated 1 May 2016. the salary is above industry minimum standard. b. Employment contract for TKI is also sighted
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Staff particulars and wages record is sighted in the HR & Statutory file. The wages are above the industry minimum wages. Other documents sighted are: a. Staff Job description b. Letter of appointment including TKI. In the
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Refer 4.4.5.3. The letter of employment is signed by the Director and acknowledged by the employee.
4.4.5.7	The management shall establish a time recording system that makes working	<input type="checkbox"/> Yes <input type="checkbox"/> No	The working hours is stated in the letter of employment as follows: <b>STAFF</b> <b>Monday to Friday</b>



	hours and overtime transparent for both employees and employer.	<input type="checkbox"/> OFI	7.30am - 4.30pm ( one-hour lunch break) <b>Saturday</b> 7.30am - 12,30pm <b>WORKERS</b> <b>Monday - Saturday</b> 7.30am - 4.30pm (one-hour lunch break) The working hours is following legal regulations
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The day and hours of work is stated in the appointment letter signed by the Director and acknowledged by the staff or workers. The working hours for the staff and workers comply with the Sarawak Labour Ordinance.
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Payment of wages for workers is piece rated and rate paid for type of job done differs. Example: Harvesting @RM50/metric ton and manuring; RM2.00 per bag. Monthly wages of the workers indicate that, all ae above the minimum wages. . The records on payment of wages and detail job done are kept in "Maintenance Claims (TKI)/Workers Ration File
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Other employee benefits (excluding statutory benefits) given to the staff are medical and annual bonus (based on performance).
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Inspection to the living quarters was done during the site visit on 21 July 2020. The living quarters has the basic amenities and facilities and met minimum requirement and in compliance with Workers Minimum Standard Housing and Amenities Act 1990. <b>However, there are no fire extinguishers found in the workers quarters, estate office and stores.</b>
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sexual Harassment Policy is sighted vide policy N0 TCSB/MSPO-P4/C5/2019/005 dated 7 <sup>th</sup>



	forms of sexual harassment and violence at the workplace.	<input type="checkbox"/> OFI	November 2019 and signed by the 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"/> No <input type="checkbox"/> OFI	The respect for the right of employee is stated in the Good Social Practice Policy (Policy NO TCSB/MSPO-P4/C5/2019/004) whereby Trident Crest Sdn Bhd is committed to develop an organizational culture that exhibits high ethical behaviour and respect for human rights, equality and justice.
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The provision protecting prohibition of all form of forced labor and child labor is stated in the Good Social Practices Policy dated 7 <sup>th</sup> November 2019 (Refer Policy NO TCSB/MSPO-P4/C5/2019/004). other provision in the said policy is to provide a healthy, safe and harmonious working environment.
<b>Criterion 4.4.6: Training and competency</b>			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training program (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Thee Training Procedure is sighted vide document NO TC/MSPO/P4/C4/19/TRN/02 dated 7 <sup>th</sup> November 2019. Other form of tracking employees training through the following forms <ul style="list-style-type: none"> <li>• Training Attendance Form TC/MSPO/P4C4/19/TRN/03</li> <li>• Employee Training Record TC/MSPO/P4C4/19/TRN/04</li> <li>• Employee Training Evaluation Form TC/MSPO/P4C4/19/TRN/06</li> </ul>
4.4.6.2	Training needs of individual employees shall be identified prior to the planning	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Employee's Training Matrix for year 2019/2020 is sighted vide document reference



	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"/> OFI	TC/MSPO/P4/C6/19/TRN/01 dated 7 <sup>th</sup> November 2019.
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"/> No <input type="checkbox"/> OFI	The Training schedule for the year 2020 was documented vide reference TCSB/yearly/sch/001 Rev: 0. for the year 2020 Sixteen (16) type of training were planned including the Trainer and Target participants

