

GLOBAL GATEWAY CERTIFICATIONS

MALAYSIAN SUSTAINABLE PALM OIL (MSPO)




CERTIFICATION AUDIT REPORT

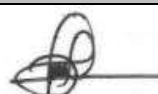
Part 3: General Principles for Oil Palm Plantations and Organized Smallholders

Tanah Makmur Berhad
Ladang TM Charuk Puting

-Individual Certification-

ANNUAL SURVEILLANCE AUDIT 01
15th June 2020

Revision History					
Rev	Date	Description	Performed by	Role	Signature
A	26/06/2020	Issued as Draft Report	Ismadi bin Ismail	Lead Auditor	
B	18/08/2020	Issued as Final Report	Ismadi bin Ismail	Lead Auditor	
B	01/09/2020	Final Report Approved	Muhd Jamalul Arif bin Hamid	Certifier	

Acknowledgment by Tanah Makmur Berhad					
Rev	Date	Description	Management Representative	Role	Signature
B	01/09/2020	Acceptance of the contents	Dato' Shahrul Nizam bin Abdul Aziz	Group Chief Executive 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 Charuk Puting [Estate]. During this Annual Surveillance Assessment 1(ASA 1), the audit team were briefed by Estate Manager, of the supply base disposition. The estate consists only Ladang TM Charuk Puting.

This assessment was conducted onsite on 15th June 2020 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	Dato' 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**

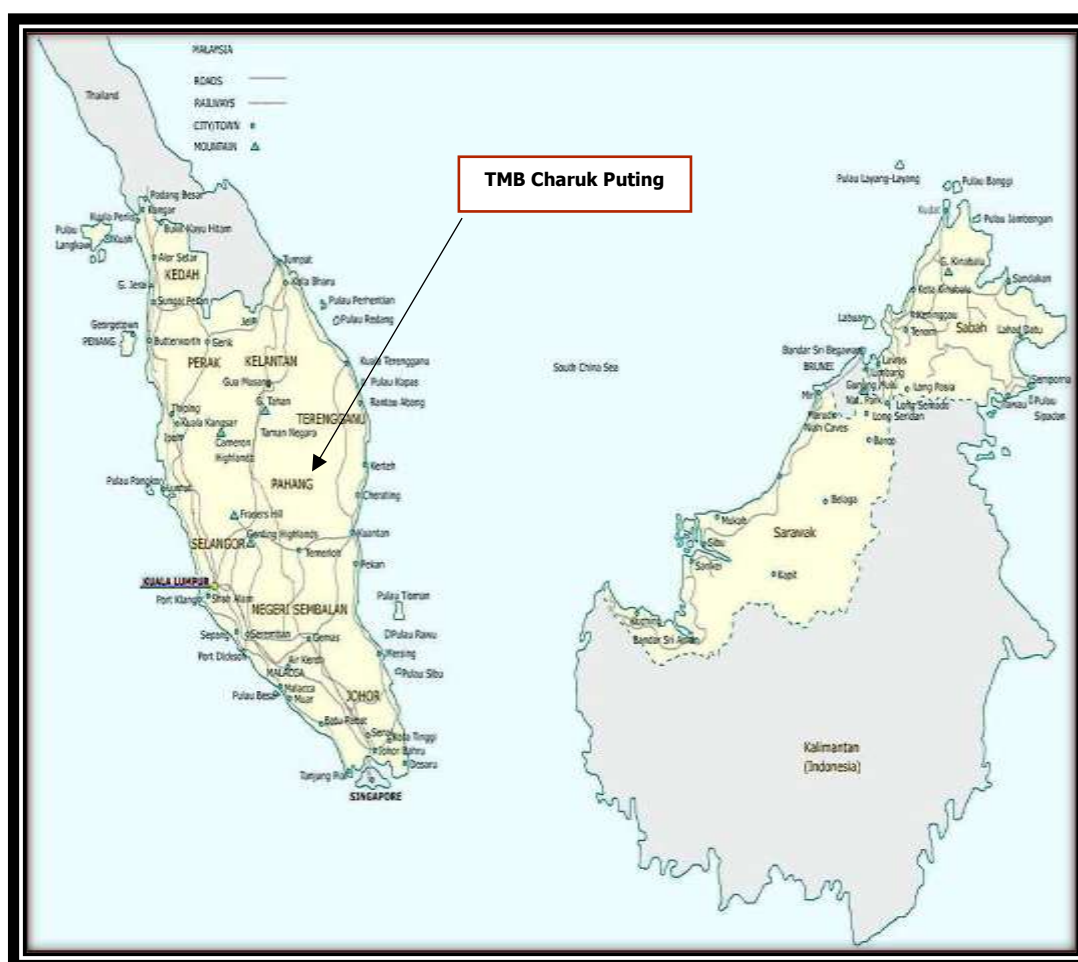
No	Name of the Certification Unit	Site Address	GPS Reference of the site office	
			Longitude	Latitude
1.	Ladang TM Charuk Puting	Pejabat Pos Temerloh, 28000 Temerloh, Pahang.	E 102.494923	N 3.418549

MPOB License Information

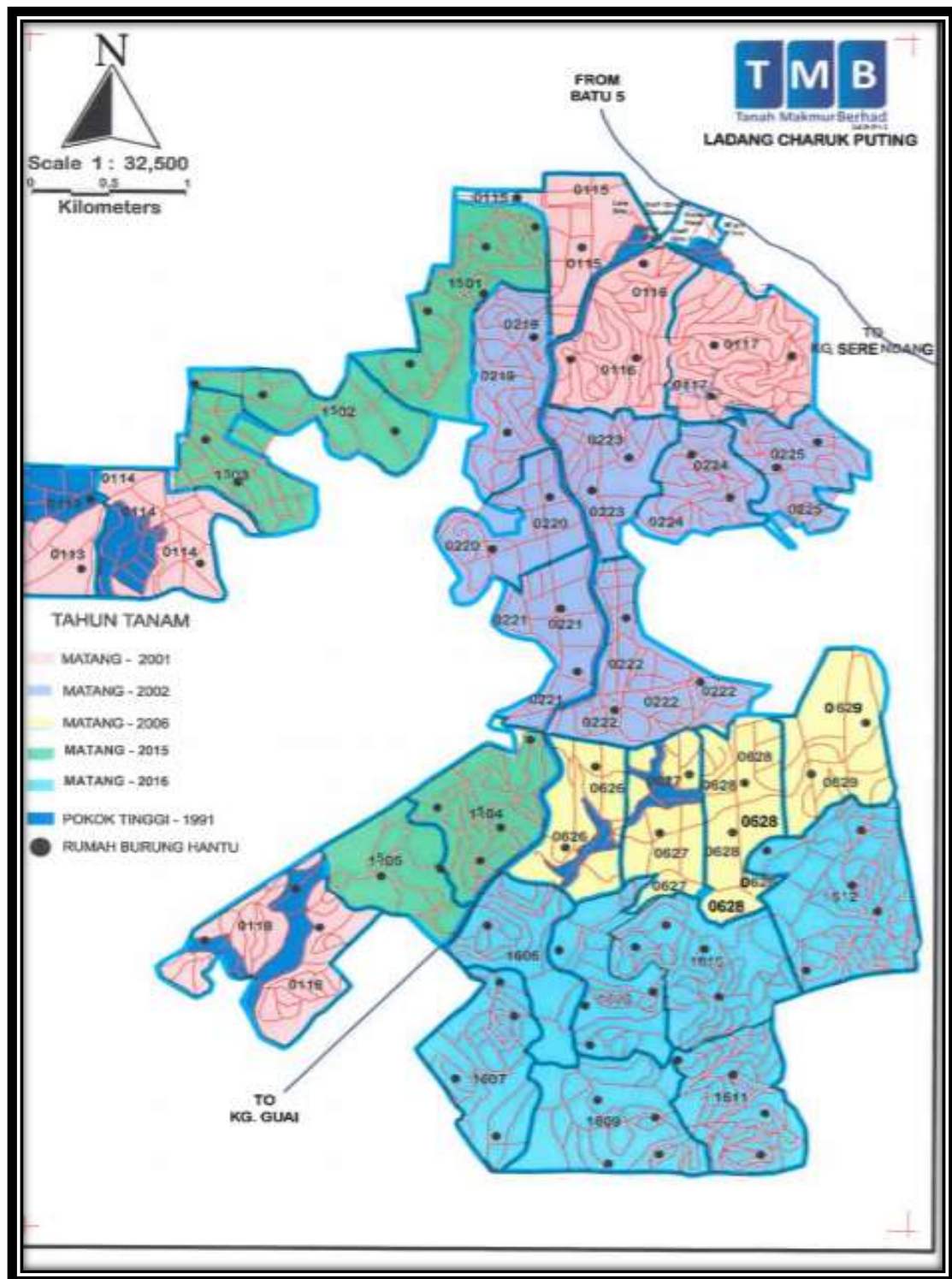
No	Name of the Site	LICENCE NUMBER	EXPIRY DATE	SCOPE ACTIVITY
1	Ladang TM Charuk Puting	547227002000	28/02/2021	"Menjual dan Mengalih FFB"

