

GLOBAL GATEWAY CERTIFICATIONS

MALAYSIAN SUSTAINABLE PALM OIL (MSPO)

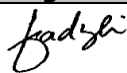
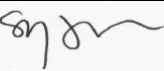


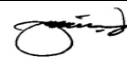
CERTIFICATION AUDIT REPORT


Part 3 : General Principles for Oil Palm Plantations and Organized Smallholders

Ladang TM Sungai Selama Lanar
[Estate]

-Individual Certification-

MAIN ASSESSMENT AUDIT
20th June 2019

Revision History					
Rev	Date	Description	Performed by	Role	Signature
A	04/07/19	Issued as Draft Report	Mohd Fadzli Bin Bistamam	Lead Auditor	
A	15/07/19	Peer Review 1 Comments	Muhammad Syafiq bin Abu Bakar	Peer Reviewer 1	
A	15/07/19	Peer Review 2 Comments	Mohamad Fitri bin Mustafa	Peer Reviewer 2	
B	18/07/19	Issued as Final Report	Mohd Fadzli Bin Bistamam	Lead Auditor	
B	19/07/19	Final Report Approved	Muhammad Syafiq bin Abd Razak	Certifier	

Acknowledgment by Tanah Makmur Berhad					
Rev	Date	Description	Management Representative	Role	Signature
B	19/07/19	Acceptance of the contents	Mr. Shahrul Nizam bin Abdul Aziz	Group Chief Operating Officer	

Declaration

The auditor(s) has (had) no personal, business or other ties to the client and the assessment is carried out objectively and independently.

WITH INTEGRITY WE SERVE



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Note: Section II of this report contain confidential information and been protected from public disclosure.

SECTION I : PUBLIC SUMMARY REPORT**1.1 Certification Scope**

Global Gateway Certifications Sdn. Bhd. (GGC) has conducted the Certification Assessment of **Ladang TM Sungai Selama Lanar [Estates]**. During this **Main Assessment Audit (Stage 2)**, the audit team were briefed by Estate Manager, of the supply base disposition. The group consists of 4 estates.

This assessment was conducted onsite on **20th June 2019** to assess the compliance of the certification unit against the **"MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholder"**. The scope of certification is **"Management of Sustainable Oil Palm Plantations from Cultivation, Planting and Production of Fresh Fruit Bunches"**.

1.2 Company details and Contact information

Company Name	Tanah Makmur Berhad
Business Address	Bangunan Tanah Makmur Berhad, Kotasas Avenue, Persiaran Kotasas, Kota Sultan Ahmad Shah, 25200 Kuantan, Pahang.
Contact Person	Mr. Shahrul Nizam Bin Abdul Aziz
Office Telephone	013-3435517
E-Mail	gcoo.tmb@gmail.com, nizam@tanahmakmurberhad.com

1.3 Certification Unit**Name of the Certification Unit**

No	Name of the Certification Unit	Site Address	GPS Reference of the site office	
			Longitude	Latitude
1.	Ladang TM Sungai Selama Lanar	No. 8, Tingkat 1, Bangunan Dato' Wan Haji Ahmad, Jalan Bukit Bius, 27200 Kuala Lipis, Pahang, Malaysia.	E 102° 3' 12"	N 4° 10' 46"

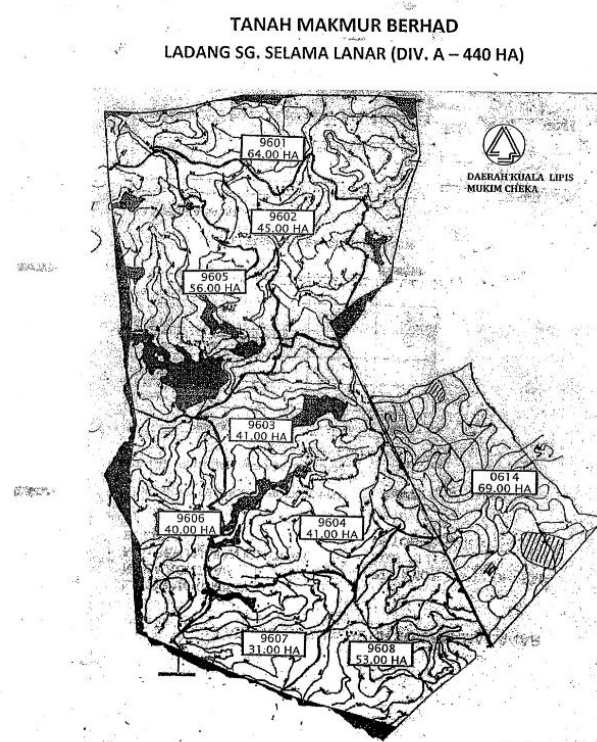


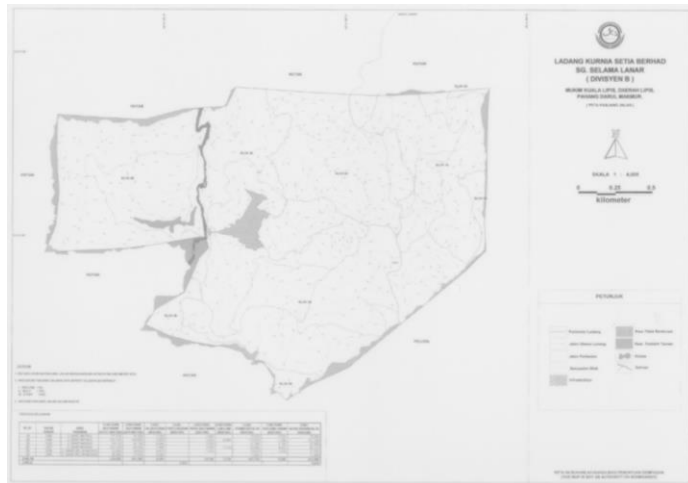
MPOB License Information

No	Name of the Site	LICENCE NUMBER	EXPIRY DATE	SCOPE ACTIVITY
1	Ladang TM Sungai Selama Lanar	547227002000	29/02/2020	Menjual dan Mengalih FFB

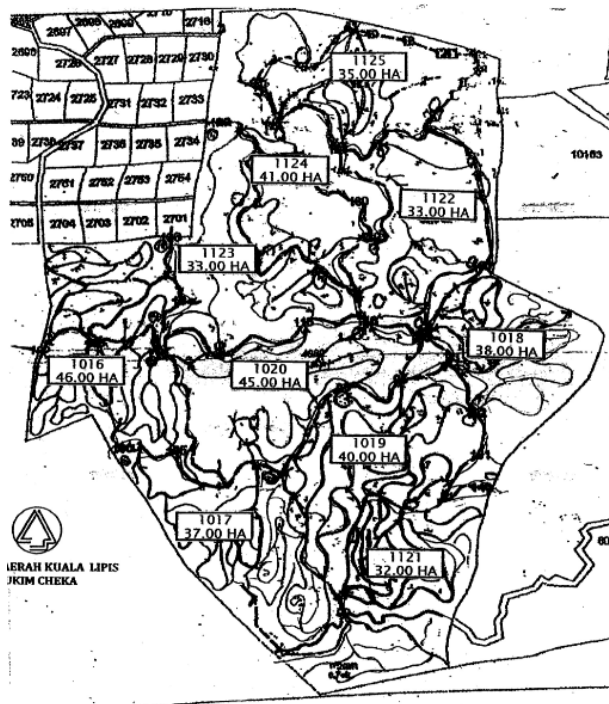
Others Sustainability Certification

No	Name Of The Site	Others Sustainability Certifications
1.	NIL	NIL

1.4 Map Showing Geographical Location**1) TM Sungai Selama Lanar Map**



TANAH MAKMUR BERHAD
LADANG SG. SELAMA LANAR (DIV. C – 380 HA)