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

Criterion 4.5.1: Environmental management plan			
Indicator	Requirement	Compliance	Findings
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The environmental policy and Management plan sighted vide document No TC/MSPO/P5/EN/19/EMP/01 dated 7 <sup>th</sup> November 2019
4.5.1.2.	The environmental management plan shall cover the following:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	
A.	An environmental policy and objectives	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The environmental policy and objective is sighted vide document No TC/MSPO/P5/EN/19/EMP/01 dated 7 <sup>th</sup> November 2019(refer clause 4.5.1.2(2a))
B.	The aspects and impacts analysis of all operations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The aspect and impact analysis is also sighted vide document N0 TC/MSPO/P5/EN/19/EMP/01 dated 7 <sup>th</sup> November 2019(Refer clause 4.5.1.2(2b) in the Environmental Policy and Management Plan
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The plan to mitigate the negative impacts and to promote the positives ones is sighted in the Environmental Policy and Management Plan (Refer clause 4.5.1.3 and 4.5.1.4). Issues with regard to the negative impacts and promote the positive impacts are communicated



			through their Staff Meeting where the workers are also represented. Refer to minute of Staff Meeting NO 1/2019 date 19 November 2019 and Staff Meeting NO 1/2020 dated 26 January 2020
4.5.1.4	A program to promote the positive impacts should be included in the continual improvement plan.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	A program to promote positive impacts is included in the continual improvement plan (refer clause 4.5.1.3 of the Environmental Management Plan). this has also communicated during the Awareness Training at the estate on MSPO dated 19 November 2019 (attended by nineteen (19) people comprising 5 staff and 14 workers of TCSB. Another training for the staff is also conducted on 5 November 2019 attended by 7 people
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"/> No <input type="checkbox"/> OFI	The awareness and training program with regards to understanding of the policy and objectives of the environmental plan is also included in the training program dated 5 <sup>th</sup> and 19 <sup>th</sup> November 2019
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"/> No <input type="checkbox"/> OFI	The management has included in their meeting agenda on concerns about environmental quality. Both Staff Meeting NO 1/2019 dated 19 November 2019 and Staff Meeting NO 1/2020 did emphasize on environmental issues such as waste management, usage of PPE equipment etc
<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 period.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Consumption of non-renewal energy is monitored closely through:</p> <ul style="list-style-type: none"> <li>Actual purchase for each vehicle used vs annual estimates</li> <li>Energy consumption spreadsheet</li> <li>A flow chart on energy consumption is sighted vide Document reference TC/MSPO/P5/EN/19/EM/01 dated 7<sup>th</sup> November 2019.</li> </ul>



4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>Record on usage of fuel and Estimates</p> <table border="1" data-bbox="959 383 1517 562"> <thead> <tr> <th data-bbox="959 383 1195 510">2018 (Actual Litres)</th> <th data-bbox="1195 383 1370 510">2019 (Actual Lit)</th> <th data-bbox="1370 383 1517 510">2020 Estimate</th> </tr> </thead> <tbody> <tr> <td data-bbox="959 510 1195 562">29,914</td> <td data-bbox="1195 510 1370 562">40,069</td> <td data-bbox="1370 510 1517 562">23,333</td> </tr> </tbody> </table>	2018 (Actual Litres)	2019 (Actual Lit)	2020 Estimate	29,914	40,069	23,333
2018 (Actual Litres)	2019 (Actual Lit)	2020 Estimate							
29,914	40,069	23,333							
4.5.2.3	The use of renewable energy should be applied where possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The solar energy which supply staff and workers living quarters and office electricity supply has started since 2018						
<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"/> No <input type="checkbox"/> OFI	Waste products and source of pollution is sighted vide document Reference TC/MSPO/P5/EN/19/WMP/01 effective date 7 <sup>th</sup> November 2019						
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:								
A	Identifying and monitoring sources of waste and pollution	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The identification and monitoring source of waste and pollution is sighted in document reference - TC/MSPO/P5/EN/19/WMP/01 waste management and disposal effective date 7 <sup>th</sup> November 2019 and clause 4.5.3.2 - Reduction of pollution sighted in document NO TC/MSPO/P5/EN/19/WMP/01 dated 7 <sup>th</sup> November 2019.						
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"/> No <input type="checkbox"/> OFI	<p>The efficiency of resource utilization is explained in Document reference TC/MSPO/P5/EN/19/EM/01 dated 7<sup>th</sup> November 2019.</p> <p>Category of waste and its disposal method is explained in the above document (ref clause 4.5.3 on waste management and disposal</p>						