Others Sustainability Certification

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

1.4 Map Showing Geographical Location**1) Tanah Makmur Berhad – Charuk Puting Estate**

2) TM Charuk Puting Estate Map



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 Charuk Puting	1,841.36	1,814.35	1,814.35
Total	1,841.36	1,814.35	1,814.35

Name Of The Supply Base	Area Summary (HA)		
	Conservation Area	HCV	Others
Ladang TM Charuk Puting	0	0	0
Total	NIL	NIL	NIL

Name of the Certification Unit	FFB Summary (MT)		
	Projected from last audit	Actual Production for 12 Months [Jun 2019-May 2020]	Projected Production for next 12 Months [Jun 2020-May 2021]
Ladang TM Charuk Puting	21,600.00	20,444.00	23,200.00
Total	21,600.00	20,444.00	23,200.00

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-TMB004-MSPO-01-2019

Initial certificate issued date

19th July 2019

Certificate expiry date

18th July 2024

Stage 1 assessment date

8th April 2019

Stage 2 / Main Assessment	17 th June 2019
Annual Surveillance 1 [ASA 1]	15 th 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: Ismadi bin Ismail

He holds Diploma in Planting Industry Management from MARA Institute of Technology, Kuantan Pahang. 24 years of working experiences with various plantation companies and skills in Best Agriculture Practices (GAP) for plantation. Fully trained in CoP, MSPO and OSHAS. Qualified as Lead Auditor/Auditor for MSPO and CoP. Involved in MSPO assessment since 2017. Completed and certified MSPO Auditor course in 2017 held by SGS (M) Sdn Bhd and ISO 9001:2015 lead auditor course by TOMC. Member of GGC MSPO audit team.

During this assessment, he assessed on the aspect of Management Commitment and Responsibility, Compliance to Legal Requirements and Social Responsibility, Health, Safety and Employment Condition. Able to communicate in both Bahasa Malaysia and English (written and spoken).

Auditor

Name: Mohd Razin bin Bakal

Graduate in Degree of Accountancy with University Putra Malaysia. Having 17 years of working experience in various field in Malaysia, Africa and Indonesia. Have enough knowledge and experiences in oil palm estate operation inclusive of estate administrative, budget preparation, jungle clearing, new planting, nursery establishment and management, harvesting, field upkeep and maintenance, safety and health, vehicle running and skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM). Involved in MSPO auditing since 2018. Qualified as Lead Auditor/Auditor for MSPO 2530:2013, ISO 14001:2015 and ISO 9001:2015 from Sirim Berhad. Member of GGC MSPO audit team.

During this assessment, he assessed on the aspect of Transparency, Environment, Natural Resources, Biodiversity and Ecosystem Services, Stakeholder's Consultation, Workers Welfare, Best Practices and etc. He is able to speak and understand Bahasa Malaysia and English.

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 Charuk Puting.

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.

With reference to the Federal Government Gazette (9th June 2020), Prevention and Control of Infectious Diseases (Measures Within Infected Local Areas) (No. 7) Regulations 2020, Certification for Agri Commodities was not included in prohibited activities.

Majlis Keselamatan Negara (MKN) had issued a Standard Operating Procedure for "Persijilan bagi Agrokomoditi" dated 12th June 2020 which need to be complied during the audit process by both parties, the Certification Body and clients.

1.9 Audit Plan Information

Audit Date	15 th June 2020
Name of site(s) visited	Ladang TM Charuk Puting
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	1	No action requires
Noteworthy /Positive Comments	2	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.

During this Annual Surveillance Audit (ASA 1), 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 are 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.	(Harvester)	<ul style="list-style-type: none"> They are aware about the MSPO certification. They have knowledge on the existence of method/ mechanism of complaints/ grievances. They are aware on the importance of safe work practices to be implemented at the workplace. He is also aware that PPE will be given free of charge by the Estate. First Aid Kit to be provided at workplaces. PPE and Working tools was provided without any charge. 	No action requires	Positive findings
2	Stakeholders B (Contractors)	<ul style="list-style-type: none"> They have good understanding about MSPO. They informed that the payments were made promptly without any delay. Contract agreement were 	No action requires	Positive findings

		<p>signed prior commencement of work.</p> <ul style="list-style-type: none"> • They were aware that any complaints or suggestions could be forwarded to the mill/estate management. • The company has good relation with supplier and there is no issue with company's performance. 		
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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 Charuk Puting. 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 Annual Surveillance Audit (ASA 1).

This report will be internally reviewed for certification decision by GGC and external peer review by independent reviewers (Qualified by MPOCC) not required. During Annual Surveillance Audit (ASA 1), based on MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders), there was one (1) 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 no major non-conformity findings. Therefore, the Lead Auditor recommends to continuing a certificate of compliance "MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders" is awarded to Ladang TM Charuk Puting.

1.13 Date of Next Surveillance Audit

The next annual surveillance assessment visit will be scheduled after 9-12 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

The MSPO Policy has been established and incorporated in the “Perlaksanaan dan Komitmen Terhadap MSPO” date on 1st November 2018 signed by Managing Director Tengku Dato’ Sri Ahmad Faisal Bin Tengku Ibrahim is established by Tanah Makmur Berhad

The policy clearly stated that Tanah Makmur Berhad is committed to ensuring that its products are produced in a sustainable manner”. As evidence, the Policies being displayed and sighted at the Estate Office notice board.

The policy being communicated to all 65 workers during morning muster call dated 20th February 2020. The briefing conducted by The Assistant Manager, En. Afzainizam bin Abdullah

Sighted, the External Stakeholder Meeting was conducted on 22nd January 2020 at Charuk Puting Meeting Room which attended by 51 representatives. The meeting was collaborated between TM Ladang Charuk Puting, TM Sg Sering Estate and TM Kg Bongsu Estate.

Training materials and attendance record are well compile in the file.

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

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

Summary

The MSPO Policy has been established and incorporated in the “Perlaksanaan dan Komitmen Terhadap MSPO” date on 1st November 2018 signed by MD Tengku Dato’ Sri Ahmad Faisal Bin Tengku Ibrahim is established by Tanah Makmur Berhad.