1.5 Production Area, Actual and Projected FFB Production (MT)

Name of the Certification Unit	Area Summary (HA)		
	Certified Area (per Land Title)	Planted	Mature
Ladang TM Sungai Selama Lantar	1,372.34	1,176.00	1,176.00
Total	1,372.34	1,176.00	1,176.00

Name Of The Supply Base	Area Summary (HA)		
	Conservation Area	HCV	Others
Total	NIL	NIL	NIL

Name of the Certification Unit	FFB Summary (MT)		
	Projected from last audit	Actual Production for 12 Months [Jun 2018-May 2019]	Projected Production for next 12 Months [Jun 2019-May 2020]
Ladang TM Sungai Selama Lanar	NIL	16,810.35	21,710.00
Total	NIL	16,810.35	21,710.00

1.6 Certificate Details

Certification body

Global Gateway Certifications Sdn. Bhd.,
No. 10 Jalan Rasmi 7, Taman Rasmi Jaya,
68000 Ampang,
Selangor Darul Ehsan, Malaysia.
Tel.: +603 4256 2689; Fax: +603 4256 2687
Website: www.ggc.my

Assessment standard

(MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders

Certificate number

GGC-TMB002-MSPO-00-2019

Initial certificate issued date

19th July 2019

Certificate expiry date

18th July 2024

Stage 1 assessment date

08th April 2019

Stage 2 / Main Assessment

20th June 2019

Annual Surveillance 1 [ASA 1]

June 2020

Annual Surveillance 2 [ASA 2] June 2021

Annual Surveillance 3 [ASA 3] June 2022

Annual Surveillance 4 [ASA 4] June 2023

1.7 Qualification of the Lead Assessor and Assessment Team

Lead Auditor

Name: Mohd Fadzli bin Bistamam (P3, P4, P6, P7)

Post graduate qualification in Agricultural Engineering with more than 7 years working experience in Oil Palm Plantation Industry. More than 7 years of working experience in Oil Palm Plantation Industry with skills in Good Agricultural Practices (GAP) and Integrated Pest Management (IPM). Experience in managing estate workers, handling of mineral and peat soil and knowledgeable in chemical control of weeds and Pest & Diseases in Oil Palm Plantation Sector.

Fully trained in similar agriculture certification programs such as RSPO, MSPO and ISCC. Completed and certified in ISO 9001:2015, RSPO Lead Auditor Course, MSPO Training and ISCC Basic Training. Thus, became qualified Lead Auditor for the above programs.

Involved in Oil Palm Sustainability Audit since year 2016. Involved in audits conducted in Malaysia, Indonesia, Papua New Guinea, Ivory Coast, India and Singapore. Able to write and speak in Bahasa Malaysia and English.

Auditor

Name: Md Jefri Sharaai (P1, P2, P5)

Bachelor Degree in Chemical Engineering and Master Degree (Science) in Quality & Productivity. Total of 25 years working experiences in various industries and disciplines; manufacturing, production, quality, internal audit, research & development, oil & gas design engineering. Involved in auditing, developing, implementing and maintaining of ISO 9001, ISO 14001 and OHSAS 18001. Having years of auditing experiences in Roundtable on Sustainable Palm Oil (RSPO) and Malaysian Sustainable Palm Oil (MSPO) sustainable programme.

1.8 Audit Methodology

The audit was conducted based on sampling following the method as specified in the MSPO requirements (MSPO-Questionnaire Self-Assessment – RA). In the case of this certification unit, sampling calculation was not applied as there is only one estate namely Ladang TM Sungai Selama Lanar.

The assessment activities include of documents review and site inspection. The documents that had been reviewed among others were company policy, internal procedures, management system procedures, waste management procedures, legal documents etc. Significant issues that would impact to the environmental and social were also been verified.

The methodology for collection of objective evidence was established during physical site inspections, observation of tasks and processes, interviews of stakeholders, interview of officers, review of documents

and data. Checklists and questionnaires were used to guide the collection of information and the comments made by external stakeholders were also been taken into consideration in this assessment.

Appendix A (Audit Plan) details the actual assessment plan. Stakeholders were consulted randomly during the assessment to obtain feedback on the management compliance and performance (Appendix C) of MSPO.

1.9 Audit Plan Information

Audit Date	20 th June 2019
Name of site(s) visited	Ladang TM Sungai Selama Lanar
Total number of man-days spent	2 man-days

1.10 Audit Result Summary Findings

Category	Numbers	Status (Closed/Open/Not Applicable/No Action Requires)
Major Nonconformities	0	No action requires
Minor Nonconformities	0	No action requires
Area of Concern	0	No action requires
Noteworthy /Positive Comments	6	No action requires

1.11 Stakeholder Consultation

As per ACB-Malaysian Sustainable Palm Oil (MSPO); ACB-OPMC4; Issue 1, 01st August 2017; Stakeholder Consultation Requirements For Certification Bodies Operating Oil Palm Management Certification Under Malaysian Sustainable Palm Oil (MSPO) Certification Scheme. The consultation during the audit will be carried out during the stage 2 and recertification audit of the management unit. The CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

GGC has published the public notification on 15th May 2019 and as to accommodate a stakeholders' consultation meeting for mill and estate. Therefore, it was conducted on 20th June 2019 in Ladang TM Sungai Selama Lanar to gather information from the local communities in accordance to Certification Scheme and Stakeholder Consultation requirements.

During this Main Assessment (Stage 2) audit, the audit team has conducted stakeholder consultations involving both internal and external stakeholders as to understand the practices in relation to environmental, social performance and their performance with respect to the MSPO requirements. The meeting was conducted without the present of estate management.

