

MALYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report

- Initial Assessment
- Annual Surveillance Assessment (2)
- Recertification Assessment (Choose an item.)
- Extension of Scope

BOUSTEAD PLANTATIONS BERHAD
Client Company Address: 18th Floor, Menara Boustead 69, Jalan Raja Chulan 50200 Kuala Lumpur, Malaysia
Certification Unit: Lepan Kabu Estate
Date of Final Report: 10/02/2022

Report prepared by:
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Report Number: 3511651

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Boustead Plantations Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Lepan Kabu Estate	616032002000	30/11/2022
Address	18th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
Management Representative	Nizam bin Sahat		
Website	www.bousteadplantations.com	E-mail	lepankabu@bplant.com.my
Telephone	+603 - 2145 2121	Facsimile	N/A

1.2 Certification Information			
Certificate Number	MSPO 715206	Certificate Start Date	28/2/2020
Date of First Certification	28/2/2020	Certificate Expiry Date	27/2/2025
Scope of Certification	<input type="checkbox"/> Mills: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estates: Production of Sustainable Oil Palm Fruits		
Visit Objectives	<p>The objective of the assessment was to conduct a surveillance assessment 2 and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organization's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organization's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system.</p>		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Stage 1 Date	08-09/07/2019		
Stage 2 / Initial Assessment Visit Date (IAV)	21-22/10/2019		
Continuous Assessment Visit Date (CAV) 1	13-14/01/2021		
Continuous Assessment Visit Date (CAV) 2	19-20/01/2022		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		

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1.3 Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
-	-	-	-

1.4 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Lepan Kabu Estate	KM 88.8 Jalan Kota Bharu - Gua Musang, 18000 Pahi, Kuala Krai, Kelantan, Malaysia	5° 28' 58.1" N	102° 13' 15.6" E

1.5 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Lepan Kabu Estate	1,950.78	35.42	29.20	2,015.40	97%
Total (ha)	1,950.78	35.42	29.20	2,015.40	97%

Note: Total HCV 4 area surveyed is 25.02 Ha. Previously, it is included in total planted. Originally, new planted area is 1,975.80 Ha. After excluding the HCV 4 area, the new total planted is 1,975.80 Ha - 25.02 Ha = 1,950.78 Ha. Previously, total area declared as HCV/conservation is 10.40 Ha, which it only covers the teak area. The new HCV/conservation area is 10.40 Ha (teak area) + 25.02 Ha (HCV 4) = 35.42 Ha. The changes in hectare statement was made based on the summary of area statement for Lepan Kabu Estate budget year 2022.

1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Lepan Kabu Estate	503.20	540.90	543.90	130.50	257.30	1,472.60	503.20
Total (ha)	503.20	540.90	543.90	130.50	257.30	1,472.60	503.20

1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Jan 2021 - Dec 2021)	Actual (Jan 2021 - Dec 2021)	Forecast (Feb 2022 - Jan 2023)
Lepan Kabu Estate	21,630.00	16596.67	17,750.00
Total (mt)	21,630.00	16,596.67	17,750.00

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1.8 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Jan 2021 - Dec 2021)	Actual (Jan 2021 - Dec 2021)	Forecast (Feb 2022 - Jan 2023)
N/A	-	-	-
Total (mt)	-	-	-

1.9 Certified Tonnage			
Mill Capacity: N/A SCC Model: N/A	Estimated (Jan 2021 - Dec 2021)	Actual (Jan 2021 - Dec 2021)	Forecast (Feb 2022 - Jan 2023)
	FFB	FFB	FFB
	21,630.00	16,596.67	17,750.00
	CPO (OER: %)	CPO (OER: %)	CPO (OER: %)
	-	-	-
	PK (KER: %)	PK (KER: %)	PK (KER: %)
-	-	-	

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
-	-	-	-	-	-

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
-	-	-	-	-	-

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 19-20/01/2022. The audit programme is included as Section 2.4. The approach to the audit was to treat the Lepan Kabu Estate as a MSP0 Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The Certification Unit were not using MSP0 certification marks for any type of on- and off-product communication. The Certification Unit are compliance with the use of the MSP0 Logo and related claims.

The estates or smallholders' sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholder's sample were determined following the MSP0 Certification Requirement. The sampling of smallholders was based on the formula $(r\sqrt{n})$; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members. The sampled smallholder listed in Appendix B.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSP0 requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.6.

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

All the previous nonconformities are remains closed. The assessment findings from the initial assessment are detailed in Section 4.2.

This report was externally reviewed by MSP0 approved Peer Reviewer prior to certification and recertification decision by BSI. For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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The following table would be used to identify the locations to be audited each year in the 5-year cycle.

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Lepan Kabu Estate	√	√	√	√	√

Tentative Date of Next Visit: January 19, 2023 - January 20, 2023

Total No. of Mandays: 4 Mandays

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Nor Halis Abu Zar (NHA)	Team Leader	<p>Education: Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara in 2012.</p> <p>Work Experience: He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation. He had accumulated more than 6 years of sustainability implementation experience. He is a qualified Lead Auditor for MS 2530:2013 and has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p>Training attended: He has completed ISO IMS 9001 and 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019, Endorsed RSPO Lead Auditor Course in October 2020, CQI and IRCA Certified ISO 45001 Lead Auditor Course in June 2021, ISO 9001:2015 Lead Auditor Course in April 2019, MSPO SCCS Auditor in February 2019 and also trained in SMETA Requirement Training on May 2021.</p> <p>Aspect covered in this audit: All principle and criteria in OPMC.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>

2.2 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

2.3 Accompanying Persons

No.	Name	Role
-	-	-

2.4 Assessment Plan

The assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	(NHA)
Tuesday, 18/01/2022	-	Travelling from Kuala Lumpur to Kuala Krai	√
Wednesday, 19/01/2022 Lepan Kabu Estate	08:30 - 09:00	Opening Meeting <ul style="list-style-type: none"> • Presentation by BSI Lead Auditor - introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope 	√
	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√
	12:30 - 13:30	Lunch break	√
	13:30 - 16:30	Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices Best practices, P7: Development of New Planting	√
	16:30 - 17:00	Interim closing meeting	√
Thursday, 20/01/2022 Lepan Kabu Estate	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√
	10:00 - 12:00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√

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Date	Time	Subjects	(NHA)
	12:30 - 13:30	Lunch break	√
	13:30 - 16:30	Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices Best practices, P7: Development of New Planting	√
	16:30 - 17:00	Assessment team discussion and preparation and closing meeting	√
Friday, 21/01/2022	-	Travelling back to Kuala Lumpur	√

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following MSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During the assessment there were one (1) Major & two (2) Minor nonconformities and no OFI (0) raised. The Lepad Kabu Estate Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Non-conformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
NCR Ref #:	2156335-202201-M1	Issue Date:	20/01/2022
Due Date:	20/04/2022	Date of Closure:	05/02/2022
Area/Process:	Lepad Kabu Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3-4.4.4.2 Major
Clause:	4.4.4.2 (b), (e), (i)		
Requirements:	The occupational safety and health plan shall cover the following: (b) The risks of all operations shall be assessed and documented (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. (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.		
Statement of Nonconformity:	The safety and health plan not fully implemented.		
Objective Evidence:	During document checking, it was found that estate yet to conduct identification of Noise Exposure. It was against Occupational Safety & Health (Noise Exposure) Regulations 2019 Section 3(1).		