Stated in the Sustainability Policy; “ Seajar dengan itu, pengurusan Tanah Makmur Berhad sentiasa komited kea rah penambakaan 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

Tanah Makmur Bhd has established MSPO Procedure Title: Audit Dalam MSPO, Doc No: TMB/MSPO/IAM-01, Date 15TH November 2018 by Managing Director Tengku Dato’ Sri Ahmad Faisal Bin Tengku Ibrahim

Seen, Jadual Perancangan Tahunan Audit Dalam MSPO, IAM-01/JPT/L1, Lampiran 1, prepared by En Isrizal bin Israni and approved by Tuan Haji Alias bin Awang. The date proposed was on 26th February 2020.

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 Tanah Makmur Bhd has established MSPO Procedure Title: Audit Dalam MSPO, Doc No: TMB/MSPO/IAM-01, Date 15TH November 2018 by Managing Director Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim

The purpose of this procedure is to describe the audit process conducted internally to determine Tanah Makmur Bhd operations are effectively implemented to comply with the Malaysian Sustainable Palm Oil (MSPO) standards.

The procedure is specified on annual internal audit program, audit plan, audit checklist, NC report, NC closure and internal audit report. Auditee need to identified root cause analysis and corrective action plan within 14 days from date of NCR.

The internal audit conducted by En Mohd Hanif bin Md Nor and En. Mohd Ikhrum bin Bahuri on 26th February 2020. Nine (9) major non-conformities being raised during audit assessment.

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

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

Summary Internal Audit Procedure stated the result of audit will be discussed in Management Review meeting on annual basis. The report is available for Management Review Meeting in timely manner.

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 Tanah Makmur Bhd has established MSPO Procedure Title: Semakan Pengurusan MSPO, Doc No: TMB/MSPO/MRM-02, Date 15TH November 2018 by Managing Director Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim.

As per stated in the procedure, the estate manager is responsible for arranging the meeting, preparing meeting agenda, determine scheduled date and meeting minutes. The agenda shall be as listed below:

1. Review action items from previous meetings.
2. Review the suitability of the policy.
3. Review process performance and product conformity including suitability and achievement of the quality objectives and other measures.
4. Review feedback from customers and other interested parties including data relating to customer perception of whether the organization has met customer requirements (include positive feedback as well complaints). Review customer delivery performance.
5. Review summary and status of non-conformities.
6. Review any changes or requirements that might affect the QMS, e.g. revisions to the MSPO standard, legal & regulatory issues or new processes.
7. Review resource issues such as:
 - Human – current adequacy and future needs, competency, training, organization chart and job descriptions (responsibility, authority and communication);
 - Facility – adequacy, suitability and maintenance of buildings, work environment and services (e.g. communications).
8. Any other business or quality planning. (e.g financial, social, environmental, statutory, regulatory, marketing, etc)

The Management Review Meeting was conducted on 4th March 2020 at TMB Charuk Putting Meeting Room and attended by 14 participants.

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 Tanah Makmur Bhd has established MSPO Procedure Title: Semakan Pengurusan MSPO, Doc No: TMB/MSPO/MRM-02, Date 15TH November 2018 by Managing Director Tengku Dato' Sri Ahmad Faisal Bin Tengku Ibrahim. Sighted, statement on Continual Improvement under Clause 5.6, Kenalpasti untuk Pelan Penambaihan Berterusan, Lampiran 2, MRM-02/PPB/L2.

Continual Improvement Plan for the estates comprising Environmental, Social, OSH and Best Practices. The details as follows: -

No	Continual Improvement Plan	Deadline
1	Membuat banner jawatan kosong di ladang	10/4/2020
2	Mendapatkan CF perumahan pekerja	18/9/2020
3	Mesyuarat Bersama Pihak Berkepentingan	22/1/2020
4	Latihan Alam Sekitar	8/1/2020
5	Tambahan Papan Tanda Keselamatan	2/5/2020
6	Melupuskan sisa bahan berjadual kepada kontraktor yang bertauliah	29/6/2020

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 No new information and techniques or new industry standards and technology being introduced in the Estate.

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 No new information and techniques or new industry standards and technology being introduced in the Estate.

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 TM Ladang Charuk Puting has established the Communication Procedure; Title: Komunikasi dan Konsultasi Pihak Berkepentingan. Doc No.: TMB/MSPO/CCS-03. Records of request and complaint is available as referred to: "Borang Permohonan Maklumat – Berkaitan MSPO" CCS-03/BMM/L4.

The management has communicated to the Internal and External stakeholders on the Complaint and Grievance procedures and also how to request for information from the estates in the stakeholders meeting. The latest stakeholder meeting was conducted on 22nd January 2020 at Ladang Charuk Putting Meeting Room which attended by 51 persons.

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. The list of documents was prepared by En. Afzainizam bin Abdullah and verified by Haji Radzlan bin Haji Mohd Zaid (Manager) dated on 3rd April 2019. The publicly available document includes:

- MSPO Policies
- Schedule Waste

- Estate organization chart
- Complaint form
- MSPO matter related officer in charged.

Confidential documents to public are;

- Estate MSPO procedures
- Internal audit plan/report
- Legal lists
- Check roll
- Estate Budget
- Personal File for estate staff

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 Seen SOP for communication of stakeholders, "Komunikasi dan Konsultasi Pihak Berkepentingan", No. doc: TMB/MSPO/CCS-03, dated 15th November 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 TM Ladang Charuk Puting has nominated En. Syukri bin Mohamed @ Jamil as person responsible for consultation and communication through letter of appointment dated on 2nd January 2020 signed by Haji Radzlan bin Haji Mohd Zaid (Manager).

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 List of stakeholders is available with document named: "Senarai Pihak Berkepentingan" stakeholder such as UNION, MPOCC, Pengurusan Air Pahang Berhad (PAIP), DOSH, DOE, KPDNKK, SJPOK etc. is included in the list. List of stakeholders has been prepared by En. Mohd Afzainizam bin Abdullah and verified by Haji Radzlan bin Mohd Zain (Manager) dated on 15th January 2020.

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 Seen SOP for Traceability, "Kebolehhesanan BTS" [No Dok.: TMB/MSPO/TRC-04] dated 15th November 2018. Implementation of the *Plantation Micro Macro Program (PMMP)* has been demonstrated at the time of audit.

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

Indicator 2 The management shall conduct regular inspections on compliance with the established traceability system.

Summary FFB Traceability Inspection using "Senarai Semak Kebolehhesanan" was made available and check by Traceability PIC and verify by Estate Manager. Sighted record of checking dated on 2nd February 2020 check by En. Mohd Kamaruddin bin Md Razali and Verify by Haji Radzlan bin Haji Mohd Zaid (Manager)

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

Indicator 3 The management should identify and assign suitable employees to implement and maintain the traceability system.

Summary TM Ladang Charuk Puting has nominated En. Mohd Kamarudin bin Razali as person responsible for traceability through letter of appointment dated on 2nd January 2020 signed by Haji Radzlan bin Haji Mohd Zaid (Manager).

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

Indicator 4 Records of sales, delivery or transportation of FFB shall be maintained.