4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Standard Operating Procedure for handling of used chemical is sighted vide document reference TC/MSPO/P5/EN/19/WMP/01 effective date 7 <sup>th</sup> November 2019 (refer clause 4.5.3.3)
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"/> No <input type="checkbox"/> OFI	The procedure on disposal of empty pesticides is sighted vide document reference TC/MSPO/P5/EN/19/WMP/01 effective date 7 <sup>th</sup> November 2019 (Refer clause 4.5.3.4). on-site visit observed that the procedure is adhered to.
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The procedure on disposal of Domestic Waste is sighted vide document reference C/MSPO/P5/EN/19/WMP/01 effective date 7 <sup>th</sup> November 2019 (Refer clause 4.5.3.7 on explanation regarding Domestic/household waste disposal)
<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"/> No <input type="checkbox"/> OFI	An assessment of all polluting activities is sighted in document reference TC/MSPO/P5/EN/19/EMP/01 dated 7 <sup>th</sup> November 2019.
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"/> No <input type="checkbox"/> OFI	Action plan to reduce identified significant pollutants and emissions is sighted vide document reference TC/MSPO/P5/EN/19/EMP/01 dated 7 <sup>th</sup> November 2019.
<b>Criterion 4.5.5: Natural water resources</b>			
4.5.5.1.	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The water management plan is sighted in the SEIA report (Mador Estate) dated 16 January 2020 (refer to Table 3.5.1: the prescribed Environmental Management Plan for Major



	The water management plan may include:		issues page C3 - 13 and page CH4 - 26(item C5 - 11)
A	Assessment of water usage and sources of supply.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The assessment on water usage and source of supply sighted in SEIA report (Mador Estate) dated 16 January 2020 - refer page C3 - 5.
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"/> No <input type="checkbox"/> OFI	Water quality is sighted in the SEIA report (Mador Estate) dated 16 January 2020. (Refer page C3 - 8, C3 - 9 and C3 - 10)
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"/> No <input type="checkbox"/> OFI	Rainwater is collected through water tanks) provided by the company) and water supplied to staff and workers quarters for consumption such as for cooking, bathing, cleaning and 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"/> No <input type="checkbox"/> OFI	Measures in protection water course is explained in the SEIA Report (Mador Estate) dated 16 January 2020 (refer to page C3 - 13 and C3 - 14 on water quality management. On site visit on 20 July 2020 indicate that there is appropriate riparian buffer zone,
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"/> No <input type="checkbox"/> OFI	Field Audit indicated that the riparian zone is being maintained and no intervention on the ecosystem is observed
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"/> No <input type="checkbox"/> OFI	Not applicable
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable. There is no construction of bunds, weirs and dams across the waterways passing
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable as the estate is generally low and flat area



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

4.5.6.1.	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:		
A	Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	There is no high biodiversity value habitat found in the estate
B	Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	The commitment on conservation is sighted in the SEIA report (Mador Estate) dated 16 January 2020(refer page CH4 - 27(item C6 - 11)
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"/> No <input type="checkbox"/> OFI	Protected animals and plant species are displayed vide posters at the Estate office. In addition, notices on NO fishing and hunting is being displayed in the Estate premises. The estate will develop a recording system to record sighting of wild animals in the estate area
B	Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Signage on No hunting and fishing is sighted at the Estate premises
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	There is hardly any high value habitat found in the estate.

**Criterion 4.5.7: Zero burning practices**



4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not relevant as the plantation is in its' first cycle
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"/> No <input type="checkbox"/> OFI	Not relevant as there is no previous crop planted on large scale in the area.
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"/> No <input type="checkbox"/> OFI	Not relevant as zero burning is stipulated in the Zero Burning Policy statement signed by the Managing Director dated 7 <sup>th</sup> November 2019 - Document reference Policy N0 TCSB/MSPO-P5/C7/2019/007
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"/> No <input type="checkbox"/> OFI	Not relevant as there is no previous crop

**PRINCIPLE 6 BEST PRACTICES**

Criterion 4.6.1: Site management			
Indicator	Requirement	Compliance	Findings
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	<p>TCSB had established the following SOP for Site Management all dated 07 11 2019:</p> <ul style="list-style-type: none"> <li>• Boundary Marking</li> <li>• Oil Palm Nursery Culling</li> <li>• Block Design</li> <li>• Drainage &amp; Construction</li> <li>• Palm pruning</li> <li>• Manuring</li> <li>• Weeding Management</li> <li>• Harvesting</li> <li>• IPM-beneficial plants</li> <li>• Rat baiting &amp; control</li> <li>• Ganoderma &amp; Leaf eating caterpillar &amp; rhinoceros beetle &amp; termites</li> </ul>