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	<p>During site visit at Nursery Store, it was found a balance of pure chemical Basta and Ally were stored there without any SDS and safety precautions. It was against SOP store BEA/OSH/PKS/34 dated 01/09/2019 section k "Sekiranya ada lebihan racun yang tidak digunakan, racun tersebut hendaklah disimpan semula di dalam stor".</p> <p>During site visit at Harvesting area, it was found First Aid box were available however during checking, it was found 2 packets of Oral medicine were placed there. It was against Checklist for First Aid Box Items in the Guidelines on First Aid Box in Workplace.</p>
Corrections:	<ol style="list-style-type: none"> 1. Request from Sustainability & Safety Department to conduct identification of Noise Exposure. 2. Transfer all balance of pure chemical to chemical store. 3. Check all First Aid Kit for any oral medicine placed there.
Root cause analysis:	<ol style="list-style-type: none"> 1. Estate management were not aware that the NRA is compulsory to be conducted by estate starting year 2021. 2. Lack of awareness regarding chemical handling among nursery workers. 3. Lack of awareness in first aid box management among the person in-charge.
Corrective Actions:	<ol style="list-style-type: none"> 1. To follow up and communicate with Sustainability & Safety Department regarding the identification of Noise Exposure. 2. Conduct training on chemical handling (nursery). 3. Conduct training on First Aid Kit management.
Assessment Conclusion:	<ol style="list-style-type: none"> 1. Request of Identification of Noise Exposure for Year 2022 has been submitted to Sustainability & Safety Department on 24/01/2022. Refer Letter of requisition by Manager Mr Nizam Sahat. 2. Training on Chemical Handling (Nursery) has been conducted. Refer Training "Latihan Pengendalian Racun Rumpai/ Perosak Di Kawasan Tapak Semaian" Dated 29/01/2022. Sighted Training Material, Attendance and Photos. 3. First Aid Kit Management Training has been conducted. Refer "Latihan Keselamatan & Peti Pertolongan Cemas" dated 22/01/2022. Sighted Training Material, Attendance and Photos. <p>Based on the above evidence, the major NC is closed effectively on 05/02/2022. Continuous implementation will be further verified in the next assessment.</p>

Non-Conformity Report			
NCR Ref #:	2156335-202201-N1	Issue Date:	20/01/2022
Due Date:	Next Surveillance	Date of Closure:	Next Surveillance
Area/Process:	Lepan Kabu Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3-4.1.2.2 Minor
Clause:	4.1.2.2		
Requirements:	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of non-conformities, in order to implement the necessary corrective action.		
Statement of Nonconformity:	The internal audit procedure was not fully implemented.		

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Objective Evidence:	During interview and document verification, it was found latest two internal audit was conducted on 17/01/2022 and 12/11/2020 respectively. There is no evidence of internal audit for the year 2021 conducted. It was against Internal Audit Procedure dated July 2016, Section 5.0 (a) Procedure: Frequency "The Internal Audit shall be carried out once a year guided by the annual audit schedule. A follow up audit can be carried out as and when it is required".
Corrections:	Request from Sustainability & Safety Department for Internal Audit plan for year 2023.
Root cause analysis:	Internal audit for MSPO were not conducted in year 2021 due to few consecutive COVID-19 outbreak in Lepad Kabu Estate which caused few events of Enhanced Movement Control Order (EMCO).
Corrective Actions:	To follow up and communicate with Sustainability & Safety Department regarding the Internal Audit Plan.
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.

Non-Conformity Report			
NCR Ref #:	2156335-202201-N2	Issue Date:	20/01/2022
Due Date:	Next Surveillance	Date of Closure:	Next Surveillance
Area/Process:	Lepad Kabu Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3-4.4.6.3 Minor
Clause:	4.4.6.3		
Requirements:	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.		
Statement of Nonconformity:	The continuous training was not effectively implemented.		
Objective Evidence:	Based on document verification and interview, it was found that the implementation of training for the year of 2021 not accordance with Training Planned and there is no evidence of training material, photo, and attendance recorded for ERP Training and Schedule waste Management Training.		
Corrections:	To conduct training as per Training Plan.		
Root cause analysis:	The implementation of continuous training was not accordance with Training Plan.		
Corrective Actions:	<ol style="list-style-type: none"> 1. To identify all trainings. 2. To plan training for year 2022. 3. To conduct training based on Training Plan 		
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.		

Opportunity for Improvement			
Ref:	N/A	Clause:	MSPO 2530 Part __:

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Area/Process:	
Objective Evidence:	

Noteworthy Positive Comments	
1.	Good cooperation with the operating unit.
2.	Good hospitality and arrangement regarding to transportation and facilities.

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2011009-202101-M1	Issue Date:	14/01/2021
Due Date:	14/04/2021	Date of Closure:	04/03/2021
Area/Process:	Lepan Kabu Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3-4.5.6.3 Major
Clause:	4.5.6.3		
Requirements:	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.		
Statement of Nonconformity:	Sighted HCV action plan was not implemented.		
Objective Evidence:	No record of HCV monitoring in Lepan Kabu Estate.		
Corrections:	Estate will comply HCV monitoring plan for the year 2020 by referring to the HCV reports recommendations.		
Root cause analysis:	The delay in receiving the final HCV report was caused by the Pandemic COVID-19.		
Corrective Actions:	One person assigned to monitor any action plan expired or not in progress.		
Assessment Conclusion:	As per verification HCV monitoring record on 28/2/2021 and 21/2/2021 in field PM96B and P97B been done by operating unit according to HCV action plan. The management already appoint assistant to monitor HCV implementation as per letter dated 1/1/2021 also conducted training to workers regarding to HCV and buffer zone in Lepan Kabu Estate dated on 28/2/2021.		
Verification Statement:	<p><u>ASA2 Verification</u></p> <p>Monitoring on HCV has been conducted. Among activities of monitoring were:</p> <ol style="list-style-type: none"> 1. Animal sighting record 2. Patrolling on HCV area 3. Upkeep of signage 4. Continuously awareness training. <p>Management has conducted awareness training related HCV to their workers. Refer Training record dated 23/09/2021 and 10/06/2021.</p> <p>Signage on Discouraging any illegal or inappropriate hunting, fishing or collecting activities has been installed at the strategic place to create awareness among workers and community. Thus, the Major NC remained close.</p>		