Summary The records and documents related to FFB traceability such as weighbridge tickets and daily FFB delivery records were adequately maintained by the estate. Sample taken as below:-

- a. Internal transport ticket:
 - Date: 30/05/2020
 - Contractor : Mohd Fozi bin Hassan
 - Supplier : Block 0222
 - Docket no: P0019220 / P0019222 / P0019224 / P0019228 / P0019231 / P0019236
 - Vehicle No.: CCP 9659 / CDM 6509
 - Product: FFB
 - Trans code: Own
 - Quantity: 33480 KG
- b. External transport ticket:
 - Contractor: Seri Jelutong Palm Oil Mill
 - Date: 30/05/2019
 - Time: 20:35
 - Docket no: S0004874
 - Vehicle No.: BGX 8670
 - Product: FFB
 - Quantity: 39030 KG

In Compliance ☒ **Yes** ☐ **No** ☐ **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 The list of applicable laws and regulations comprised mostly for the requirements that related to MSPO compliance. The document includes;

1. Occupational Safety and Health Act 1994, Act 514
2. Water Act, 1920 (Cetakan 1989) Act 418
3. Akta Bekalan Elektrik 1990 (Act 447/448)
4. Akta Kerajaan Tempatan 1976
5. Employment Act 1955, Act 265
6. Ordinan Buruh (Sabah Bab 67)
7. Children and Young Persons (Employment Act) Act 1966, Act 350
8. Akta Kerja (Sekatan) 1968 Act 353
9. Akta Kesatuan Sekerja 1959 (Act 262)
10. Factories and Machinery Act, 1967, Act 139
11. Akta Kod Amalan Pencegahan Gangguan Seksual
12. Environmental Quality Act 1974, Act 127
13. Employee Provident Fund Act 1991, Act 452
14. Malaysia Palm Oil Board, 1998, Act 582
15. National Wage Consultative Council Act 2011, Act 732 (Perintah Gaji Minima, 2020)
16. Akta Maklumat Pekerjaan, 1953
17. Akta Orang Asli 1954 (Act 134)
18. Akta Pampasan Pekerja 1952 (Act 273)
19. Akta Perlindungan Hidupan Liar 1972 (Act 76)
20. Akta Pemberitahuan Kemalangan 2004
21. Akta Pengangkutan Jalan 1987 (Act 333)
22. Akta Pengurusan Sisa Pepejal & Pembersihan Awam 2007 (Act 672)
23. Akta Perhubungan Perusahaan 1967 (Act 177)
24. Akta Perkhidmatan Bomba 1988 (Act 341)
25. Akta Petroleum & Kawalan Bekalan
26. Pesticides Act and Regulations, 1974 (Act 149)
27. Workers' Minimum Standards of Housing and Amenities Act 1990, Act 446
28. Akta Suruhanjaya Hak Asasi Manusia

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

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

Summary Sighted Permits and Licenses being kept and monitored by the Company. The Company has the following documents;

1. MPOB License, No Lesen: 547522102000, untuk menjual dan mengalih FFB (keluasan estet: 1,854.31ha) for a period of 01.03.2020 to 28.02.2021.
2. Perakuan Kelayakan Pengandung Tekanan Tak Berapi expired on 11.03.2020. Estate has submitted the Application to JKPP on 29th February 2020. However due to spreading of Covid 19 Pandemic, the proses of application was delay for 3 months.
3. Permit for "Barang Kawalan Berjadual" - Diesel for period of 05.07.2019 – 04.07.2020

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 Any changes to legal requirements are tracked by means of periodic review and evaluation on the Laws & regulations list to ensure that any new/addition as well as changes and amendment are captured and updated, through the following manner:

1. Enquiring the laws books publisher
2. Communication with law/enforcement officers
3. Website

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 TM Ladang Charuk Puting has nominated En. Syukri bin Mohamed @ Jamil as person responsible for monitoring compliance and to track the update changes in regulatory requirements through letter of appointment dated on 2nd January 2020 signed by Haji Radzlan bin Haji Mohd Zaid (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 The entire land of TM Ladang Charuk Puting is under leasehold status with original landlord, Lembaga Kemajuan Perusahaan Pertanian Negeri Pahang. This is verified with contract agreement date on 4th December 1984. There is no new development since then.

The copy of land title is maintained in estate office. There is clearly stated "Syarat - Syarat Nyata" is for Oil Palm and Rubber only. The Company land title is available and well maintained. Detail as listed herein: -

No	Lot No	Titled Ha
1	PT 833	1,388.07
2	PT 193	250.91
3	PT 1212	8.90
4	PT 1043	93.08
5	PT 3122	44.52
6	PT 192	68.80

Sighted evidence of premium payment of the land as follow:

1. Cheque RM 4,816.00 dated 9th May 2019 for PT 192
2. Cheque RM 17,570.00.00 dated 9th May 2019 for PT 193
3. Cheque RM 6,517.00 dated 9th May 2019 for PT 1043
4. Cheque RM 450.00 dated 9th May 2019 for PT 1212
5. Cheque RM 96,425.00 dated 9th May 2019 for PT 833
6. Cheque RM 4,460.00 dated 9th May 2019 for PT 3122

Boundary visual inspection conducted and found clear demarcated.

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 The entire land of TM Ladang Charuk Puting is under leasehold status with original landlord, Lembaga Kemajuan Perusahaan Pertanian Negeri Pahang.

This is verified with contract agreement date on 4th December 1984. There is no new development since then.

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 Estate has completed re-surveyed the estate perimeter to allocated the new marking for boundary. This is sighted in "Peta Batu Sempadan Ladang Charuk Puting". From documentation, there is 383 poles been maintained on site.

Sampled of map Showing the Location of Boundary Markers for estate as follows;

1. GPS Coordinate Pole 134 – 3.40457564 N, 102.48394843 E
2. GPS Coordinate Pole 129 – 3.40675238 N, 102.48205985 E

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 Estate Manager, 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 tile 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 tile 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 Sighted, SIA for Internal and External stakeholders being conducted on 22nd January 2020. The purpose of Social Impact Assessment is assessing on Access and Use Rights, Economic livelihoods and working condition, cultural and religion issues, health and education facilities and subsistence activities. 36 internal stakeholders being assessed and responded. Seen, 12 questionnaires in the assessment and 6 responded positives. The mitigation plan on the negative's response being addressed in the action plan. Post assessment was conducted on 23rd January 2020.

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 SOP No. TMB/MSPO/CCS-03: Komunikasi dan Konsultasi Pihak Berkepentingan. Dated 15th November 2018 has been established and documented. The procedure signed by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim. Sample of Process Flow and Grievance Form as per Appendix 2 and 3.

The procedure and flowchart outlined the mechanism to handle issues highlighted by all the stakeholders and resolved effectively, timely and appropriate manner that is accepted by all parties.

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 48 complaints being recorded in 2020 and mainly on repair to workers quarters. Sample taken on repair to faulty fluorescent lamp at Block No D-4 by Samsul Hasi dated 25th May 2020. The matter being resolved on 28th May 2020 within the appropriate timeline.

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 Complaint form seen for External and Internal Stakeholders.

Peti Aduan is available at Ladang Charuk Puting Office. Prosedur Komunikasi dan Konsultasi Pihak Berkepentingan", [No. dok: TMB/MSPO/CCS-03, dated 15th November 2018]. Approved by Tengku Dato Sri Ahmad Faisal Bin Tengku Ibrahim, Managing Director dated 15th November 2018. As per Clause 5. (vi), complaint box is stationed at main office, kongsi [Doc No.: CCA-03/BAM/L2) is prepared for stakeholders to raise any complaint or concern.

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

Summary Evidence, the policy being communicated to all 65 workers during morning muster call dated 20th February 2020. The briefing conducted by The Assistant Manager, En. Afzainizam bin Abdullah

Sighted, the External Stakeholder Meeting was conducted on 22nd January 2020 at Charuk Puting Meeting Room which attended by 51 representatives.

Training materials and attendance record are well compile in the file.

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 Seen, 107 complaints being recorded in 2019 and 48 in 2020 to date. There were no negative complaints made by either party in the last 24 months

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, a Corporate Social Responsibility contribution by the Estate on the followings:

No	Date	Receiver	Amount
1	13/1/2020	Fogging to Workers Quarters	
2	23/1/2020	Ramadhan contribution	RM30 /person

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 Sighted the Occupational Safety & Health Policy, established on 13th March 2018 which was approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim. The policy is written in Bahasa Malaysia language.

The policy being displayed at the Notice Board and awareness programme to all the Stakeholders. 2020 Estate OSH objectives as follows: -

- a. Kepatuhan kepada Akta Keselamatan Pekerjaan dan Kesihatan 1994 dan Akta Kilang dan Jentera 1967
- b. Aktiviti Keselamatan dan Kesihatan.