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	Site Audit on 21 07 2020 indicated evidence of the following conservation measures: <ul style="list-style-type: none"> <li>Natural vegetation growth along perimeter drains</li> <li>Use of palm fronds to prevent run off and siltation</li> <li>Construction of culverts to ease water flow</li> <li>Planting of cover crops</li> </ul> Verified adequate measures taken									
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	Block markers are placed appropriately in each planting block; planted on ground; with following information: <ul style="list-style-type: none"> <li>Block No/size</li> <li>Planting material</li> <li>Year of planting</li> <li>Palm tree count</li> </ul>									
<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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Viewed and verified that TCSB had documented BUSINESS PLAN dated 01 03 2020 for a strategic period of 3 years [2019 – 2021]									
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	No replanting program as the oldest palms are only 8 years old									
4.6.2.3	The business or management plan may contain:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI										
A	Attention to quality of planting materials and FFB.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	This is stated in chapter 3 of the Business Plan. Palm Species: Felda & GH500 are the only planting materials used.									
B	Crop projection: site yield potential, age profile, FFB yield trends.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Extracts from the business plan. The following information: <table border="1" data-bbox="959 1883 1513 2018"> <thead> <tr> <th>Items</th> <th>2019</th> <th>2020</th> </tr> </thead> <tbody> <tr> <td>Yields</td> <td>5.4mt/ha</td> <td>7mt/ha</td> </tr> <tr> <td>Age profile</td> <td>2-8 years</td> <td>3-9 years</td> </tr> </tbody> </table>	Items	2019	2020	Yields	5.4mt/ha	7mt/ha	Age profile	2-8 years	3-9 years
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			<table border="1"> <tr> <td>FFB production</td> <td>919mt</td> <td>1056mt</td> </tr> <tr> <td></td> <td>2017</td> <td>2018</td> </tr> <tr> <td>FFB production</td> <td>944.28</td> <td>1108</td> </tr> </table>	FFB production	919mt	1056mt		2017	2018	FFB production	944.28	1108	
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	2017	2018											
FFB production	944.28	1108											
C	Cost of production: cost per ton of FFB.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Cost of production noted and verified as follows: <table border="1"> <thead> <tr> <th>Item</th> <th>2019/2020 [MYR]</th> </tr> </thead> <tbody> <tr> <td>harvesting</td> <td>50.00</td> </tr> <tr> <td>loading</td> <td></td> </tr> <tr> <td>Other costs</td> <td>47.00</td> </tr> <tr> <td>Total</td> <td>97.00</td> </tr> </tbody> </table>	Item	2019/2020 [MYR]	harvesting	50.00	loading		Other costs	47.00	Total	97.00
Item	2019/2020 [MYR]												
harvesting	50.00												
loading													
Other costs	47.00												
Total	97.00												
D	Price forecast	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Price forecast for FFB 2020; noted in the business plan to be RM430/- per mt										
E	Financial indicators: cost benefit, discounted cash flow, return on investment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	All these are contents of the Budget/Financial projection/Profit & Loss Account in the business plan Actual/Forecast Profit/loss (before HQ cost) <ul style="list-style-type: none"> <li>• 2019: RM96,833.00</li> <li>• 2020: RM99,047.00</li> </ul>										
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	TCSB Directors meet Quarterly in a year to review company performance. Estate Management meeting is held at least once a month to discuss site management plan implementation. Monthly meeting records verify TCSB estate staff meet monthly										
<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"/> No <input type="checkbox"/> OFI	TCSB documented the pricing mechanism vide TCSB/MSPO/P6/BP/19/TR&FP/01 dated 07 11 19. Service rates are paid as follows @MYR <ul style="list-style-type: none"> <li>• <a href="#">Harvesting@45.00/mt</a></li> <li>• <a href="#">slashing@15.00</a> to 23.00/ha</li> <li>• <a href="#">Membaja@1.90/Bagm</a></li> <li>• Frond <a href="#">pruning@15.00/per ha</a></li> <li>• weed <a href="#">spraying@25.00/per Ha</a></li> <li>• loading from field to <a href="#">Ramp@3.00</a> per mt</li> <li>• loose fruit <a href="#">collection@1.50/15kg</a> bag</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"/> No <input type="checkbox"/> OFI	Two types of contracts viewed and verified <ol style="list-style-type: none"> <li>1. contract appointment for Tenaga Kerja Indonesia [TKI] ANAN SURYADI Passport No AT650046 DATED 01 08 2018</li> </ol>										