At the start of meeting, the auditor explained the purpose of the audit followed by an evaluation of the relationship between the stakeholders before discussions continued. The auditor recorded comments made by stakeholders and verified with the estate management before incorporating into the assessment findings. There was no negative complaint or feedback received during the audit or during the field assessment when interviewing with the external and internal stakeholders. The details is as per table below:

No	Stakeholders Name	Subject raised / Identified Risk	Company response and proposed action to be taken. [What we did]	Assessment team findings [Outcome]
1.	Stakeholders A (Contractors)	<ul style="list-style-type: none"> • They have good understanding about MSPO. • He is clear that if he employs a worker, he has to officially inform estate management. He also knows the working hours, minimum salary, Socso & EPF (for local workers) that has to be paid as he has been briefed in the Stakeholders meeting. • They informed that the payments were made promptly without any delay. Contract agreement were signed prior commencement of work. • They were aware that any complaints or suggestions 	No action requires	Positive findings

		<p>could be forwarded to the mill/estate management.</p> <ul style="list-style-type: none"> • He is very happy with the management and hopes to continue his contract for a long time. • The company has good relation with supplier and there is no issue with company's performance. 		
2.	Stakeholders B (Contractors)	<ul style="list-style-type: none"> • Most of the stakeholders attended the meeting are aware about the MSPO. • Most of them has little knowledge on the existence of method/ mechanism of complaints/ grievances. • 	Management will continue briefing to all stakeholders on MSPO and complaint and grievance mechanism	Will review by next surveillance audit
3.	Stakeholder G (Neighbouring Estate)	<ul style="list-style-type: none"> • They have good relationship with the management. • There is no conflict ever happened with mill & estate. 	No action requires	Positive findings
4.	Stakeholder H (Estate workers)	<ul style="list-style-type: none"> • MSPO awareness, company policy and SOP are briefed among workers during muster call. • Personal Protective Equipment are distributed free of charged by management. • They have good understanding about complaint and grievance mechanism. • They are very happy with the management and hopes to continue their contract for a long time. • Company well managing the welfare, health and safety of their workers. • Housing facilities is provided with water and electrical supply. • They have been treated equally without any discrimination. Their salary was according to Minimum Wage Order 2018. 	No action requires	Positive findings

1.12 Recommendation

The company has established sustainability policy, objectives and procedures that define an effective system for the administration and control of sustainability management system throughout all operation activities of Ladang TM Sungai Selama Lanar. Estate Manager is in charge and ensures that facility and his subordinates comply with the requirements and procedures stated in this manual.

The management is committed to comply with MSPO system by giving awareness training to all personnel involved in this standard to make them understand the procedures and implementation of the standard. The employees are aware of the requirements of MSPO. There was no complaint or feedback received during this Main Assessment (Stage 2) Audit.

This report will be internally reviewed prior to certification decision by GGC and externally peer reviewed by independents panel reviewers (qualified and trained by MPOCC). During this Main Assessment (Stage 2) Audit, based on MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders, there were 0 major, 0 minor non-conformities and 0 area of concern has been raised to the facility that being audited.

Since the audit objectives as mentioned in the audit plan have been achieved and assessment resulted of major non-conformity findings is closed. Therefore, the Lead Auditor recommends a certificate of compliance **"MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders"** is awarded to Ladang TM Sungai Selama Lanar.

1.13 Date of Next Surveillance Audit

The first annual surveillance assessment visit will be scheduled after 12 months of the MSPO Certificate being issued.

1.14 Confidentiality

GGC auditors will not discuss or reveal any of the confidential information seen during the audit to any third party. Any public summary of the main assessment will be approved by the client prior to publication.

1.15 Abbreviations Used

BOD	Biological Oxygen Demand
CHRA	Chemical Health & Risk Assessment
CIP	Continuous Improvement Plan
COD	Chemical Oxygen Demand
CoP	Code of Practise
CSPO	Certified Sustainable Palm Oil
CPO	Crude Palm Oil
CSPK	Certified Sustainable Palm Kernel
DOE	Department of Environmental
DOSH	Department of Occupational Safety and Health Malaysia
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
FFB	Fresh Fruit Bunch

FGS	Finished Good Stock
GAP	Good Agriculture Practise
GHG	Greenhouse Gas
GGC	Global Gateway Certifications Sdn Bhd
HIRARC	Hazard Identification, Risk Assessment and Risk Control
ISCC	International Sustainability & Carbon Certification
IPM	Integrated Pest Management
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysian Palm Oil Certification Council
MSPO	Malaysian Sustainable Palm Oil
NCR	Non-Conformance Report
NGO	Non-Government Organization
OHS	Occupational Health & Safety
OHSAS	Occupational Health and Safety Assessment Series
PK	Palm Kernel
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
SEIA	Social Environmental Impact Assessment
SOP	Standard Operating
SPO	Sludge Palm Oil

SECTION II : ASSESSMENT FINDINGS BY PRINCIPLES AND CRITERIA**2.1 Principle 1 : Management commitment and responsibility****Criterion 1 Malaysian Sustainable Palm Oil (MSPO) Policy****Indicator 1** A policy for the implementation of MSPO shall be established.

Summary Policy sighted: Polisi Pelaksanaan dan Komitment Terhadap MSPO (MSPO) signed by Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim (Pengarah Urusan) dated 01.11.2018.

Policy has been communicated to all workers. Sighted attendance list dated 23/02/19 and 24/02/19 for workers, and staff dated 25/02/19 during morning workers as per attendance list.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 The policy shall also emphasize commitment to continual improvement.

Summary The policy highlighted all the MSPO principles to be implemented by the company. The policy also stated that the company is going for "Penambahbaikan Berterusan dan memainkan peranan dalam mengusahakan perladangan sawit secara lestari dan mampan".

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 2 Internal audit**Indicator 1** Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.

Summary Internal audit procedure sighted as per document No: TMB/MSPO/IAM-01 (Prosedur Audit Dalaman), dated 15.11.2018. The internal audit team consists of 1 lead auditor (Mr. Isrizal Bin Israni) and 4 auditors from TMB HQ.

Internal audit is planned annually as per "Jadual Perancangan Tahunan Audit Dalaman MSPO" prepared on 25/02/19. Latest audit report sighted dated 26.02.2019.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary Internal audit report sighted as per document "MSPO Audit Checklist" dated 26.02.2019, done by Mr. Isrizal Bin Israni. Total of 29 Major NC and 3 Minor NC were raised during the audit.

Sighted audit report dated 28/2/2019, done by Mr. Isrizal Bin Israni. Total of 29 Major and 3 Minor NC raised by the internal audit team.

Verified that all the Major and Minor NCs has been closed, on 18 and 19 Mar 2019.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 Report shall be made available to the management for their review.

Summary Internal audit report sighted as per document "MSPO Audit Checklist" dated 26/02/19, done by Mr. Isrizal Bin Israni.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 3 Management review

Indicator 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.

Summary Management review meeting was held on 13.03.2018. at Pejabat Ladang Sg. Selama Lanar.

Minute meeting sighted prepared by Pn. Zurina Binti Ghani and verified by En. Asri Bin Ashari.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 4 Continual improvement

Indicator 1 The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.

Summary Continuous plan was prepared by Mr. Zaidun Bin Mat Lazan (Asst. Manager) and approved by Tn. Asri Bin Ashari, dated 13.03.2019. The plan includes details, Person in charge and target date.

Sighted below;

Environmental – Mohd Arifin Bin Mustafa
Social & Safety – Salina Bt. Ibrahahim
Legal – Muhammad Nor Afendi Bin Ismail

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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

Summary Management maintained with the current implementation. List of new systems (as below) used by the estate sighted in document "Senarai Rekod Teknologi dan Sistem Terbaru".