- c. Memberi kesedaran tentang keselamatan kesihatan kepada semua pekerja & pihak ketiga untuk mewujudkan suasana bekerja yang selamat.

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

Indicator 2 The occupational safety and health plan shall cover the following:

- 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:
 - 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 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

Sighted the Occupational Safety & Health Policy, established on 13th March 2018 which was approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim. The policy is written in Bahasa Malaysia language

Adequate HIRARC being assessed and documented. Risk assessment was conducted through HIRARC based on the severity and the likelihood. HIRARC is consist of hazard identification (type of work activity, hazard & effect), Risk analysis (Existing risk control, likelihood, severity & risk) & Risk Control (Recommended control measures & PIC appointed are Staff or Executive). HIRARC review date was on 29th April 2020.

Sighted SOP No. TMB/MSPO/LKP-09: Latihan dan Kompetensi. Dated 15th November 2018 has been established and documented. The procedure signed by Managing



Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim. The training calendar being indicate under LKP-09/KLT/L1 –Lampiran 1

The Estate has a comprehensive annual training plan for the Staffs and Workers and this was sighted in the training file. The programme as follows: -

	Topic	Month Programme	Status
1	Pengendalian Jentera	Feb & Nov	3/3/2020
2	Pemakaian PPE	Jan & Apr	10/2/2020
3	Pertolongan Cemas	Feb & Dec	On-going
4	Pengendalian Bahan Kimia	Mac & Sept	10/3/2020
5	Penuaian BTS	Feb & Oct	10/2/2020
6	Pemadam Api	May	On-going
7	Pembajaan	Apr & Ogos	On-going
8	Meracun	June	8/2/2020
9	ERP	July	5/3/2020
10	Menunggang Motosikal	Ogos & Nov	On-going
11	Ergonomik	May	3/3/2020

Training records for Harvesting was sighted on 10th February 2020 conducted by En. Mohammad Nazri bin Nasir attended by 32 participants. Estate has provided appropriate PPE for all workers in their operations. Person in-charge of in issuing PPE is Puan Norhayati bt Aidi Fainis, the Storekeeper. PPE Issuance and replacement record sighted for: -

- Staff/AP
- Harvesters
- Field Workers
- General Workers

CHRA was conducted in 9th April 2019 by Occumed Consultancy & Services Sdn Bhd, Dr Yasrizah Yahaya, JKPP HIE 127/171/2(8). Sighted Chemical Register being established and updated 1st June 2020.

Standard Operating Procedure for receiving, handling, storage and disposal of chemicals was under Prosedur Bahan Buangan TMB/MSPO/SWM-05 dated 15TH November 2018.

Seen, the Medical Surveillance report for 4 workers conducted on 8th May 2020. All the workers are diagnosed as "fit to work".

Sighted the appointment letter for Chairman Osh, Tuan Haji Radzlan bin Haji Mohd Zain dated 1st January 2020 signed by En Alias bin Awang, Pengurus Besar Perlindungan.

OSH Committee Chart 2020 sighted. Seen, Letter of appointment for committee members dated 8th January 2020. The committee meeting has been conducted as follows: -

- a. 8th January 2020

- b. No subsequent meeting being conducted due to Covid 19 Pandemic

The meeting to discuss all issues regarding worker's safety and health.

Emergency Response Procedure Standard Operating Procedure, MNL/OSH/2009/1-1.21 dated 1st March 2009 sighted. The ERP has clearly justified procedures when dealing with chemical spillage, accident and others.

Emergency response plan include the emergency contact number, Emergency Respond Plan Procedure and exit routes in file and notice board.

ERP Chart 2020 indicates En Muhammad Nazri bin Nasir as First Aider for TM Ladang Charuk Puting. He has attended the course conducted by Dr Suzana bt Mohd Hashim, Pegawai Kesihatan Daerah, Temerloh. Evidence, 6 staffs and mandores being provided First Aid Kit for their responsibility areas dated 2nd January 2020.

Estate has sent JKPP 8 (I & II)/(IV) on annually basis to DOSH dated 23rd January 2020. No accidents occurred in 2019.

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.
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Summary

Sighted Polisi Kemasyarakatan dan Hak Asasi Manusia established on 1st November 2018 which was approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim

This policy covers: -

- Pematuhan terhadap peraturan dan undang –undang buruh yang berkaitan.
- Memastikan polisi persaraan minima dipatuhi.
- Memberi latihan dan orientasi yang sewajarnya kepada pekerja baru dan lama.
- Tidak membenarkan individu di bawah umur 18 tahun bekerja di ladang – ladang Tanah Makmur Berhad kecuali dengan pengawasan penjaga yang dibenarkan / didaftarkan.
- Mematuhi Akta Gaji Minimum dan undang-undang Jabatan Tenaga Kerja serta peraturan-peraturan yang telah ditetapkan oleh pihak berkuasa.
- Menghormati amalan social dan persekitaran yang baik.
- Bebas daripada diskriminasi dan prejudis terhadap jantina, bangsa, agama, kewarnegaraan dan fahaman politik.
- Memberi kediaman yang bersesuaian mengikut peruntukan undang-undang.
- Berusaha untuk menyelesaikan sebarang konflik social dan hal ehwal kemasyarakatan sekitarnya.
- Menghormati hak-hak kebebasan bersuara dan berpersatuan mengikut lunas undang-undang yang ditetapkan
- Mematuhi undang-undang hak milik tanah serta syarat-syarat penggunaannya.

The Policy being displayed at notice boards outside the office.



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 Sighted Polisi Kemasyarakatan dan Hak Asasi Manusia established on 1st November 2018 which was approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim under clause:

'g Bebas daripada diskriminasi dan prejudis terhadap jantina, bangsa, agama, kewarnegaraan dan fahaman politik.

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.

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 Sighted in the Polisi Kemasyarakatan dan Hak Asasi Manusia on Mematuhi Akta Gaji Minimum dan undang-undang Jabatan Tenaga Kerja serta peraturan-peraturan yang telah ditetapkan oleh pihak berkuasa. which established on 1st November 2018 which was approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim

Pay and conditions are documented in the workers' offer letter and wage payment records / pay slip.

The salary is according to 'Guidelines on the Implementation on the Minimum Wages'. National Wages Consultative Council Act 2018 (Act 732) Malaysian minimum salary is RM1100.00 as stated in the guidelines.

Interview with both Estate staff and workers and with both male and female confirmed that they understand the terms and conditions of their employment.

Sample taken on Mr. L – B 5759XXX – May 2020

Basic Salary = RM 1,680.81
 Holiday Pay = RM 311.44
 Productivity Incentive = RM 85.00
 Transport Allowances = RM50.00

Deduction
 Cash advance = RM400.00

Nett salary = RM 1,757.25



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 Ladang Charuk Puting has engaged the following Contractor,-
a) Mohd Foz Hassan – FFB Transport
b) Hafiz Pets Trading – Spraying
c) Koperasi Kg Charuk Putting Bera Berhad – FFB Transport
d) Samsor Azhar Hamid – FFB Transport

Sample taken on Contract Agreement with En. Samsor Azhar Hamid , IC No 680126-06-5769 on FFB Transporting. Seen, Payment slip and workers agreement were also attached in the file.

- a) Nasrul Hadi – 910812-06-6009
- b) Azmi Aris – 821101-06-5937

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 Sighted, the staffs and workers record which stated the offered position, employee number, date joined, wages implied, working hours, OT, allowances, rest day, working on holiday in the Employee Master Listing. Sample taken on
a. Mashur – AU 091673
b. Mahidin – AU 091587
c. Galip Purwanto – AU 573593
d. Manah – AU 574218

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 Sighted, Employment Contract between Ladang Charuk Puting and the workers. The Agreement stated all the term and conditions according to Malaysian Law. The contract is in Bahasa Malaysia.