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Non-Conformity Report			
NCR Ref #:	2011009-202101-N1	Issue Date:	14/01/2021
Due Date:	Next Surveillance	Date of Closure:	20/01/2022
Area/Process:	Lepan Kabu Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3-4.5.5.1 Minor
Clause:	4.5.5.1 (b)		
Requirements:	<p>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:</p> <p>(b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.</p>		
Statement of Nonconformity:	Sighted inadequate monitoring for outgoing water from estate.		
Objective Evidence:	The water analysis was available only for Sg Pahi dated 10 July 2019 however, no monitoring was done for Sg Lebir and Sg Pahi for year 2020.		
Corrections:	The estate will appoint a consultant who specialized in water sampling analysis to take water sampling analysis from 2 main outlets, e.g. Sg Lebir & Sg. Pahi and the reports generated will be considered as a correction plan.		
Root cause analysis:	Unable to find a credible consultant who is specialized in water sampling analysis at Kuala Krai area. Only Kuala Pertang Mill offered the water sampling analysis. However, there was no analysis on the chemical content which could justify the level of pollution that occurred in the water.		
Corrective Actions:	The estate will do sampling water for that two rivers as soon as possible.		
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.		
Verification Statement:	<p><u>ASA2 Verification</u></p> <p>Documented Water Management Plan Year 2022 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted.</p> <ol style="list-style-type: none"> 1. Water source from Syarikat Air Kelantan Sdn Bhd (AKSB). Assessment water usage and source supply was available in water management plan. There are 2 river that have connection with Lepan Kabu Estate, Sg Lebir and Sg Pahi. 2. The monitoring of water quality was available for Sg Pahi and Sg Lebir. Refer water sampling report dated 16/11/2021 by Chemsil Air & Water Sdn Bhd. Refer report number as below: - Sungai Lebir: CAW/2111/109977 Sungai Pahi: CAW/2111/308480 <p>Evidence found to be sufficient and Minor NC was effectively closed on 20/01/2022.</p>		

Opportunity for Improvement			
Ref:	2011009-202101-I1	Clause:	MSPO 2530 Part 3- 4.5.3.2

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Area/Process:	Lepan Kabu Estate
Objective Evidence:	To enhance the waste management plan according to implementation as per operation management.
Verification Statement:	<p><u>ASA2 Verification</u></p> <p>Waste Management Action Plan Year 2022 for the estate. Based on the Waste Management Action Plan the following wastes and its sources were identified:</p> <p>Schedule waste</p> <ul style="list-style-type: none"> • Use Lubricant / engine oil • Used filter • Empty herbicide container • Used batteries, tyres & tubes <p>Domestic waste</p> <ul style="list-style-type: none"> • Rubbish • Recyclable waste • EFB • Re use empty container • Recyclable material

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
1840029-201907-M1	Major	22/10/2019	Closed on 30/12/2019
1840029-201907-M2	Major	22/10/2019	Closed on 30/12/2019
1840029-201907-M3	Major	22/10/2019	Closed on 30/12/2019
1840029-201907-M4	Major	22/10/2019	Closed on 30/12/2019
1840029-201907-N1	Minor	22/10/2019	Closed on 14/01/2021
2011009-202101-M1	Major	14/01/2021	Closed on 04/03/2021
2011009-202101-N1	Minor	14/01/2021	Closed on 20/01/2022
2156335-202201-M1	Major	20/01/2022	Closed on 05/02/2022
2156335-202201-N1	Minor	20/01/2022	Open
2156335-202201-N2	Minor	20/01/2022	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues:</p> <p>School's Representative (SK Pahi & SMK Pahi) – They informed that they have good relationship with the management. Assistance was provided by the management whenever requested.</p> <p>Management Responses:</p> <p>Management will continue to maintain good relationship with the stakeholders.</p>

	<p>Audit Team Findings: No further issue.</p>
2	<p>Issues: Contractors (Nik Plantation Ent. & En Faraahan Muhamad) – They informed that the payment was made promptly. They are aware of the complaint procedure and so far, they have no issue with the management.</p>
	<p>Management Responses: The management will ensure the payment will be made accordingly.</p>
	<p>Audit Team Findings: No other issue.</p>
3	<p>Issues: Workers’ Representatives – The workers are satisfied with the management and they informed that their wages have achieved Minimum Wage Order 2020. They are aware of the complaint procedure. No discrimination from the management. Gender Committee Representatives – No sexual harassment or violence case reported during the time of assessment. They are aware of the function of the committee and informed that no discrimination from the management regardless of gender.</p>
	<p>Management Responses: The management will ensure comply to legal requirements and respect all the workers without discrimination.</p>
	<p>Audit Team Findings: No other issue.</p>
4	<p>Issues: Head Village District – They informed that they have good relationship with the management. Assistance was provided by the management whenever requested.</p>
	<p>Management Responses: Management will continue to maintain good relationship with the stakeholders.</p>
	<p>Audit Team Findings: No further issue.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: Headmaster SMK Pahi Headmaster SK Pahi</p>	<p>Community/neighbouring village: Head village District</p>
<p>Suppliers/Contractors/Vendors: Nik Plantation Enterprise Faraahan Mohamed</p>	<p>Worker’s Representative/Gender Committee: Local workers Foreign workers Gender committee</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment <i>Lepan Kabu Estate</i> Certification Unit complies with the MS 2530-3:2013 . It is recommended that the certification of <i>Lepan Kabu Estate</i> Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: MITAH BINTI LIMPU	Name: NOR HALIS ABU ZAR
Company name: BOUSTEAD PLANTATION BERHAD	Company name: BSI SERVICES MALAYSIA SDN BHD
Title: SUSTAINABILITY EXECUTIVE	Title: CLIENT MANAGER
Signature: 	Signature: 
Date: 07/02/2022	Date: 05/02/2022