- Sistem IECS for account purpose
- Sistem Immobile IECS for harvesting FFB
- Plantation Micro Macro Programme for FFB tracking
- Teknologi Palm Cutter for pruning.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 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.

Summary Management maintained with the current implementation.

Verified adequate training been done. Sighted training attendance for,

- IECS training for Staff and Supervisor dated 16th October 2018
- Latihan PMMP for Checker, Mandor, Weighbridge Conductor, Supervisor, Staff dated 18th July 2018

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

2.2 Principle 2 : Transparency

Criterion 1 Transparency of information and documents relevant to MSPO requirements

Indicator 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.

Summary Sighted the information application form is available in "Borang Permohonan Maklumat –Berkaitan MSPO" CCS-03/BMM/L4.

As to date there are no request has been made. Sighted the information application form is available in Complaint and Response Form "Borang Aduan Dan Maklumbalas" CCS-03/BAM/L2.

Internal & external stakeholder meeting conducted on 12th March 2019 at Hotel Centrpoint. 44 stakeholders attended the meeting consist of various department and agencies sighted, Jabatan Alam Sekitar, Sek.Keb Kuala Lanar, Contractors, Pejabat Daerah & Tanah, Pejabat Kesihatan Daerah Kuala Lipis etc. Sighted photographs and minutes of meeting is made available.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 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.

Summary Sighted listing of management documents that are confidential and non-confidential that can be made publicly. Doc No.: "Senarai Dokumen Boleh Didedahkan".

All these documents were sighted in the estate office. Requests for official documents through the estate office will have to go through the estate manager/assistant in charge, whom will make the decision as to whether the information can be shared to or viewed by the person requesting the information or document.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 2 Transparent method of communication and consultation

Indicator 1 Procedures shall be established for consultation and communication with the relevant stakeholders.

Summary Communication and Consultation procedures is available in document TMB/MSPO/CCS-03. This procedure was signed by Director (Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim) on 15.11.2018.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.

Summary As sighted the management has appoint Mrs. Salina Bt Ibrahim as their MSPO Internal and External Communication officer.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary As sighted the stakeholder record is available in document "Senarai Pihak Berkepentingan" CCS-03/SBP/L1. List of stakeholder includes:

- Osh officer
- MPOCC
- Government agencies
- Neighbor estates
- Etc.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 3 Traceability

Indicator 1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).
Summary	<p>As sighted, the traceability procedure is available in document TMB/MSPO/TRC-04 "Kebolehhkesanan BTS" dated on 15 Sept 2018. Procedure BTS includes:</p> <ul style="list-style-type: none"> • Block marking • Harvester identification • FFB grading
In Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Indicator 2	The management shall conduct regular inspections on compliance with the established traceability system.
Summary	<p>As sighted the management has use the PMMP "Plantation Micro Macro Program" to record all harvesting and other activities until selling program of FFB.</p>
In Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Indicator 3	The management should identify and assign suitable employees to implement and maintain the traceability system.
Summary	<p>As sighted in appointed letter, the management has appoint Mr. Mohd Musallam Bin Mohd Din as their Traceability Officer.</p>
In Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Indicator 4	Records of sales, delivery or transportation of FFB shall be maintained.
Summary	<p>Record of sales and transport FFB being maintain in PMMP System and well maintained.</p>
In Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

2.3 Principle 3 : Compliance to legal requirements

Criterion 1	Regulatory requirements
Indicator 1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.
Summary	<p>Procedure sighted as per document No: TMB/MSPO/PUU-11 (Prosedur Pematuhan Undang-Undang), dated 05.04.2019.</p> <p>List of applicable laws has been established as documented in "Legal and Other Requirements Register (LORR)". The list contains of local and international laws and regulations. There is set of Legal Requirements been divided into:</p> <ul style="list-style-type: none"> a) OSH b) Environment

- c) Water
- d) HR Related
- e) Other Local Malaysian Requirements
- f) Key International Laws and Conventions Applicable to the production of palm oil

Example permit sighted:

- MPOB license No: 547227002000 (Validity 01.03.2019 – 29.02.2020).

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 The management shall list all laws applicable to their operations in a legal requirement register.

Summary The list is fully covered the requirements that related to MSPO compliance. These documents include information on laws, enforcement bodies, main requirement, environmental aspect, standard, fine, person in charge, and compliance status.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 3 The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.

Summary As per interviewed with En. Muhammad Nor Afendi Bin Ismail, he will update any new amendments or any regulations once received through the communication with HQ Department, legal register, communication with law/enforcement officers.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 4 The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.

Summary Sighted appointment letter dated 23.02.2019 to En. Muhammad Nor Afendi Bin Ismail as MSPO Officer of Law, signed by the Estate Manager.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Criterion 2 Land use rights

Indicator 1 The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.

Summary Land title sighted during the audit. Total of 4 land titles available totaling 1,372.74 Ha of agricultural land.
Progress of changing land status in 2 land titles (Lot No: 2726 and Lot No. 2727) from Rubber to OP. Request has been submitted to HQ TMB.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.

Summary Land title sighted during the audit. Total of 4 land titles available totaling 1,372.74 Ha of agricultural land.

1. PN 9916 LOT 2726 417.50 Ha
2. PN 9917 LOT 2727 429.10 Ha
3. HSD 1938 PT 3994 80.94 Ha
4. PN 14632 LOT 4889 444.80 Ha

Progress of changing land status in 2 land titles (Lot No: 2726 and Lot No. 2727) from Rubber to OP.

Payment of quit rent paid by HQ sighted as per Memo Debit No. 0430/2-19 dated 31.05.2019.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.

Summary Legal boundary stone map sighted during the audit. Sighted "Peta Batu Sempadan Selama Lanar Div. C'.

Presence on the ground has been verified by the auditor during site visit to the estate.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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).

Summary There is no evidence of conflict present in this estate. There is no violence in instigated violence in maintaining peace because company has a clear procedure for land conflict.

During interview with stakeholders, no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 3 Customary rights

Indicator 1 Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.

Summary There is no customary land in or surrounding the estate. There are also no land disputes or claims involving this estate. The company has proper legal land tile for the land ownership.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 Maps of an appropriate scale showing extent of recognized customary rights shall be made available.

Summary There is no customary land in or surrounding the estate. There are also no land disputes or claims involving this estate. The company has proper legal land title for the land ownership. Therefore, no maps for recognized customary rights is available.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.

Summary There is no customary land in or surrounding the estate. There are also no land disputes or claims involving this estate. The company has proper legal land title for the land ownership.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

2.4 Principle 4 : Social responsibility, health, safety and employment condition

Criterion 1 Social impact assessment (SIA)

Indicator 1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.

Summary SIA conducted on 28.03.2019 as per document "Laporan Penilaian Impak Sosial (SIA) Ladanbg Sg. Selama Lanar", prepared by Mr. Zaidun Bin Mat Lazan and approved by the Estate Manager. The assessment has involved 44 stakeholders from staff, workers, government department, locals and contractors.