			2. Contract on sale of FFB with Manis Oil Sdn Bhd dated 05 09 2018 Contract is legally enforceable by both parties
<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"/> No <input type="checkbox"/> OFI	Not applicable. TCSB does not engage contractors on transportation & evacuation of FFB and any other estate works
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Not applicable
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	BQAS Auditors were allowed unencumbered during process and performance of certification audits
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	Surveillance and supervision of daily estate activities is undertaken by the Estate Manager and Supervisor.

**PRINCIPLE 7 DEVELOPMENT OF NEW PLANTING**

Not applicable as there is no development of new planting

**7.2. SUMMARY OF FINDINGS**

Principles	P1	P2	P3	P4	P5	P6	Total
No of OFI: Opportunity for Improvement	0	0	0	2	0	0	2
No of NC: Non-Conformance	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

<b>Criterion 4.4.4: Employees safety and health</b>			
4.4.4.2	The occupational safety and health plan shall cover the following:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> OFI	
C.2	All precautions attached to products shall be properly observed and applied.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	Site visit to the estate store on 20 <sup>th</sup> July indicate that the products are properly labelled, but there is absence of Safety Data Sheet. The





		Estate is in the process of preparing the Safety Data Sheet.
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**Criterion 4.4.5: Employment conditions**

4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> OFI	<p>Inspection to the living quarters was done during the site visit on 21 July 2020. The living quarters has the basic amenities and facilities and met minimum requirement and in compliance with Workers Minimum Standard Housing and Amenities Act 1990.</p> <p><b>However, there are no fire extinguishers found in the workers quarters, estate office and stores.</b></p>
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**7.3. SUMMARY STATEMENT OF LEAD AUDITOR**

Stage 2 Assessment: Audit Conclusion		
	Summary Statement of Lead Auditor	Signature
	<p>The purpose of this Stage 2 Audit is to evaluate the implementation, including effectiveness, of Trident Crest Sdn Bhd Oil Palm Estate management systems and that the initial certification requirement of the Standards MS2530-3:2013 is fulfilled.</p> <p>The planned Audit Plan and processes were completed and performed by the Auditors as per planned schedule; and documentation, site and facilities audit done. 2 findings as OFI [opportunity for improvements] were recorded.</p> <p>Conclusively it is the opinion of the Audit Team that TCSB had adequately maintained effectively the implementation of its' management systems and fulfil the initial certification requirements of the Standards MS2530-3:2013.</p> <p>It is therefore recommended that subject to closure of OFI TCSB be awarded MSPO Certification MS2530-3:2013 [ General Principles for Oil Palm Plantations &amp; Organized Smallholders].</p>	 Wilfred S Landong Date: 24 07 2020

6.5.	Acknowledgement by Auditee	Job Title:	Signature
	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.		 Alison Nicholas Director Date: 24 07 2020





**7.4. CORRECTIVE ACTION REPORT**

1.

	BQAS Certification (M) Sdn Bhd Trident Crest Sdn Bhd		Corrective Action Report	
	ACB MSPO 15 MSPO Certification Services		Stage 2 Audit Date: 24 07 2020	
	Standards: MS 2530-3:2013	Ref: TCSB/AU/ST2/07/20	CAR No: 1	
1.	Findings		To be completed by Auditor	
	Principle: 4		Criterion 4.4.4: Employees safety and health	
	Remarks: Site visit to the estate store on 20 <sup>th</sup> July indicate that the products are properly labeled, <b>but there is absence of Safety Data Sheet</b> . The Estate is in the process of preparing the Safety Data Sheet.			
2.	Classification			
	<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 type="checkbox"/>	Document review [off-site audit] <input checked="" type="checkbox"/>	On-site audit <input type="checkbox"/>	
3.	Confirmation		To be completed by Client	
	Findings & classification are correct		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Immediate corrective measures taken: To obtain safety data sheets from respective suppliers and filed/displayed at estate store.			
	Date: 27Jul 2020	Name: Alison Nicholas	Job Title: Director	
4.	Root cause[s] of NC or OFI		To be completed by Client	
	Remarks: Not familiar with requirements			
5.	Corrective action taken (s)		To be completed by Client	
	Remarks: Safety data sheets have been obtained, filed and displayed at estate store. Refer to samples of data sheets received from various suppliers.			Signature: 
	Date: 27Jul 2020	Name: Alison Nicholas	Job Title: Director	
6.	Closure of NC or OFI findings		To be completed by Lead Auditor	
	Remarks: This OFI is closed out Action for closing NC or OFI has been implemented and is found acceptable.			
	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
	Date: 07 08 2020	Name: Wilfred S Landong		

2.