Appendix A: Summary of the findings by Principles and Criteria

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	The MSPO Policy was established where the policy was signed by Chief Executive Officer of Boustead Plantations Berhad on 02/12/2019. This Policy have been briefing to all workers during awareness training and induction training for workers, for stakeholder they were brief during external stakeholder meeting. Record was available in Lepad Kabu Estate for reviewed.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy was emphasizing continuous improvement upon principle in the MSPO. It also stated on the engagement and commitment to produce sustainable palm oil with the objective of improving the estate operation.	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Internal Audit was conducted once a year by Sustainability Section, the internal audit was conducted on 11-13/01/2022 to cover the entire criterion stated in the standard. Internal audit was led by Mr Wan Muhammad Shafri Wan Ramli and assist by Ms Mitah Limpu as team members. During the internal audit, there was 3 Major NCR issued and 9 OFI's.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Sighted evidence of identification of root cause and corrective action as reference NCR Report Internal Audit. The corrective action was accepted by Lead Auditor on 17/01/2022.	
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit procedure dated July 2016 was established by the management to include audit frequency, audit schedule, audit team, performing audit, audit responsibility etc. Sighted evidence of identification of root cause and corrective action as reference NCR Report Internal Audit. The corrective action was accepted by Lead Auditor on 17/01/2022. The internal audit procedure was not fully implemented. During Interview and document verification, it was found latest two internal audit was conducted on 17/01/2022 and 12/11/2020 respectively. There is no evidence of Internal Audit for the year 2021 conducted. It was against Internal Audit Procedure dated July 2016, Section 5.0 (a) Procedure: Frequency "The Internal Audit shall be carried out once a year guided by the annual audit schedule. A follow up audit can be carried out as and when it is required". Thus, Minor NC was raised.	Minor Non-Conformance
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	All records related to Internal Audit was maintained and available at Lapan Kabu Estate.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.	The management review was conducted accordingly. The Management Review was conducted on 13/01/2022 which was chaired by Manager. All the committee members were involved during this Management Review. List of agenda as below: -	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> Minutes / Actions of previous meeting MS2530-3:2013 Certification status Result of internal audit Customer feedback Preventive and correction action status Changes affecting policy Recommendation for improvement Any other business (A.O.B.) 	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>The Continuous Improvement Plan for 2022 at Lepad Kabu Estate. Among topic discussed as below: -</p> <p>Safety and Health</p> <ul style="list-style-type: none"> Revised enforcement on the OSH act Conduct ERP Training, Fire Drill, flood etc. Review HIRARC document and assess all work related <p>Social</p> <ul style="list-style-type: none"> Construction of 2 new unit of labour quarters Purchase genset for general used when needed Repair the infrastructure in the estate <p>Environment</p> <ul style="list-style-type: none"> To appoint person in charge on environment to handle all matters related Enforcement of Environmental Act in the meeting discussion 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Programmed all campaign related environment Schedule waste Collect, record, and dispose schedule waste to registered contractor Marks premix container and enforce SOP of triple rinsing Provide spill kit at related store for managing spill of schedule waste 	
4.1.4.2	<p>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.</p> <p>- Major compliance -</p>	<p>Currently, the management using mechanization implement in operation. New implementation was using Zenoah blower as circle racking in operation. Record all available in estate for reviewed.</p>	Complied
4.1.4.3	<p>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.</p> <p>- Major compliance -</p>	<p>The action plan for Year 2022 was available in Lepad Kabu Estate including Zenoah implementation in the training need to be conducted. This record available in Lepad Kabu Estate.</p>	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>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.</p> <p>- Major compliance -</p>	<p>Lepad Kabu Estate has maintained records of request and response, land titles, OSH plans and etc relating to environmental and social issues, plans for pollution prevention, complaints and grievances records that make available upon request.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.1.2	<p>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.</p> <p>- Major compliance -</p>	<p>Lepan Kabu Estate holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy, Foreign Workers Policy were publicly available in the company's website: www.bousteadplantations.com.my. Others sustainability practices were also available in the website.</p>	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Lepan Kabu Estate has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion or meeting and etc. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented.</p>	Complied
4.2.2.2	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p>- Minor compliance -</p>	<p>As per letter ref. Appointment letter as Communication and Consultation Officer dated 05/1/2022; Lepan Kabu Estate appointed management officer are:</p> <p>Name: Mr. Mohd Saifol Hafifi Shokeri; Post: Sr. Assistant</p> <p>Lepan Kabu Estate management also delegated employees with dedicated responsibilities related to MSPO implementation as per sighted List of People Responsible for Various Aspect of MSPO.</p>	Complied
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>Stakeholder list FY 2022 was available in Lepan Kabu Estate. The list has included contractors and suppliers, government authorities, school's representatives etc.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Latest external stakeholder meeting conducted on 17/01/2022 involved relevant stakeholders such as government authorities, school's representatives, contractors, internal workers etc. were briefed on all the MSPO and RSPO principles and criteria.</p> <p>Internal stakeholder meeting was conducted on 16/01/2022 attended by all staff and employees.</p>	
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad already establish MSPO Traceability Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: March 2018. The procedure was prepared by Sustainability team and approved by management which covering the implementation of all supply chain requirements.</p>	Complied
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>Regular inspections on compliance with the established traceability system were conducted through periodical internal audit as specified in Criterion 4.1.2 of this checklist. Furthermore, the estate management and staff responsible to conduct related inspections on compliance of all operations including traceability system. Verification on site confirmed the inspections were regularly implemented accordingly.</p>	Complied
4.2.3.3	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>The procedure also specified the Chairman shall have the overall responsibility for the implementation of the procedure with assignment of relevant personnel from various departments to assist in the implementation. Sighted the Letter of Appointment; Dated: 05/01/2021 for the appointment of Mr Mohd Saifol Hafifi Shokeri, Sr Assistant Manager as the traceability officer.</p>	Complied
4.2.3.4	<p>Records of sales, delivery or transportation of FFB shall be maintained.</p>	<p>Records of FFB sales & delivery including FFB Weighbridge Tickets together with FFB Delivery Note (DO Chit) and Daily Record (Daily FFB</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																												
	- Major compliance -	<p>Despatch Summary Logbook) were maintained based on Standard Operating Procedure. Sighted samples record available as following:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Ticket No.</th> <th>Lorry No.</th> <th>Weight, MT</th> </tr> </thead> <tbody> <tr> <td>30/08/2021</td> <td>46043</td> <td>CCA6133</td> <td>22.22</td> </tr> <tr> <td>14/08/2021</td> <td>45695</td> <td>AHN3069</td> <td>13.74</td> </tr> <tr> <td>30/10/2021</td> <td>47151</td> <td>AHN3069</td> <td>12.97</td> </tr> <tr> <td>16/10/2021</td> <td>46899</td> <td>VDV7685</td> <td>36.49</td> </tr> <tr> <td>26/12/2021</td> <td>48115</td> <td>AHN3069</td> <td>12.88</td> </tr> <tr> <td>11/12/2021</td> <td>47867</td> <td>CCA6133</td> <td>22.86</td> </tr> </tbody> </table>	Date	Ticket No.	Lorry No.	Weight, MT	30/08/2021	46043	CCA6133	22.22	14/08/2021	45695	AHN3069	13.74	30/10/2021	47151	AHN3069	12.97	16/10/2021	46899	VDV7685	36.49	26/12/2021	48115	AHN3069	12.88	11/12/2021	47867	CCA6133	22.86	
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4.3 Principle 3: Compliance to legal requirements																															
Criterion 4.3.1 – Regulatory requirements																															
4.3.1.1	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>The list of permit and license required for the operations of the estate were sighted. The sample of permit and license:</p> <p>Lepan Kabu Estate</p> <ul style="list-style-type: none"> • License for Diesel from KPDNKK referred license KPDNKK.KKR/600/1/2/21 for total 19,000 Liter valid until 20/01/2022 • License for Air Compressor Serial Number: KN PMT 1161 valid until 21/01/2022 • MPOB License 616061011000 for produce and storage valid until 31/12/2022 • MPOB License 616032002000 for transfer and sell valid until 30/11/2022 • JTK license for wages deduction refer letter (17)dIm. JTK/D/02/90/600 – 9/6 Jld. 2 dated 27/1/2016 	Complied																												