Comments received from workers and external stakeholders are then included in SIA Assessment Plan (Pelan Penilaian Impak Sosial SIA).

SIA action plan has been established according to the findings from the SIA analysis conducted by the estate Sighted form "Pelan Pengurusan Impak Sosial". Total of 17 criteria being assessed from the SIA meeting. Example action taken regarding "MSPO Understanding" is to conduct meeting with stakeholders and providing training and briefing regarding to MSPO. The plan also included the PIC and target date for each plan documented.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 2 Complaints and grievances

Indicator 1 A system for dealing with complaints and grievances shall be established and documented.

Summary Sighted procedure "Komuniikasi dan Konsultansi Pihak Berkepentingan", document No: TMB/MSPO/CCS-03 dated 15.11.2018.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.

Summary Sighted procedure "Komuniikasi dan Konsultansi Pihak Berkepentingan", document No: TMB/MSPO/CCS-03 dated 15.11.2018.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.

Summary Complain forms sighted as per document No: CCS-03/BAM/L2 "Borang Aduan dan Maklumbalas".

Blank complaint forms available outside the office for estate workers and other stakeholders to write complaints to the estate management. This matter has been verified during estate site verification.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.

Summary Blank complaint forms available outside the office for estate workers and other stakeholders to write complaints to the estate management.
This matter has been verified during estate site verification.

Workers has shown good understanding on estate complain procedure as per interview session with them during estate site visit.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 5 Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.

Summary Record is kept upon begin with complying to MSPO Standard.

Records of complains are available during the audit. Sighted form "Aduan Pihak Berkepentingan dan Resolusi Matriks". All request and complaints have been resolved by the management. Example request sighted:

Date: 12.03.2019

Request from En. Mohd Noorfairus: Requesting road repair in estate

Resolution: The management replied that the road is not under estate jurisdiction. Thus no repair can be done.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 3 Commitment to contribute to local sustainable development	
Indicator 1	Growers should contribute to local development in consultation with the local communities.

Summary Sighted "Rekod Sumbangan TM Selama Lanar" during the audit.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 4 Employees safety and health	
Indicator 1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.

Summary OSH policy sighted in "Polisi Keselamatan, Kesihatan dan Persekitaran Pekerjaan" dated 13.03.2018 signed by the Managing Director.

OSH Plan has been established as documented in "Pelan Pengurusan Keselamatan dan Kesihatan Pekerjaan".

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2	The occupational safety and health plan shall cover the following: <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ul style="list-style-type: none"> i) all employees involved shall be adequately trained on safe working practices; and ii) all precautions attached to products shall be properly observed and applied. 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). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. 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. g) The management shall conduct regular two-way communication with their employees
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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.

h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.

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.

j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.

Summary

- a) OSH policy sighted in "Polisi Keselamatan, Kesihatan dan Persekitaran Pekerjaan" dated 13.03.2018 signed by the Managing Director, Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim.
- b) Risk related to estate operations has been assessed as per document No: TMB/KKP/HSE-MS-001 (Pengurusan Risiko HIRARC), dated 15.11.2018.
- c) Training plan sighted in "Kalendar Latihan Tahunan 2019 Ladang Sg. Selama Lanar".
- d) PPE issuance record as per record sighted "Rekod Pengeluaran P.P.E".
- e) CHRA report for Ladang Sungai Selama Lanar sighted, prepared by Occumed Consultancy & Services Sdn Bhd, dated 11th June 2019 (Ref No: JKPP HIE 127/171/2(8)-2018/143).

Annual Medical surveillance is yet to be conducted. Letter to OSH Doctor (Klinik Sulaiman) sighted requesting to send estate workers for inspection.

SOP Setor Bahan Kimia and SOP Membancuh Racun available in Elemen 6: Garis Panduan dan Prosedur KKP, Document No. TMB/KKP/HSE-MS-001 dated 15/11/2018. Copy of SDS available during the audit. The SDS also found displayed in estate chemical store.

Chemical register evident during the audit as per document "Register of Chemicals Hazardous to Health" Appendix 5. Among the chemical listed:

- 1. Trihac
- 2. Nasa Glyphosate
- 3. Wet PO:
- 4. Diesel

- f) Sighted OSH Organisation Chart for Ladang Sungai Selama Lanar 2019. The chairman is Mr. A'sri Bin Ashari (Estate Manager).
- g) OSH meeting regularly conducted every 3 months. Minute meeting sighted during the audit. Latest meeting was held on 19.12.2018 (Mesyuarat Jawatankuasa Keselamatan, Kebajikan dan Kesihatan Pekerjaan Ke 04/2018)
- h) ERP (Emergency response plan) sighted in document TMB/KKP/HSE-MS-001 dated 15.11.2018. Training / Fire drill yet to be conducted in year 2019.

- i) Trained first aider is available in the estate. Total of 4 certified first aider as per certificate issued by Pejabat Kesihatan Daerah Temerloh dated 11.03.2019.

JKKP 8 for year 2018 has been submitted by the estate by TMB OSH representative, MR. Mohd Rizal @ Azizan Bin Mohd Salleh. The submission is for all TMB estates. For 2018, total man-days working is 2,852,928.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 5 Employment conditions

Indicator 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.

Summary Policy sighted related to human rights:
 1. Polisi Gangguan Seksual
 2. Polisi Peluang Kesaksamaan
 3. Polisi Kemasyarakatan dan Hak Asasi Manusia

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.

Summary No evidence of discrimination based on race, skin color, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in the estate. All workers enjoy the same scale of pay.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 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.

Summary The salary is according to 'Guidelines on the Implementation on the Minimum Wages'. National Wages Consultative Council Act 2011 (Act 732), Minimum wage order 2018. Malaysian minimum salary is RM1100.00 as stated in the guidelines.
 Sample salary slips during audit:

Name: Ahmad Mustajib
 Empl. No: AU085295
 Month: May 2019
 Earnings: RM 1,750.03
 Deductions: RM 200.00
 Net Pay: RM 1,550.03

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**



Indicator 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.

Summary No contractor workers in the estate.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary List of estate workers and contractor workers available during audit. Sighted "Senarai Nama Pekerja Asing Ladang Sg. Selama Lanar 2019".
Monthly wage for every worker documented in Monthly Checkroll Report (Report ID: GPR74BMW).

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary Employment contract available during the audit. The employment contract consists of several conditions and subjects such as:

1. Probation period
2. Working hours
3. Overtime
4. Productivity Incentive
5. Incentive Scheme and Bonus
6. Housing facility and Subsidy

Example sighted for:

Name: Burhanudin
Passport No / IC: B78899
Job offered: FFB Harvester
Date: 01.01.2019

Name: Zulkarnaen
Passport No / IC: AT033186
Job offered: FFB Harvester
Date: 01.01.2019

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 7 The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.