This contract is signed by both employee and employer and accompanied with respective witnesses. Workers employed consisted of local and Indonesian. Sample taken on
a. Baharudin – AU 067125

- b. Lalu Iman Haedi – B 5759683
- c. Namezan Jusoh – 650103-03-5746
- d. Aidi Fainis Abd Muis – 600102-71-5859

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 The Management has established Time Recording System based on Thumb print for staff / mandore and PPMP System to workers. Working hours is 8 hours. From Monday to Thursday and Saturday to Sunday (Friday – off). The overtime maximum is 104 hours according to Malaysian Law.

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.

Documented payslip was distributed to individual workers on the day of payment. Salary being paid through bank.

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 workers have been provided with medical and accident insurance. With regards to local workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations. For foreign workers, all are covered under SOCSO.

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 Workers are provided with housing facilities at workers line site. Electricity is provided by the management from TNB and water for domestic is from government supplied.

Other than that, football field, school transport allowances and surau were also in place. Water being subsidized at RM6 per head and electricity at RM10 per head.

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 has been established as per Polisi Gangguan Seksual established on 1st November 2018 which was approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim.

The policy to prevent all forms of sexual harassment and violence at the workplace

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 Sighted Polisi Kemasyarakatan dan Hak Asasi Manusia established on 1st November 2018 which was approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim.

In addition, the Social Policy did stated on respect the right of all employees to form or join trade union has been stated under clause:

'j. Menghormati hak-hak kebebasan bersuara dan berpersatuan mengikut lunas undang-undang yang ditetapkan

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

Child and young person policy is incorporated in the Social Policy. The policy was established on 1st November 2018 and approved by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim

The policy on Children and young persons shall not be employed or exploited. has been stated under the following number:

d'. Tidak membenarkan individu di bawah umur 18 tahun bekerja di ladang – ladang Tanah Makmur Berhad kecuali dengan pengawasan penjaga yang dibenarkan / didaftarkan.

There are 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

As per SOP "Training & Competency Procedure – Latihan dan Kompetensi, Doc. No: TMB/MSPO/LKP-09, dated 15th November 2018. Kalender Latihan Tahunan [No Dok.: Sighted SOP No. TMB/MSPO/LKP-09: Latihan dan Kompetensi. Dated 15th November 2018 has been established and documented. The procedure signed by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim. The training calendar being indicate under LKP-09/KLT/L1 –Lampiran 1

The Estate has a comprehensive annual training plan for the Staffs and Workers and this was sighted in the training file. The programme as follows: -

	Topic	Month Programme	Status
1	Pengendalian Jentera	Feb & Nov	3/3/2020
2	Pemakaian PPE	Jan & Apr	10/2/2020
3	Pertolongan Cemas	Feb & Dec	On-Going
4	Pengendalian Bahan Kimia	Mac & Sept	10/3/2020
5	Penuaian BTS	Feb & Oct	10/2/2020
6	Pemadam Api	May	On-Going
7	Pembajaan	Apr & Ogos	On-Going
8	Meracun	June	8/2/2020
9	ERP	July	5/3/2020

10	Menunggang Motosikal	Ogos & Nov	On-Going
11	Ergonomik	May	3/3/2020

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 Yearly training plan is created based on Training Needs Analysis for workers involved in the operations

Sighted the Training Need Analysis of all workers, staffs and Management which are based on their competencies and job description under SOP No. TMB/MSPO/LKP-09: Latihan dan Kompetensi. Dated 15th November 2018.

The procedure signed by Managing Director, Tengku Dato' Sri Ahmad Faisal bin Tengku Ibrahim. The training calendar being indicate under LKP-09/TNA/L2 –Lampiran 2. The latest Training Need Analysis being prepared by En. Muhammad Nazri bin Nasir dated 2nd February 2020.

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 All workers involved in the operations have been adequately trained in safe working practice. The estate has a comprehensive annual training plan for its staffs and workers and this was sighted in the training records file for each staffs and workers. The training plan for 2020 was sighted. Trainings conducted were recorded in the various trainings record and completed with attendance records, training materials and photographs of the training.

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 Sighted the management has conducted the environment Policy 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 1st November 2018.

Policies have been communicated through "Taklimat dan Latihan Alam Sekitar" on 24th February 2020 at Muster Call area and attended by all workers, contractors' workers and estate management. Records are available in the "Training (2)" File.

Environmental Management Plan is available as referred to: "Plan Pengurusan Alam Sekitar" dated 1st September 2019 and the implementation has been verified during the site visit at the time of audit.

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

Environmental Policy is available as referred to: "Polisi Perlindungan dan Penjagaan Alam Sekitar" dated 1st November 2018.

The aspect and impact analysis of all operations is available as referred to document: EVM-06/AIS/L1 dated 1st January 2020 and the implementation has been verified during the site visit at the time of audit.

The environmental aspect identification findings are recorded in documents covering 24 processes/activities. The environmental aspects being identified includes as sample below:

Aspek Alam Sekitar	Kesan Alam Sekitar	Kesan Tahap Risiko	Langkah Mitigasi
Penggunaan petrokimia	Pencemaran tanah dan air	6	Sentiasa memantau aktiviti pengangkutan semasa operasi ladang
Bahan buangan manusia dijana daripada perumahan pekerja	Pencemaran tanah dan air	1	Membina system pembuangan yang teratur seperti mengali lubang untuk pelupusan dan di kambus
Bahan buangan domestic	Pencemaran tanah dan air	4	Melupuskan bahan buangan domestic kepada agen pelupusan yang berdaftar
Kebocoran minyak daripada tractor	Pencemaran tanah dan air	1	Sentiasa melakukan pemantauan berkala terhadap operasi tractor
Pelupusan bag baja	Pencemaran tanah	1	Melupuskan bahan beg baja kepada agen pelupusan yang berdaftar

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 Environmental Management Plan is available as referred to: "Plan Pengurusan Alam Sekitar 2020" dated 21st January 2020 prepared by En. Rosli bin Abd Latif and verified by Haji Radzlan bin Haji Mohd Zaid (Manager).

Pelan Pengurusan	Tindakan Pengurusan	Pengawasan dan Penunjuk
Latihan ahli jawatan kuasa alam sekitar di peringkat ladang. Penerangan mengenai pengurusan alam sekitar	Mesyuarat pengurusan alam sekitar	Pengurus, staff dan wakil pekerja
Memberi penerangan dan kesedaran kepada pekerja mengenai penjagaan dan pengurusan alam sekitar dengan baik	Kempen, latihan dan taklimat tentang penjagaan alam sekitar	Biro Alam Sekitar
Menjaga kebersihan kawasan perumahan	Aktiviti gotong royong	Biro Alam Sekitar
Pengurusan sisa buangan domestic	Menyediakan jadual kutipan sisa buangan domestic Menyediakan tapak pelupusan sisa buangan domestic	Biro Alam Sekitar
Pengurusan sisa buangan berjadual	Menyediakan jadual kutipan sisa buangan berjadual	Biro Alam Sekitar
Pembersihan kawasan biodiversity, zon penampan dan sekitar kawasan sungai	Aktiviti perbersihan kawasan secara berkala	Biro Alam Sekitar
Penjagaan dan penyelenggaraan jentera yang baik perlu ditekankan bagi mengelakkan berlakunya pencemaran alam sekitar	Latihan dan taklimat penyelenggaraan jentera	Biro Alam Sekitar dan biro Jentera

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

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

Summary The Continuous Improvement Plan is available as referred to “Pelan Penambahbaikan Berterusan” dated 2nd January .2020. The plan includes;

- i. Domestic waste schedule expected on 29.06.2020
- ii. Environmental training expected on 08.01.2020

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 Training programs on the Environmental Management and Improvement are available as referred to “Kalendar Latihan Tahunan” dated 21st January 2020. Training for year 2020 as listed below;

1. Latihan dan penerangan tentang alam sekitar
2. Latihan bilasan 3 kali
3. Latihan kitar semua
4. Latihan pemadaman kebakaran.