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -	LORR was established to cover all legal acts, regulations and other requirement related to Lepad Kabu Estate. Latest review was conducted on 01/07/2021. The sample of Act and Legal: <ul style="list-style-type: none"> • Minimum Wages Order 2020 • OSHA 1994 • Employee Provident Fund Act 1991 • Employee Social Security Act 1969 • Pesticide Act 1974 • Electrical Supply (Amendment) Act 2015 • Fire Services Act • Environmental Quality Act • Preventive & Control of Infectious Diseases 1988 	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	The legal and other requirement already been updated by management and latest update was on 01/07/2021. Latest amendment was Workers Minimum Housing and Amenities act 1990 (Amend 2019) and Minimum Wages Order 2020.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralised system for tracking any changes in the law and subscribe into Lawnet. The latest updated was done on 01/07/2021.	Complied
Criterion 4.3.2 – Lands use rights			

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Criterion / Indicator		Assessment Findings	Compliance
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	Lepan Kabu Estate hold 11 land title, the estate management ensured that their oil palm cultivation activities did not diminish the land use rights of other users as Boustead own 100% of its land area: - Grant # 17721, Lot # 735; Reg. date: 26/1/1986 Grant # 24549, Lot # 1541; Reg. date: 26/1/1986 Grant # 17008, Lot # 97; Reg. date: 26/1/1986 Grant # 19853, Lot # 302; Reg. date: 12/4/1988 Grant # 22291, Lot # 691; Reg. date: 3/1/1990	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	The estate management provided documents showing legal ownership, history of land tenure and the actual use of the land of Lepan Kabu Estate land titles area 11 as per sample sighted as following: Grant # 17721, Lot # 735; Reg. date: 26/1/1986 Grant # 24549, Lot # 1541; Reg. date: 26/1/1986 Grant # 17008, Lot # 97; Reg. date: 26/1/1986 Grant # 19853, Lot # 302; Reg. date: 12/4/1988 Grant # 22291, Lot # 691; Reg. date: 3/1/1990	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	A legal boundary was clearly demarcated. Some area the management has constructed the trenches. There's also a government landfill area neighbouring to Lepan Kabu Estate which was demarcated with trenches and fence. Verified sample of boundary stone at PR19A boundary with smallholders.	Complied
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall	There is no land dispute in Lepan Kabu Estate at the time of audit. The estate management provided documents showing legal ownership, history of land tenure and the actual use of the land of Lepan Kabu Estate land titles area.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>be made available and that these should have been accepted with free prior informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>The surrounding is owned by smallholders and other plantation's companies. There was no encroachment of land by the Lepad Kabu Certification Unit. Notwithstanding, in case necessary, compensation process will be according Fair Compensation Procedure (Procedure 6.4.1); Ref. # 1; issued date: 4/2/2015; version 01. The procedure has clearly stated the process of negotiation and compensation if any land disputes with Legal Department. If the negotiation process failed, legal proceedings will be the next action.</p>	
Criterion 4.3.3 – Customary rights			
4.3.3.1	<p>Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.</p> <p>- Major compliance -</p>	<p>As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.</p>	N/A
4.3.3.2	<p>Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available.</p> <p>- Minor compliance -</p>	<p>As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.</p>	N/A
4.3.3.3	<p>Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.</p> <p>- Major compliance -</p>	<p>As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.</p>	N/A
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p>	<p>Social impacts plans were based on the documented Social Impact Assessment Lepad Kabu Estate, August 2019; Size of Assessment:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	2057.84 ha (Main Division); Date of Assessment: 29/6 – 4/7/2019; Date of Report: August 2019 by Malaysia Environmental Consultant (MEC) Sdn Bhd. The plan established as Management Plan on Social Impact Assessment for the Year 2019/20; Reviewed & Updated on Jan 2021.	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The company has developed Whistleblowing Policy dated 02/12/2019 signed by Chief Executive Officer. The company has prepared a formal mechanism to handle all the complaints reported. A Complaint/ Suggestion Flowchart was available where it explained the procedure to lodge complaints. The management already establish Communication and grievances (Doc No. 4.2.2.1) dated 17/7/2020.	Complied
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	Lepan Kabu Estate has implemented Request and Response form and Complaint/ Suggestion form to record any requests, complaints and grievances by the stakeholders. The estate management has taken into action or planned action to rectify the complaints raised by the workers or stakeholders. The action taken for resolve the issue are within the time frame stated in the procedure. Sample of complaint as below: - Sample 1 Complainant: Mazri Rahman Date: 18/12/2021 Issue: Toilet broken Resolve: 20/12/2021 Sample 2 Complainant: Mahzura Abdul rashid Date: 08/06/2021	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Issue: Connecting water pipe broken Resolve: 10/06/2021 Sample 3 Complainant: Ashadul Shuirudin Date: 02/01/2022 Issue: Main door broken Resolve: 04/01/2022	
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The complaint form was available. Besides, suggestion box was available in the line site and office area where the workers and stakeholders can lodge complaint or suggestion at any time.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	The training been given to workers regarding to complaint and communication procedure by Assistant during Morning Muster Call. Stakeholders also been given briefing regarding the new communication procedure, dated 17/01/2022. Refer stakeholder minutes of meeting.	Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The company has implemented the system since April 2019. Therefore, records of complaint were since April 2019. Records to show that the complaint have been resolved were available in Lepadu Estate. No external complaints received except by internal stakeholders among workers complaining and requested on housing repairs only.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Contributions to local development were demonstrated as per consultation with local communities. Based on stakeholder consultation,	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>it was noted that local communities are always been prioritized in case of their needs. Sighted the sample contributions made as following:</p> <ul style="list-style-type: none"> • Grass cutting at school football field dated 02/09/2021 • Sanitation at village during pandemic COVID-19 dated 28/03/2021 • Spraying at Community grave dated 10/02/2021 	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>An Occupational Safety and Health Policy is available dated 02/12/2019 signed by Chief Executive Officer.</p> <p>The OSH policy and plan are regularly communicated to the staffs and workers during the morning briefings and OSH Meetings.</p> <p>Interview with staff and workers revealed that all working safe operating procedures, OSH Policy and plans are being consistently implemented among all employees and monitored by the management through daily muster briefing, training, checklists etc.</p>	Complied
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <ol style="list-style-type: none"> A safety and health policy, which is communicated and implemented. The risks of all operations shall be assessed and documented. An awareness and training programme which includes the following requirements for employees exposed to pesticides: <ol style="list-style-type: none"> all employees involved shall be adequately trained on safe working practices all precautions attached to products shall be properly observed and applied 	<ol style="list-style-type: none"> Occupational Safety and Health Policy dated 02/12/2019 has been established which in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139). The policy was signed by the Chief Executive Officer. Among the method of communication are through morning muster briefing, training, and display on notice boards. The assessment of risk is documented and recorded in HIRARC and CHRA. The estates have made both documents available for verification. The HIRARC latest reviewed on 04/01/2022. <p>Chemical Health Risk Assessment was conducted on 11-12/12/2019 by Medi Ihsan Occupational Safety and Health Sdn Bhd with document reference number HQ/12/ASS/00/306-2019/0033 in</p>	Major Non-Conformity