Summary Time recording is based on daily check roll record book during morning muster assembly.
Overtime record is as per orang Kerja Lebih Masa (OT)".
Working hours: 07.30 am to 03.30 pm
OT starts from 03.30 pm

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary The working hour and break time has been clearly stated in the Employment Contract. Sighted in the Contract Agreement the rate of overtime which agreed by both parties.

There is no complaint received regarding payment or forced to work on overtime during site interview.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.

Summary Pay Slip and Employment Contracts of each workers sighted. Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary All foreign workers have been provided with medical and accident insurance from PERKESO. Sighted record "Jadual Caruman Sistem Insurans Pekerjaan (SIP)" for foreign workers paid by the company.

With regards to local workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary All workers are provided with housing facilities at workers linesite. Electricity and water is provided without any charges to the workers.

Regular inspection to the housing area conducted as per document sighted "Borang Pemeriksaan Perumahan Pekerja". Latest inspection was done on 31.05.2019.

Drinking water from natural water source has been taken for sampling by the management. Samples were tested by Central Laboratory, Universiti Malaysia Pahan as per report dated 25.04.2019 (Sample Lab No: 2019/143)

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 12 The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.

Summary Procedure for handling sexual harassment established as per document "Polisi Gangguan Seksual" signed by Pengarah Urusan, Tengku Dato' Sri Ahmad Bin Tengku Ibrahim dated 01.11.2018.

Sighted procedure "Pengurusan Gangguan Seksual" Document No. TMB/MSPO/PGS-10 dated 15.11.2018.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary No registered workers union in the estate. However, the company has established Human Rights Policy which allows workers to form and join union according to applicable local laws.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary As per Human Rights Policy.
No children below ages of 18 working in the Estate and this was proven through checking the list of employees. The workers were clear that no one below 18 years old should be employed.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 6 Training and competency

Indicator 1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.

Summary Training program for 2019 has been developed by the management. Sighted document "LKP-09/KLT/L1 Kalendar Tahunan" dated 03.03.2019. Example training planned for year 2019 such as:

1. Latihan Pematuhan MSPO
2. Latihan Alam Sekitar
3. Latihan First Aid
4. Latihan Kebakaran
5. Latihan Pengendalian Bahan Kimia

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.

Summary Training needs analysis for estate workers available during the audit as per document No LKP-09/TNA/L2 (Analisis Keperluan Latihan).

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 A continuous training programme 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.

Summary Training procedure sighted as per document No: TMB/MSPO/LKP-09 dated 15.11.2018 (Prosedur Operasi Standard Latihan dan Kompetensi).

Training program for 2019 has been developed by the management as per document "Kalendar Latihan Tahunan LKP-09/KLT/L1". Training records and attendance evident during the audit.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

2.5 Principle 5 : Environment, natural resources, biodiversity, and ecosystem services

Criterion 1 Environmental management plan

Indicator 1 An environmental policy and management plan which shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.

Summary As sighted the management has conducted the environment Policy in document "Polisi Perlindungan dan Penjagaan Alam Sekitar".

The policy was signed by Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim as their managing director on 1.11.2018.

Environmental management plan is available in document Environmental Management Plan "Pelan Pengurusan Alam Sekitar" that prepared on 11.3.2019 by Mr. Mohd Arifin Bin Mustafa and verified by Manager Mr Asri B. Ashari.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 The environmental management plan shall cover the following:
a) An environmental policy and objectives;
b) The aspects and impacts analysis of all operations.

Summary The management has established the environment Policy and Objectives in document "Polisi Perlindungan dan Penjagaan Alam Sekitar" and "Polisi Larangan Pembakaran Terbuka.

The policy was signed by Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim as their managing director dated on 13th March 2019 and display in the estate office.

Aspect Impact analysis was conducted on 2nd Mar 2019 by En.Mohd Razali Ibrahim and approved by the Estate Manager, En.Misman Bin Nordin covering all the relevant estate activities.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.

Summary As sighted, the management has conducting an environmental management plan in document "Pelan Pengurusan Alam Sekitar 2019". The document was prepared by Mr. Mohd Ariffin B. Mustafa. The plan includes:

- Domestic waste schedule
- Land fill management
- Environmental training
- Etc.

The mitigation is continuously implemented and monitored as per plan stated in the aspect impact table.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 A programme to promote the positive impacts should be included in the continual improvement plan.

Summary As sighted, the management has conducting an environmental management plan in document Environmental management plan 2019 "Pelan Pengurusan Alam Sekitar 2019". The document was prepared by Mr. Mohd Ariffin B. Mustafa. The plan includes:

- Domestic waste schedule
- Land fill management
- Environmental training

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 5 An awareness and training programme shall be established and implemented to ensure that all employees understand the policy, objectives of the environmental management and improvement management plans and are working towards achieving the objectives.

Summary As sighted an awareness program for environment is available in document Briefing of Environmental policy and open burning dated on 15.3.2019 and 16.03.19. The training was attended by 55 , includes staff and workers. The training was conducted by supervisor Mr. Zainudin Bin Tn. Ibrahim.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 6 Management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.

Summary Based on minute meeting and attendance list of Environmental meeting Ladang Sg. Selama Lanar. The meeting was conducted on 11.2.2019 and 30.04.2019 were attended by 10 and 21 participants.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 2 Efficiency of energy use and use of renewable energy

Indicator 1 Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.

Summary Estate has identified diesel and petrol as non-renewable energy.

As sighted the both energy consumption were recorded from year 2017 to March 2019.

The baseline value for 2019 has been determined as below;

- Diesel used for Gen-set = 0.36 litre/mt FFB
- Diesel used for tractors = 1.59 litre/mt FFB
- Electricity used office = 0.59 litre/mt FFB

However, estate may improve in rationalizing the setting of the baseline against FFB for tractors and office.

Action plan to optimize energy use available in Energy Management Plan 2019 including with the plan for using new technology. Prepared by Mr. Mohd Ariffin and approved by Mr. Asri

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 The oil palm premises shall estimate the direct usage of nonrenewable 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.

Summary As sighted the estimation and actual of energy use for diesel, petrol and electricity (for office use only) available since 2017 until March 2019. Housing use gen-set using diesel to generate electricity.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 The use of renewable energy should be applied where possible.

Summary None renewable energy been applied.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 3 Waste management and disposal

Indicator 1 All waste products and sources of pollution shall be identified and documented.

Summary As sighted the wastes has identification is available in document SWM-05/SBJ/L1 "Scheduled waste record and "Senarai Bahan Buangan Berjadual Yang Dihasilkan Oleh Ladang Mengikut Kualiti Alam..".

Example of scheduled wastes are:

- SW 102
- SW 103
- SW 305
- SW 306
- SW 409
- SW 410

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measures for:
a) Identifying and monitoring sources of waste and pollution.
b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.

Summary As sighted the waste management plan is available in document "Pelan Pengurusan Sisa" dated on 05th Apr 2018.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary As sighted, used chemical handling procedure is available in SOP "Pengurusan Bahan Buangan" document TMB/MSPO/SWM-05.