	<b>BQAS Certification (M) Sdn Bhd</b>		<b>Trident Crest Sdn Bhd</b>		<b>Corrective Action Report</b>		
	ACB MSPO 15				Stage 2 Audit		
MSPO Certification Services				Date: 24 07 2020			
	Standards: MS 2530-3:2013		Ref: TCSB/AU/ST2/07/20		CAR No: 2		
1.	<b>Findings</b>			<b>To be completed by Auditor</b>			
	Principle: 4			Criterion 4.4.5: Employment conditions			
	<b>Remarks:</b> Inspection to the living quarters was done during the site visit on 21 July 2020. The living quarters has the basic amenities and facilities and met minimum requirement and in compliance with Workers Minimum Standard Housing and Amenities Act 1990.  <b>However, there are no fire extinguishers found in the workers quarters, estate office and stores.</b>						
2.	<b>Classification</b>						
	<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		Document review [off-site audit] <input type="checkbox"/>		On-site audit <input type="checkbox"/>		
3.	<b>Confirmation</b>			<b>To be completed by Client</b>			
	Findings & classification are correct			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	<b>Immediate corrective measures taken:</b> To purchase 4 units of fire extinguishers						
	Date: 27Jul 2020		Name: Alison Nicholas		Job Title: Director		
4.	<b>Root cause[s] of NC or OFI</b>			<b>To be completed by Client</b>			
	<b>Remarks:</b> Not familiar with requirements						
5.	<b>Corrective action taken (s)</b>			<b>To be completed by Client</b>			
	<b>Remarks:</b> Four units of fire extinguishers are being purchased. Refer to quotation obtained from G-Time Co. with ref: 2007003 dated 23 Jul 2020.					<b>Signature:</b> 	
	Date: 27Jul 2020		Name: Alison Nicholas		Job Title: Director		
6.	<b>Closure of NC or OFI findings</b>			<b>To be completed by Lead Auditor</b>			
	<b>Remarks:</b> This OFI is closed out  Action for closing NC or OFI has been implemented and is found acceptable.						
	<input checked="" type="checkbox"/> Yes			<input type="checkbox"/> No			
	Date: 07 08 2020			Name: Wilfred S Landong			

<b>CLOSURE OF FINDINGS: Stage 2</b>	<b>Corrective Action Taken</b>
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Corrective Action Reports were submitted on 27 07 2020 by Auditee and closed out on 07 08 2020 by the Lead Auditor

**7.5. STAKEHOLDERS' CONSULTATION REPORT****7.5.1.**

Consultation Technique:

(Can select more than one)

 Meeting (to submit list of participants if available) Phone interview Written views and comments (mail, email etc. based on pre-determined questions) Research (internet, journal or other credible literature sources)**7.5.2.**

	Criteria	Result	Remarks
1.	Is this stakeholder register in the organization's stakeholder list?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Yes, list of Stakeholders - for staff and worker in the employment list. The TR is one of the local community leaders
2.	Based on input received, is transparency of information between organization and stakeholder justified? (clause 4.2.1 & 4.2.2)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Yes Based on the interview, the staff and workers are informed of any new issues affecting them. The information and issues affecting the workers are communicated during Staff Meeting as they are invited to the Staff Meeting. So far there is no issue with local community
3.	Any feedback, complaint or grievances raised by this stakeholder before? (If Yes, please briefly explain the nature of the feedback/ complaint/ grievance in Remarks)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No
4.	If (3) above is Yes, is the organization handle the feedback/ complaint/ grievance appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	NA
5.	Any land issue being raised during audit against the organization? (if Yes, does the issue been, or in progress of being resolved?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No issue raised