Criterion / Indicator	Assessment Findings	Compliance
<p>d) The management shall provide the appropriate 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).</p> <p>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.</p> <p>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.</p> <p>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 meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>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.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the estate. As per recommendation no medical surveillance for workers required due to no possibility of long-term systemic effect. Refer Medical Surveillance report section 6.5.</p> <p>The Identification of Noise Exposure was not implemented.</p> <p>During document checking, it was found that estate yet to conduct identification of Noise Exposure. It was against Occupational Safety & Health (Noise Exposure) Regulations 2019 Section 3(1). Thus, Major NC was raised.</p> <p>c) Training programme was established by the management. Evidence of adequate and appropriate training on safe working practices provided to workers was verified, for example:</p> <ul style="list-style-type: none"> • Chemical premix and calibration training dated 07/10/2021 • FFB Transport and Loading dated 14/02/2021 • Harvesting Training dated 12/01/2021 • Inter pump training dated 24/03/2021 <p>d) Issuance of PPE to employees is recorded in a standard form which has the information about name of employee, type of PPE, workstation, date of issuance and acknowledgment of receipt.</p> <p>e) SOP for handling chemical management was addressed in a few procedures such as:</p> <ul style="list-style-type: none"> - Weed & Pest Usage and Application Control - Fertilizer Usage & Application Control 	

Criterion / Indicator	Assessment Findings	Compliance												
	<p>SDS were made available at the relevant workstations involved in chemical handling such as chemical stores and spraying area.</p> <p>The procedures outline the handling of chemicals in accordance to the regulation.</p> <p>Chemical handling procedure was not fully implemented.</p> <p>During site visit at Nursery Store, it was found a balance of pure chemical Basta and Ally were stored there without any SDS and safety precautions. It was against SOP store BEA/OSH/PKS/34 dated 01/09/2019 section k "Sekiranya ada lebihan racun yang tidak digunakan, racun tersebut hendaklah di simpan semula di dalam stor". Thus, major NC was raised.</p> <p>f) The respective operating units' managers were appointed as the chairman of the committees based on a letter dated 02/01/2022 to Mr Saifol Hafifi Shokeri "Surat Lantikan Sebagai Pemangku Pengerusi Dan Ahli Jawatankuasa Keselamatan & Kesihatan Pekerjaan".</p> <p>g) Records were available confirming that quarterly OSH meetings had been held by the estate which involved the employees and contractors. The date of last four meetings are as follows:</p> <table border="1" data-bbox="1106 1094 1834 1197"> <thead> <tr> <th colspan="4">Quarter and dates</th> </tr> <tr> <th>01/2021</th> <th>02/2021</th> <th>03/2021</th> <th>04/2021</th> </tr> </thead> <tbody> <tr> <td>27/01/2021</td> <td>20/06/2021</td> <td>29/08/2021</td> <td>08/12/2021</td> </tr> </tbody> </table> <p>h) The handling of accident and emergency are addressed in "Prosedur Kemalangan" [KULIM/PKS/OSH-1, rev. 1, dated 01/03/2021] and "Prosedur Kecemasan". Among the emergency situations identified are fire breakout, and flood.</p>	Quarter and dates				01/2021	02/2021	03/2021	04/2021	27/01/2021	20/06/2021	29/08/2021	08/12/2021	
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27/01/2021	20/06/2021	29/08/2021	08/12/2021											

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Criterion / Indicator		Assessment Findings	Compliance
		<p>i) First aid kit provided at various workstations at the estate such as workshop, store, harvesting gangs, maintenance gangs and office. Based on records, the last training on first aid was conducted on 31/05/2021.</p> <p>The first aid box contains oral medicine.</p> <p>During site visit at Harvesting area, it was found First Aid box were available however during checking, it was found 2 packets of Oral medicine were placed there. It was against Checklist for First Aid Box Items in the Guidelines on First Aid Box in Workplace. Thus, Major NC was raised.</p> <p>j) All accidents are recorded, investigated, and reported to Head Office. Since the last assessment, there has been 1 accident case that involved more than 28 lost day. The management has taken necessary action in term of reporting to the authority and addressing the accident causes based on investigation. JKKP 8 report was submitted on 06/01/2022 with reference number JKKP8/91597/2021.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>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.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has developed Human Rights Policy dated 2/12/2019 signed by Chief Executive Officer. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Latest communication of the policy was conducted in the meeting conducted on 5/8/2020 between Lepad Kabu Estate management and workers representatives as per Briefing with worker record– Staff,</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																		
		Persatuan, Wakil Pekerja. Furthermore, the policy displayed on the notice board outside the office.																			
4.4.5.2	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. - Major compliance -	Boustead Plantations Berhad has established Equal Opportunities Policy dated 2/9/2019 signed by Chief Executive Officer. The company will ensure all the relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age and etc. Interviewed with the workers from different nationalities, gender and age confirmed that no discrimination was occurred in the estate.	Complied																		
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. - Major compliance -	<p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample sighted as following. Sample payslip month of August, October, and December 2021.</p> <table border="1"> <thead> <tr> <th>Employee ID/NRIC/Passport</th> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td>541111-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>830725-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>650211-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>651122-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>BQ0644XXX</td> <td>Foreign Bangladesh</td> </tr> <tr> <td>BQ0646XXX</td> <td>Foreign Bangladesh</td> </tr> <tr> <td>BQ0643XXX</td> <td>Foreign Bangladesh</td> </tr> <tr> <td>BQ0649XXX</td> <td>Foreign Bangladesh</td> </tr> </tbody> </table> <p>Conditions of pay documented in employee work agreements which is based on new Minimum Wages Order 2020 with pricing list for piece-rate workers i.e. Lapan Kabu Estate Harvesting/piece rate and etc. Rate for Checkroll Harvesters for Year 2020/2021.</p>	Employee ID/NRIC/Passport	Nationality	541111-XX-XXXX	Local (Malaysia)	830725-XX-XXXX	Local (Malaysia)	650211-XX-XXXX	Local (Malaysia)	651122-XX-XXXX	Local (Malaysia)	BQ0644XXX	Foreign Bangladesh	BQ0646XXX	Foreign Bangladesh	BQ0643XXX	Foreign Bangladesh	BQ0649XXX	Foreign Bangladesh	Complied
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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.4	<p>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.</p> <p>- Minor compliance -</p>	<p>The contractors have signed on the contract agreement with the terms of they must comply with legal requirements on the wages for their workers was clearly stated. Sampled of payslips for contractors' workers for the month of September 2020 that have achieved Minimum Wage Order 2020 as below:</p> <p>Contractor: Nik Plantation Berhad Workers: BR01188XX, BR01186XX</p> <p>Contractor: CICD Maju Trading Workers: 680408-XX-XXXX, 610712-XX-XXXX</p> <p>The contractors' workers also signed on the employment contract where basic salary, annual leave and public holiday entitlement, termination of service and etc was clearly outlined in the contract.</p>	Complied
4.4.5.5	<p>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.</p> <p>- Major compliance -</p>	<p>All the recruited workers in Lapan Kabu Estate will be registered in the Labour Registration Record where personal details such as name, nationality, next of kin, education standard, date of employed, job description, wage rate and date of birth were stated in the registration card.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																		
4.4.5.6	<p>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.</p> <p>- Major compliance -</p>	<p>Employment contracts were acknowledged and kept a copy by the workers verified through interviewed with the workers. The terms and conditions were clearly stated in the contract such as salary, annual leaves and public holiday entitlement, rate of work on rest day, overtime and etc. employment contracts sighted available for samples of own and contractor’s employees in indicator 4.4.5.3 and 4.4.5.4 above.</p> <p>Sample payslip month of August, October, and December 2021.</p> <table border="1"> <thead> <tr> <th>Employee ID/NRIC/Passport</th> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td>541111-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>830725-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>650211-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>651122-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>BQ0644XXX</td> <td>Foreign (Bangladesh)</td> </tr> <tr> <td>BQ0646XXX</td> <td>Foreign (Bangladesh)</td> </tr> <tr> <td>BQ0643XXX</td> <td>Foreign (Bangladesh)</td> </tr> <tr> <td>BQ0649XXX</td> <td>Foreign (Bangladesh)</td> </tr> </tbody> </table>	Employee ID/NRIC/Passport	Nationality	541111-XX-XXXX	Local (Malaysia)	830725-XX-XXXX	Local (Malaysia)	650211-XX-XXXX	Local (Malaysia)	651122-XX-XXXX	Local (Malaysia)	BQ0644XXX	Foreign (Bangladesh)	BQ0646XXX	Foreign (Bangladesh)	BQ0643XXX	Foreign (Bangladesh)	BQ0649XXX	Foreign (Bangladesh)	Complied
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4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>The Lepan Kabu Estate management has maintained Field & General Workers Daily Attendance Record and Oil Palm Harvester Reception Data sheet to record the attendance, tonnage, overtime and etc. for individual workers.</p>	Complied																		
4.4.5.8	<p>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.</p> <p>- Major compliance -</p>	<p>The working hour and break time has been clearly stated in the employment contract. Besides, the attendance record was available and able to trace through Field & General Workers Daily Attendance Record and Oil Palm Harvester Reception Data sheet.</p>	Complied																		