Sighted schedule waste inventories for May 2019;

- SW 409 (Uses Glyphosate container) = 0.00135 mt
- SW 102 (Used batteries) = 0.056 mt
- SW 305 (Used lubricant oil) = 0.02 mt
- SW 306 (Used hydraulic oil) = 0.03 mt

Currently, the estate is in the midst of acquiring approved collector. Sighted "Preliminary Evaluation Report" dated 27 May 2019 from Kualiti Alam Sdn Bhd, to estate (Tanah Makmur Berhad) proposed the treatment fees and others cost.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.

Summary Empty container kept in the schedule waste store, after been punctured. SOP available ,name SOP Basuhan Tiga Kali Bekas Racun.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 5 Domestic waste should be disposed as such to minimise the risk of contamination of the environment and watercourse.

Summary Domestic waste for linesite area is managed by the estate. All domestic wastes are disposed at landfill in estate block. Landfill location identified in the estate map. Landfill holes indicated as open-closed date.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 4 Reduction of pollution and emission including greenhouse gas

Indicator 1 An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.

Summary The GHG management plan is available in document "Pelan Pengurusan Gas Rumah Hijau". The plan was prepared by Mr Ariffin Bin Hj. Mustafa.

Identification of pollution activity are sighted available as document:

- i. GHG Emission release by Nitrogen
- ii. From the Transportation.
- iii. FFB to Mill
- iv. Open Burning.

Pesticide and herbicide record are monitored in stock balance record and fertilizer use was recorded in manuring record 2018. Used of fertilizer following the agronomist recommendation. Services of heavy vehicles following the plan maintenance schedule. Sighted service maintenance plan for year 2018.

As sighted the management has conducted monitoring energy and diesel usage for the estate. Continues improvement plan also available in record.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 An action plan to reduce identified significant pollutants and emissions shall be established and implemented.

Summary No peat area sighted in the estate. Open burning is prohibited.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 5 Natural water resources

Indicator 1 The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:

- a) Assessment of water usage and sources of supply.
- b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.
- 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.).
- d) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.
- e) Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.
- f) Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.

Summary As sighted, the water management plan is available in document WMP-08/PPA/L2 "Document Pengurusan Sumber Air Ladang" the plan stated:

- Record of all water resource in the estate
- Water sampling test
- Spraying training in bufferzone area.
- Etc

- a) there is no natural waterways sighted in the estate, just have small water ways and not declare by JPS.
- b) Water sampling was send the application to "Pegawai Kesihatan Daerah Kuala Lipis"

No bufferzone due to no natural water ways in the estate. Water harvesting will be verified during stage 2 audit.

Construction of bunds or water dams was applied in estate for supply the source clean water to workers. The estate management had applied permit for using water resources to SPSA "Sistem Perlesenan Sumber Air" on 22.2.2019. The officer was verify on 25.3.2019.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.

Summary During site visit, no construction of bunds, weirs and dams across main rivers or waterways passing through an estate.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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).

Summary Based on site visit, auditor sighted numbers of road side drains constructed along the main road to divert surface water run-offs.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 6 Status of rare, threatened, or endangered species and high biodiversity value area

Indicator 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.
- 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.

Summary As sighted the Biodiversity matrix is available in document "Matrixs Mengenalpasti Habitat dan Status Pemuliharaan Nilai Biologi". Appropriate signages as below were erected as observed during the site visit.

- Dilarang Memburu
- Dilarang Memancing

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 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.
b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.

Summary None RTE species were observed, however the estate continually monitoring of RTE present. Interview with staff during site visit reveal that the employee aware on the illegal hunting to protect the RTE species.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.

Summary The Management Plan is available as referred to: "Pelan Pengurusan Habitat Nilai Biodiversiti Tinggi" dated 8th March 2019. None RTE species were observed, however the estate continually monitoring of RTE present.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 7 Zero burning practices

Indicator 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.

Summary Zero burning policy is available dated 1 November 2018.
SOP on replanting is available as referred to : Manual "Polisi Amalan Pertanian bagi Penanaman dan Penjagaan Kelapa Sawit. Dated October 2015.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 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.

Summary As per interview with Estate Manager, no special approval needed to do open burning. All replanting activities are using the felling method. The practice is observed during field assessment.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 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.

Summary As per interview with Estate Manager, no special approval needed to do open burning. All replanting activities are using the felling method. The practice is observed during field assessment.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.

Summary SOP on replanting activity is available as referred to : Manual "Polisi Amalan Pertanian bagi Penanaman dan Penjagaan Kelapa Sawit, dated October, 2015.

Open burning in relation to new planting, re-planting or other development is not allowed and this was communicated to all employee and stakeholder. During replanting process, the old palm to be felled, chipped and pulverized and been remained in the field for self-composed.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

2.6 Principle 6 : Best practices

Criterion 1 Site management

Indicator 1 Standard operating procedures shall be appropriately documented and consistently implemented and monitored.

Summary Best practice procedure Is available in "Polisi Amalan Pertanian Bagi Penanaman dan Penjagaan Kelapa Sawit" dated published in October 2015. The document contains SOP and procedures for most of estate operations such as:

- a. Oil Palm Replanting
- b. Oil Palm Nursey Establishment
- c. Land preparation for replanting
- d. Soil and water conservation
- e. Roads and boundaries
- f. Legume cover crop
- g. Immature oil palm maintenance
- h. Harvesting
- i. Black Bunch Census (BBC)
- j. Mature Palm maintenance
- k. Fertilizer application

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary As sighted in "Polisi Amalan Pertanian Bagi Penanaman dan Penjagaan Kelapa Sawit", sloping land and levels is available in clause 6.5.

During site visit conducted, terrace planting is sighted as 99% of Sg. Selama Lanar Estate is on hilly area. Sighted from site visit to the estate, no planting on hilly/slope area with more than 25°.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 A visual identification or reference system shall be established for each field.

Summary Field marking to divide estate blocks sighted during site visit conducted.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 2 Economic and financial viability plan

Indicator 1 A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.

Summary Business plan is available and well maintained for 5 years.

DETAILS	2022	2023
Mature area	805 ha	644 ha
FFB	18,283 mt	14,972 mt
CPO	3,657 mt (20%)	2,994 mt (20%)
CPO Price RM	2,248	2,248
Kernel Price RM	1,490	1,490
Total Revenue RM	9,582,120	7,846,825
Total Expenditure RM	5,429,064	4,143,540

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary As per interview, there are replanting activity will be done. However, the replanting planning is not available yet.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 The business or management plan may contain:
a) Attention to quality of planting materials and FFB.
b) Crop projection: site yield potential, age profile, FFB yield trends.
c) Cost of production: cost per tonne of FFB.
d) Price forecast.
e) Financial indicators: cost benefit, discounted cash flow, return on investment.

Summary Annual budget is available in Budget document for 5 years.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.

Summary Monthly progress budget is available for 2019. Sighted "Laporan Kemajuan Bulanan Mei 2019". The document is submitted to YM Tengku Dato' Sri Pengarah Urusan Tanah Makmur Berhad on monthly basis.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 3 Transparent and fair price dealing

Indicator 1 Pricing mechanisms for the products and other services shall be documented and effectively implemented.