6.	Any social issue being raised during audit against the organization? (if Yes, does the issue been, or in progress of being resolved?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7.	Any environmental issue being raised during audit against the organization? (if Yes, does the issue been, or in progress of being resolved?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8.	Is the issue stated above being brought to the audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

### 7.5.3.

#### **Stakeholders' Consultation: Remarks, comments and opportunities for improvement:**

A total of three (3) stakeholders were interviewed during the 2<sup>nd</sup> stage Audit. The three are the Estate Manager and the worker who are internal stakeholders and the external stakeholder is a community leader and Landowner (land rented by Trident Crest). His longhouse is within the vicinity of the estate:

- With regards to the MSPO Certification Process undertaken by Trident Crest Sdn Bhd, both the Manager and the worker are aware of it and involved in the process. TR Lingga said he has heard of it and also has been interviewed during the Estate consulting period prior to Stage 1 Audit.
- Both the staff and worker are happy with the working environment and contented facilities provided. There existed harmonious relationship between the Estate staff, workers and local community.

When asked on whether they have any issues to raise up with the company, the staff and worker said they do not have any issue to raise at the moment. TR Lingga did ask about the possibility of increase the rental of land from current rate of RM300 per Hectare.

**8. OFFICIAL SIGN OFF****8.1. ACKNOWLEDGEMENT BY CERTIFIED ENTITY****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.

Alison Patrick  
Director  
10 08 2020

**8.2. ASSESSMENT RECOMMENDATION BY LEAD AUDITOR****LEAD AUDITOR: CONCLUSION & RECOMMENDATION**

Based on the Findings/Action taken by Auditee/Closures above, TRIDENT CREST SDN BHD [TCSB] had been able to demonstrate generally its compliance to and with requirements of the Standard MSPO MS2530-3:2013 under General Principles for Oil Palm Plantations & Organized Smallholders. Therefore, it is recommended that the Initial Certification of TCSB be approved.

Wilfred S Landong  
Lead Auditor  
15 08 2020

**8.3. ASSESSMENT REVIEW BY CERTIFIER****CERTIFIER: STATEMENT & CERTIFICATION CONFIRMATION**

I/the undersigned, being the Certifier, confirm that I have examined thoroughly all contents of the Report in its' entirety. I would conclude that:

- The Audit report has the necessary contents to act as the foundation for the award of a Certificate
- The Audit team has carried out an objective and professional audit of the management unit for certification against the requirements of the MSPO MS2530-3:2013 series.
- The Audit team has investigated adequate and relevant data sources and avenues of the enquiry
- The Audit team has arrived at an appropriate conclusion and recommendation based on the evidence presented to it.
- The Audit team has prepared a concise and comprehensive report to the requirements of the standards

I confirm that, to the best of my knowledge the information and conclusions included in this report have been prepared in compliance with the Standards requirements; and done in good faith and that the Lead Auditor recommendations had been based upon this information. I, hereby confirm that, TCSB can be granted Certification under the Standard **MSPO2530-0:2013 [Part 3]: General Principles for Oil Palm Plantations & Organized Smallholders**

Patrick Sibat  
29 08 2020



## 9. CONCLUSION

### 9.1. CERTIFICATION: BQAS MANAGEMENT

In reference to MS 2530-3:2013, the BQAS Management hereby approved of:

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

### 9.2. NEXT SURVEILLANCE ASSESSMENT PLAN

Surveillance Assessment Year 01 of TRIDENT CREST SDN BHD is to be August 2020

## 10. APPENDICES

1. Soil Map
2. Block & Boundary Map



TCSB - BOUNDARY  
MAP.pdf

3. Locality Map
4. Block Map



TRIDENT CREST  
SDN BHD - MAP.pdf

5. Google Map 1
6. Google Map 2

### FOOTNOTES

All audit findings are based on a sampling process, targeted towards reliable evidence for effective implementation and compliance of the management system. Where applicable findings and required corrective action were or will be agreed upon with the responsible managers or management representatives, steps have been or will be defined to resolve such non-conformity. Further business aspects may exist, positive or negative, which have not been reviewed by the audit team. It is the organization's responsibility to investigate and evaluate the potential impact and scope of findings, thus continuously ensuring full compliance to the applied standard(s).





APPENDIX 2.1: LOCALITY MAP OF TRIDENT CREST SDN BHD



CH2-2