Criterion / Indicator		Assessment Findings	Compliance																		
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Documented payslip was distributed to individual workers on the day of payment. Wages and overtime were paid according to the "Field & General Workers Daily Attendance and Oil Palm Harvester Reception Data". Total hours of overtime and daily attendance has recorded in the time sheet.</p> <p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample sighted available for samples of own and contractor's employees in indicator 4.4.5.3 and 4.4.5.4 above.</p> <p>Sample payslip month of August, October, and December 2021.</p> <table border="1"> <thead> <tr> <th>Employee ID/NRIC/Passport</th> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td>541111-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>830725-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>650211-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>651122-XX-XXXX</td> <td>Local (Malaysia)</td> </tr> <tr> <td>BQ0644XXX</td> <td>Foreign Bangladesh</td> </tr> <tr> <td>BQ0646XXX</td> <td>Foreign Bangladesh</td> </tr> <tr> <td>BQ0643XXX</td> <td>Foreign Bangladesh</td> </tr> <tr> <td>BQ0649XXX</td> <td>Foreign Bangladesh</td> </tr> </tbody> </table>	Employee ID/NRIC/Passport	Nationality	541111-XX-XXXX	Local (Malaysia)	830725-XX-XXXX	Local (Malaysia)	650211-XX-XXXX	Local (Malaysia)	651122-XX-XXXX	Local (Malaysia)	BQ0644XXX	Foreign Bangladesh	BQ0646XXX	Foreign Bangladesh	BQ0643XXX	Foreign Bangladesh	BQ0649XXX	Foreign Bangladesh	Complied
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4.4.5.10	<p>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.</p> <p>- Minor compliance -</p>	<p>The management provided free medical facilities to all the workers and dependents. The management also give children education transport to workers as support in daily life. The company also subsidized water and electricity to all employees up to certain extend of use.</p>	Complied																		
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities</p>	<p>The workers quarters have adequate clean water supply by Air Kelantan Sdn Bhd (AKSB), and electricity was by TNB. The company also subsidized water and electricity to all employees up to certain extend of</p>	Complied																		

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Criterion / Indicator		Assessment Findings	Compliance
	in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance -	use. Verification through site visit found line site cleanliness were in order.	
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	A Sexual Harassment Policy signed by CEO dated 02/12/2019 was in place. Latest communication was conducted in the meeting as per sample records of Minit Mesyuarat Persatuan Wanita 2021 dated 15/09/2021. Policy also displayed in strategic location in mill and estate offices.	Complied
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -	Boustead Plantations Berhad has developed Freedom of Association Policy dated 02/12/2019 signed by CEO and was publicly available on the notice board. The company is committed and allowed their stakeholders such as employees, clients, business partner and etc to form or join any association. Sighted NUPW Union meeting has been conducted on 23/03/2021.	Complied
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions. - Major compliance -	Boustead Plantations Berhad has developed the Employment of Child and Age Limit Policy dated 2/12/2019. The company adopted the Children and Young Persons (Employment) Act 1966 and ILO Convention 138 (1973) Article 1-3. No workers less than 16 years old will be recruited and less than 18 years old for hazardous work.	Complied
Criterion 4.4.6: Training and competency			