Summary As sighted in contract agreement between TMB with Aniqah & Aribah Enterprise, the work payment is stated in the contract agreement. As sighted for road grading work, the work will be paid RM 25/ t.

Contract agreement with Raub oil palm mill sdn bhd is available and the price is well mention in the agreement started on 1.7.2018 until 30.6.2019.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.

Summary The contract is fair with the contract being sign with both parties. Statement of agreed period of payment to contractor sighted in the signed contract. Sighted payment made to Aniqah & Aribah Enterprise for May 2019:

FFB Internal transport: 515.94 MT
Amount: RM 25.00/hr x 515.94 MT = RM 2,610.11

Payments are done by TMB HQ directly to contractor bank account.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 4	Contractor
Indicator 1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.

Summary All the contractors are aware that estate will be certified under MSPO. Therefore, the contractor has been informed by estate management to follow the MSPO standard requirement.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2	The management shall provide evidence of agreed contracts with the contractor.
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Summary Sighted contract agreement:
 1. Contract No: LSSL 19/AGGMT 008/2019 dated 31.03.2019 between Ladang Tanah Makmur Sg. Selama Lanar and Aniqah & Aribah Enterprise
 2. Contract No: LSSL 19/AGGMT 009/2019 dated 31.03.2019 between Ladang Tanah Makmur Sg. Selama Lanar and Hazizi Bin Harun

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.
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Summary As sighted in contractor agreement, the contractor is agreed to be assessed by MSPO approved auditors to verify assessments through physical inspection if required ensure that contractor is auditable.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.
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Summary As sighted, the management has use the daily progress report to monitor the contractor work. The document has done by the supervisor and check by assistance manager and approved by the estate manager. Payment voucher is available.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

2.7 Principle 7 : Development of new planting

Criterion 1 Oil palm shall not be planted on land with a high biodiversity value

Indicator 1 Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ **Yes** ☐ **No** ☒ **Not Applicable**

Indicator 2 No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ **Yes** ☐ **No** ☒ **Not Applicable**

Criterion 2 Peat land

Indicator 1 New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ **Yes** ☐ **No** ☒ **Not Applicable**

Criterion 3 Social and Environmental Impact Assessment (SEIA)

Indicator 1 A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ **Yes** ☐ **No** ☒ **Not Applicable**

Indicator 2 SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 3 The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 4 Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Criterion 4 Soil and topographic information

Indicator 1 Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 2 Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Criterion 5 Planting on steep terrain, marginal and fragile soils

Indicator 1 Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Criterion 6	Customary land
Indicator 1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 4	The owner of recognized customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 5 Identification and assessment of legal and recognised customary rights shall be documented.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 6 A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 7 The process and outcome of any compensation claims shall be documented and made publicly available.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 8 Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Ladang TM. Sg. Selama Lanar.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

2.8 Details of Audit Findings

Details Non-Conformity

- See Appendix B -

Details of Area of Concern

- See Appendix B -

Details of Noteworthy / Positive Findings

- 1) Top management continuously establishes directions for the middle and upper management to execute in ways to comply with the MSPO management system in future.
- 2) The management is highly committed to comply the MSPO system by adopting continuous improvement programs.
- 3) The estate management has demonstrated fully commitment during the entire audit process.
- 4) Signages throughout office, chemical area and in the field sites, effectively maintained and appropriate to the needs of the process.
- 5) Good relationship being maintained with surrounding smallholders and villages.
- 6) Good positive feedback received from internal and external stakeholders.

Appendix A: Audit Plan

AGENDA				
Date	Time	Subjects	Lead Auditor	Auditor
20 th June 2019	08:30 – 09:00	<ul style="list-style-type: none"> ➤ Opening Meeting at TM Sg. Selama Lanar: <ul style="list-style-type: none"> • Presentation by the manager/coordinator • Presentation by Lead Auditor. ➤ Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation – where applicable). 	FB	JF
	09:00 – 13:00	TM Sg. Selama Lanar <ul style="list-style-type: none"> ➤ Document Audit: <ul style="list-style-type: none"> • Public documents, SOPs, Policies, Internal audit, Production & Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc. 	FB	JF
	10:30 – 12:30	<ul style="list-style-type: none"> ➤ Estate inspection: <ul style="list-style-type: none"> • Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc. 	FB	JF
	13:00 – 14:00	Lunch / Break	FB	JF
	14:00 – 16:00	<ul style="list-style-type: none"> ➤ Continue document review <ul style="list-style-type: none"> • Public documents, SOPs, Policies, Internal audit, Production & Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc. 	FB	JF
	16:00 – 16:30	➤ Preparation for Closing Meeting	FB	JF
	16:00 – 17:00	Closing Meeting <ul style="list-style-type: none"> ➤ Presentation of findings by the audit team ➤ NC closure dateline (if any) ➤ Questions and answers ➤ Final summary by team leader End of assessment	FB	JF

Appendix B : Non-Conformity details

Non-Conformities Identified During This Audit	
Major Nonconformities:	No Major NC's was raised for this audit.
Minor Nonconformities:	No Minor NC's was raised for this audit.
Area of Concern:	No Observation was raised for this audit.

Appendix C : List of Stakeholders Contacted

Attendance List

Internal Stakeholders

- 1) Ladang TM Sungai Selama Lanar management team and staff
- 2) Gender Committee Representatives
- 3) Male and Female workers
- 4) Workers Representatives
- 5) Foreign Workers Representatives

External Stakeholders

- 1) Lembaga Minyak Sawit Malaysia (MPOB) / Malaysian Palm Oil Board (MPOB)
- 2) Department of Occupational Safety and Health (DOSH)
- 3) Jabatan Tenaga Kerja Semenanjung Malaysia (JTK)
- 4) Pejabat Daerah dan Tanah Lipis
- 5) Jabatan Bomba dan Penyelamat Malaysia (BOMBA) Kuala Lipis
- 6) Klinik Desa Kuala Lanar
- 7) Pejabat Kesihatan Daerah
- 8) Pejabat Veterinar Daerah Kuala Lipis
- 9) Sekolah Kebangsaan Kuala Lanar Kuala Lipis
- 10) SMK Kuala Lanar Kampung Kuala Lanar
- 11) Pejabat Hutan Daerah Lipis, Kuala Lipis Pahang
- 12) JABATAN PENGAIRAN DAN SALIRAN DAERAH LIPIS
- 13) Tenaga Nasional Berhad
- 14) Lembaga Air Negeri (PAIP LIPIS)
- 15) Duta Besar Republik Indonesia
- 16) Pesuruhanjaya Tinggi
- 17) Kedutaan Besar Bangladesh
- 18) Malaysian Palm Oil Certification Council (MPOCC)
- 19) Aniqah & Aribah Enterprise
- 20) Raub Oil Mill Sdn Bhd
- 21) Seng Lee Tyre Services Sdn Bh