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 Meetings where the environmental quality are discussed were conducted on 25th February 2020 during the “Mesyuarat Ahli Jawatankuasa Alam Sekitar” at Meeting Room Caruk Puting Estate’s and attended by the committee members.

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 Records on the consumption of non-renewable energy and the baseline values are available as referred to: “Rekod Penggunaan Tenaga” as to-date. Charuk Puting Estate has established the Energy Optimization Plan for 2020 as below;

Method / Description:

1. Reduce energy consumption

Action Plan:

1. Using less power lighting and offer much longer lifespan i.e LED, CFL
2. Switch off equipment when not in use
3. Use energy efficient device & energy saving features
4. Discourage the excessive use of lighting or electricity



5. Educate all employees on energy saving

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 Charuk Puting Estate has established its Greenhouse Gas (GHG) calculation for the year 2020 calculated for January to May 2020 based on the following emissions parameter;

1. Petrol
2. Electric
3. Diesel
4. Water

Non-Renewable	Usage	FFB (MT)	Usage / FFB
Petrol (liter)	1,110.38	9,181.26	0.12
Electric (kwh)	33,227.75	9,181.26	3.62
Air (liter)	13,116.86	9,181.26	1.42
Diesel (liter)	10,345.00	9,181.26	1.14

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

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

Summary The use of renewable energy is not implemented thus far.

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 Waste Management Plan is available as referred to: "Pelan Pengurusan Sisa" dated 24th January 2020 prepared by En. Rosli bin Abd Latif and verified by Haji Radzlan bin Haji Mohd Zaid (Manager).

The purpose of this procedure is to describe the procedure for waste management for all related activities of estate. There are 2 procedure flow outlines in these procedures;

1. Waste Management Flow
2. Waste Disposal Flow

Company classification on scheduled waste include;

1. SW305 Spent Lubricating oil
2. SW306 Used Hydraulic Oil
3. SW409 Disposed containers, bag or equipment contaminated with chemical, pesticides, mineral oil and schedule wastes



4. SW410 Rags, plastics, papers or filters contaminated with schedule wastes
5. SW408 Contaminated soil, debris or matter resulting from cleaning up of a spill of chemical, mineral oil or schedule wastes

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 Waste Management Plan is available as referred to: "Pelan Pengurusan Sisa" dated 24th January 2019 prepared by En. Rosli bin Abd Latif and verified by Haji Radzlan bin Haji Mohd Zaid (Manager). The plan consists of sample evidence below;

- Kod : SW 305
Kategori : Minyak Pelincir Terpakai
Sumber : Kenderaan (Tractor, Lori, Van and Motor)
Kawalan :
1. Disimpan di dalam bekas yang tahan lasak untuk memastikan sisa minyak lincir terpakai tidak mengalir ke kawasan persekitaran.
 2. Bekas simpanan bahan berjadual mestilah sentiasa tertutup dan dibuka hanya untuk menambah dan mengeluarkan bahan berjadual.
 3. Sebarang kesan tumpahan bahan berjadual mestilah dibersihkan menggunakan kit tumpahan dan setelah di bersihkan, kit tumpahan tersebut mestilah disimpan di dalam tong dan dilabel sebagai (SW)- bahan berjadual.
- Tindakan :
1. Bengkel hendaklah mengemaskini jumlah minyak pelincir terpakai secara bulanan dan mengisi "Fifth Schedule" sebagaimana arahan Jabatan Alam Sekitar Malaysia.
 2. Memaklumkan kepada Penolong Pengurus sekiranya minyak pelincir terpakai yang disimpan melebihi 20MT atau 180 hari.
 3. Pengurusan mestilah mengawasi :
 - i. Senarai bahan berjadual yang dihasilkan
 - ii. Inventory bahan berjadual yang dihasilkan (bulanan)
 - iii. Senarai semak inventori
 - iv. Nota Konsainan
 - v. Kebersihan setor.

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 SOP on handling used chemical is available and referred to: "Pengurusan Bahan Buangan" document TMB/MSPO/SWM-05 dated 15th Nov 2018. Document attached under this SOP as follows :

- Lampiran 1 : Senarai Bahan Buangan Berjadual
- Lampiran 2 : Pemberitahuan Bahan Buangan Berjadual
- Lampiran 3 : Inventori Bulanan Bahan Buangan Berjadual
- Lampiran 4 : Borang Rekod Bahan Buangan Berjadual
- Lampiran 5 : Nota Kosainan Bahan Buangan Berjadual
- Lampiran 6 : Senarai Semak Jadual Bahan Buangan Berjadual
- Lampiran 7 : Simbol Bahan Buangan Berjadual

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 Sighted, SOP for "Pengurusan Bahan Buangan" document TMB/MSPO/SWM-05 dated 15th Nov 2018. The empty pesticides containers will be appropriately treated as stated in the SOP "Pengurusan Bahan Buangan". Sighted record of triple rinse for empty pesticide container as below

No	Month	No of Empty pesticides containers
1	January	4
2	February	3
3	March	3
4	April	1
5	May	4

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 Implementation of waste disposal through landfill method has been verified during the site visit at the time of audit. Landfill area were located at Block 15, Task 12B. Based on Map sighted that there are, away from Housing and Water course.

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 Management of energy used is available as recorded in the "Pelan Pengurusan Gas Rumah Hijau" dated on 9th February 2020 prepared by En. Rosli bin Abd. Latif and verified by En. Radzlan bin Mohd Zin. Assessment for source of polluting as below;

1. Pelepasan Gas Rumah Hijau dari Aktiviti Baja
2. Pelepasan asap seperti Asap Lori, Tractor dan gen set
3. Pengangkutan BTS ke Kilang Sawit
4. Pembakaran terbuka – Pembakaran sisa domestic

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

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

Summary Sighted assessment on polluting activities dated 9th February 2020 prepared by En. Rosli bin Abd Latif and verified by Haji Radzlan bin Mohd Zain.

No	Sumber Gas Rumah Hijau	Impak Alam Sekitar	Program Kawalan
1	Pelepasan Gas Rumah Hijau daripada Baja (Nitrogen)	Pencemaran udara – Pemanasan global	Penggunaan baja mestilah mengikut saranan Agronomist
2	Pelepasan asap seperti asap lori, traktor dan genset	Pencemaran udara	Mematikan enjin kenderaan apabila tidak bergerak
3	Pengangkutan BTS ke kilang sawit	Pencemaran udara, pencemaran bunyi dan gas rumah hijau	Menasihati lori kilang melakukan servis secara berkala
4	Pembakaran terbuka – Pembakaran sisa domestic	Pencemaran udara dan gas rumah hijau	Menerangkan polisi kosong pembakaran kepada semua pekerja semasa perhimpunan pagi

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 Sighted Water management Plan dated 13th January 2020 prepared by En. Rosli bin Abd Latif and verified by Haji Radzlan bin Mohd Zain (Manager). There is no buffer zone , river and bore well are available within the TM Charuk Puting estate vicinity. Rain water is used for general purpose and for mixing of herbicides. Identification of usage and source of supply as listed below;

Source of water	Use of water
Pengurusan Air Pahang Berhad	Perumahan pekerja, surau, pejabat dan operasi harian ladang

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 There is no river available within the TM Charuk Puting estate vicinity.

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 During site visit conducted to estate fields, there were evidence of road side drains constructed along the main road.

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:

- Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.
- 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 Records are available in the:

- HBV-07/MHB/L1 "Matriks Mengenalpasti Habitat dan Status Pemuliharaan"
- HBV-07-PHB/L2 "Pelan Pengurusan Habitat Nilai Biodiversiti Tinggi"
- HBV-07/LPB/L3 "Lembaran PEmantauan Kepelbagaian Biodiversity."
- HBV-07/GHL/L4; Lampiran bergambar.

The Management Plan is available as referred to "Pelan Pengurusan Biodiversity".

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 The management plan for Biodiversity is available in "Pelan Pengurusan Habitat Nilai Biodiversiti Tinggi" document HBV-07/PHB/L2. Interview with staff during site visit reveal that the employee aware on the illegal hunting to protect the RTE species.

2. HBV-07-PHB/L2 "Pelan Pengurusan Habitat Nilai Biodiversiti Tinggi"

Pelan Pengurusan	Tindakan Pengurusan	Pengawasan dan Penunjuk
Kawasan yang mempunyai ekosistem asas dalam situasi penting dan kritikal termasuk kawasan tadahan air, kawasan yang mempunyai hakisan tanah yang kritikal dan cerun yang terdedah serta bahaya	Tidak menjalankan sebarang aktiviti di sepanjang kawasan antara teres untuk memelihara teres. Membiarkan terus kawasan tersebut untuk tumbuh dan hidup secara semulajadi	Memantau supaya tidak ada berlaku runtuhan / hakisan di kawasan teres.

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 None RTE species been identified. However, the Estate has following and continuously execute on the monitoring activities. Sighted "Borang Bancian Hidupan Liar".

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 SOP for Oil Palm Replanting, Version 1.0 dated 15th November 2018 sighted. No burning of agricultural waste is allow as outlined in the SOP.

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 SOP on replanting activity is available as referred to : Manual "Polisi Amalan Pertanian bagi Penanaman dan Penjagaan Kelapa Sawit"

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 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 Tanah Makmur Bhd has established "Polisi Amalan Pertanian Bagi Penanaman dan Penjagaan Kelapa Sawit" dated October 2015.

Person in charge will monitor the work flow and ensure all operations as per guided in the SOP. All SOP and procedures are kept in the office.

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 Sighted in “Polisi Amalan Pertanian Bagi Penanaman dan Penjagaan Kelapa Sawit” on sloping land and levels is available under Clause 6.0 : Pemuliharaan Tanah dan Hakisan Air.

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

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

Summary The estate has a visual reference system to identify each field or block. Each field has the signboard with block number, hectare, stand per hectare and task number

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 Estate had an annual budget for the financial year 2020. The budget includes the projected FFB production, general charges, upkeep & cultivation, Collection and Immature areas.

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 No replanting programme for the Estate in next 5 years.

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 Sighted 5 years Business Management Plan being established from FY2020 until FY 2024. The Business Plan includes the projected FFB production, total revenue, total cost of sale, Estate operational cost and Nett Profit / Loss before tax.

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 The estates performance is recorded in the monthly progress report. Details on the actual vs budget i.e. Upkeep maintenance, FFB Production, capital expenditure are shown therein. In addition, the monitoring also through Central Reporting System.

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 The FFB Pricing Mechanism is determine and based on the approval by HQ.

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 Agreement is fair and transparent. Seen, under Syarat – Syarat Tambahan bagi Perjanjian Kontrak stated " Tempoh kredit ialah selama 45 hari dari tarikh tuntutan bayaran tetapi tertakluk kepada budi bicara serta perbincangan dari masa ke semasa atas persetujuan kedua-dua belah pihak".

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 Policies and MSPO requirements have been communicated through "Latihan dan Mesyuarat bersama pihak Kontraktor" on 5th March 2020 which attended by 12 representatives.

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

Indicator 2 The management shall provide evidence of agreed contracts with the contractor.

Summary Sighted, an Agreement, between Tanah Makmur Bhd Ladang and the following contractors:..

No	Name of Contractor	Nature of work	Date Contract
1	Mohd Fozi bin Hassan	Pengangkutan dalam Ladang	1/4/20-31/5/2020
2	Samson Azhar Hamid	Pengangkutan dalam Ladang	1/4/20-31/5/2020

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

Indicator 3 The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.

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.

Summary As sighted, the management has used 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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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 Charuk Puting.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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 Charuk Puting.
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 Charuk Puting.
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 Charuk Puting.
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 Charuk Puting.

In Compliance ☐ Yes ☐ No ☒ **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 Charuk Puting.

In Compliance ☐ Yes ☐ No ☒ **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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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 Charuk Puting.

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) Good positive feedback received from internal stakeholders.

Appendix A: Audit Plan

AGENDA				
Date	Time	Subjects	Lead Auditor	Auditor
15 th June 2020	08:00 – 09:00	<ul style="list-style-type: none"> ➤ Opening Meeting at Ladang TM Charuk Puting: <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). 	IBI	MRB
	09:00 – 13:00	Ladang TM Charuk Puting <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. 	IBI	MRB
	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. 	IBI	MRB
	13:00 – 14:00	<ul style="list-style-type: none"> ➤ Lunch 	IBI	MRB
	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. 	IBI	MRB
	16:00 – 16:30	<ul style="list-style-type: none"> ➤ Verify any outstanding issues and auditor discussion. 	IBI	MRB
	16:30 – 17:00	<ul style="list-style-type: none"> ➤ Closing Meeting at Ladang TM Charuk Puting: <ul style="list-style-type: none"> ➤ Chaired by the audit Lead Auditor • Welcome and introduction by the Lead Auditor • Presentation of findings by the audit team • Questions & answers and Final summary by Lead Auditor ➤ End of assessment 	IBI	MRB

Appendix B: Non-Conformity details

Non-Conformities Identified During This Audit	
Major Nonconformities:	Non-were raised during this audit.
Minor Nonconformities:	Non-were raised during this audit.
Area of Concern:	The following area of concern were raised for this audit.

Company Name	Tanah Makmur Berhad			
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input type="checkbox"/>
	Surveillance	<input checked="" type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders			
Client Number	GGC-T4-MSPO-2018			
NC No. / Ref.	T4/MSPO/AOC/01	Date Detected	15/06/2020	
Site(s) concern	TM Charuk Puting	Target Completion	N/A	
Normative Reference and Requirement	4.3.1.1 All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.			
NC Type	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Area of Concern			
Description of Non-Conformity	Schedule Waste (SW 305 – Spent Lubricant Oil) was kept more than 180 days.			
NC Objective Evidence:				
Based on the record of “Bahan Buangan Berjadual SW 305 – Spent Lubricant Oil ” there is a balance of 0.044MT in the SW Store. The Spent Lubricant oil was generated in 30 th May 2019. However, no disposal was carried out until 15 th June 2020, exceeding of 380 days				

Non-Conformities Identified During Previous Audit			
Major Nonconformities:	Non-were raised during this audit.		
Minor Nonconformities:	Non-were raised during this audit.		
Area of Concern:	One AOC's were raised for this audit.		
Company Name	Tanah Makmur Berhad		
Stage of Audit	Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	T4		
AOC Ref.	AOC/01	Date Detected	17/06/19
Site(s) concern	Ladang TM Charuk Puting	Target Completion	N/A
Normative Reference and Requirement	4.4.4.2 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		
AOC Description	No expiry date displayed on first aid kit items.		
Objective Evidence: Record of first aid training available conducted by KK Temerloh to 13 personnel. However, sighted first aid box has refill item for Acriflavine (Prime's) & antiseptic solution (Dettol) with no expiry date stated. Evidence at first aid box located at harvester Block 0221.			

Appendix C : List of Stakeholders Contacted

Attendance List

Internal Stakeholders

- 1) Ladang TM Charuk Puting management team and staff
- 2) Workers Representatives
- 3) Foreign Workers Representatives