Criterion / Indicator		Assessment Findings	Compliance																		
4.4.6.1	<p>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.</p> <p>- Major compliance -</p>	<p>Training programmes were available at all the sampled estates. Based on the documented programmes, generally the planned trainings cover the OHS, environmental and best practice aspects of all the operations in the field. Among the training records verified are as follows:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Premix and Chemical Calibration</td> <td>07/10/2021</td> </tr> <tr> <td>2</td> <td>Harvesting Training</td> <td>12/01/2021</td> </tr> <tr> <td>3</td> <td>Inter pump maintenance training</td> <td>24/03/2021</td> </tr> <tr> <td>4</td> <td>Manuring Training</td> <td>01/08/2021</td> </tr> <tr> <td>5</td> <td>Workshop training</td> <td>08/06/2021</td> </tr> </tbody> </table>	No	Training	Date	1	Premix and Chemical Calibration	07/10/2021	2	Harvesting Training	12/01/2021	3	Inter pump maintenance training	24/03/2021	4	Manuring Training	01/08/2021	5	Workshop training	08/06/2021	Complied
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4.4.6.2	<p>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.</p> <p>- Major compliance -</p>	<p>The training needs was established in the estate for the year 2021/2022 identifying the related trainings required for all categories of work. The details of the training needs include categories of job descriptions, sections, and employees' group. Included in this program are subjects related to environment e.g. environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training, field activities, equipment handling, vehicles maintenance etc.</p>	Complied																		
4.4.6.3	<p>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.</p> <p>- Minor compliance -</p>	<p>The estate has implemented a Training Programme for the year 2021 and 2022 which includes Maintenance Training Programme, OSH Training Programme and Operations Training. This training programme was used as a guideline to ensure continuous awareness and assessment on the understanding of the required modules.</p> <p>The continuous training was not effectively implemented.</p> <p>Based on document verification and interview, it was found that the implementation of training for the year of 2021 not accordance with Training Planned and there is no evidence of training material, photo,</p>	Minor Non-Conformance																		

Criterion / Indicator		Assessment Findings	Compliance
		and attendance recorded for ERP Training and Schedule waste Management Training. Thus, Minor non-conformity raised.	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	Management has established an environmental policy. Refer Environmental Policy dated 02/12/2019 signed by Chief Executive Officer. The management had established the environmental management programme for the year 2022. Among objectives discussed were: <ul style="list-style-type: none"> • Water source contamination • Conservation soil erosion • Agricultural land contamination • Degradation of land agricultural • Chemical reduction • Housing and drainage plan • GHG emission Estate management regularly communicated the above programs to all employees from time to time during morning briefings and quarterly meetings.	Complied
4.5.1.2	The environmental management plan shall cover the following: <ol style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. 	The environmental management plan covered in the established action plan of significant environmental aspects identified and impacts evaluated as per documents established.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>Verified Environmental Aspect and Impact Identification dated 06/01/2022. Several sample activities were verified as below: -</p> <ul style="list-style-type: none"> • Receiving, storage & issuing Fuel • Pest and disease census • Grass cutting • Welding • Receiving, storage & issuing fertilizer / chemical • Harvesting FFB 	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored. Refer Environmental Aspect and Impact Identification dated 06/01/2022.</p>	Complied
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>Verified environmental plan have been established including waste management action plan, continuous improvement environmental plan etc. Among action plan for promote positive impact were: -</p> <ul style="list-style-type: none"> • Planting LCC at replanting area • Prohibiting manuring and herbicide spraying at any point of buffer zone area • Prohibited blanket spraying • Substitute practice chemical fertilizer to organic fertilizer application (EFB) • Practice 3R (Reduce, Recycle & Reuse) 	Complied
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and</p>	<p>The above programs were regularly communicated by estate management to all employees from time to time during morning briefing.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																																																								
	improvement plans and are working towards achieving the objectives. - Major compliance -	Latest HCV Training were conducted on 23/09/2021 and 10/06/2021.																																																									
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	Specific Environmental Aspects & Impacts reviews were conducted annually at the estate. Environmental aspects and quality were discussed during the environmental meeting as part of the agenda dated 15/11/2021.	Complied																																																								
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																																																											
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate 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. - Major compliance -	<p>Monthly records on energy consumption for non-renewable sources were kept and documented. Based on the records, the diesel consumption is as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Diesel</th> <th>FFB</th> <th>Diesel/FFB</th> </tr> </thead> <tbody> <tr><td>January</td><td>2543</td><td>647.89</td><td>3.93</td></tr> <tr><td>February</td><td>2720</td><td>702.55</td><td>3.87</td></tr> <tr><td>March</td><td>2759</td><td>1022.81</td><td>2.70</td></tr> <tr><td>April</td><td>3234</td><td>1202.09</td><td>2.69</td></tr> <tr><td>May</td><td>2606</td><td>1138.40</td><td>2.29</td></tr> <tr><td>June</td><td>4361</td><td>1379.78</td><td>3.16</td></tr> <tr><td>July</td><td>2378</td><td>1312.47</td><td>1.81</td></tr> <tr><td>August</td><td>5170</td><td>2102.64</td><td>2.46</td></tr> <tr><td>September</td><td>4143</td><td>2014.22</td><td>2.06</td></tr> <tr><td>October</td><td>4829</td><td>1898.70</td><td>2.54</td></tr> <tr><td>November</td><td>2489</td><td>1682.48</td><td>1.48</td></tr> <tr><td>December</td><td>3179</td><td>1492.64</td><td>2.13</td></tr> <tr><td>Total</td><td>40411</td><td>16596.67</td><td>2.43</td></tr> </tbody> </table>	Month	Diesel	FFB	Diesel/FFB	January	2543	647.89	3.93	February	2720	702.55	3.87	March	2759	1022.81	2.70	April	3234	1202.09	2.69	May	2606	1138.40	2.29	June	4361	1379.78	3.16	July	2378	1312.47	1.81	August	5170	2102.64	2.46	September	4143	2014.22	2.06	October	4829	1898.70	2.54	November	2489	1682.48	1.48	December	3179	1492.64	2.13	Total	40411	16596.67	2.43	Complied
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April	3234	1202.09	2.69																																																								
May	2606	1138.40	2.29																																																								
June	4361	1379.78	3.16																																																								
July	2378	1312.47	1.81																																																								
August	5170	2102.64	2.46																																																								
September	4143	2014.22	2.06																																																								
October	4829	1898.70	2.54																																																								
November	2489	1682.48	1.48																																																								
December	3179	1492.64	2.13																																																								
Total	40411	16596.67	2.43																																																								

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Criterion / Indicator		Assessment Findings	Compliance
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimation for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel used by contractors, including all transport and machinery operations was available in the respective estate annual budgets.	Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	No renewable energy used in the estate.	Complied
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2022 for the estate. Based on the Waste Management Action Plan the following wastes and its sources were identified: Schedule waste <ul style="list-style-type: none"> • Use Lubricant / engine oil • Used filter • Empty herbicide container • Used batteries, tyres & tubes Domestic waste <ul style="list-style-type: none"> • Rubbish • Recyclable waste • EFB • Re use empty container • Recyclable material 	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.3.2 A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products <p>- Major compliance -</p>	<p>As above, all waste products and sources of pollution had been identified in Waste Management Action Plan Year 2022 for the estate. Site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented.</p> <p>Segregation of wastes i.e. general wastes and scheduled wastes were verified to be satisfactory. Proper storage areas were identified for the storage of the recyclable wastes at the estate.</p>	<p>Complied</p>
<p>4.5.3.3 The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Sighted Schedule waste procedure dated 22/12/2014. Refer BEA SUS/SW/EQA(SW) has been established. Verified inventory and disposal record for schedule waste has been implemented.</p> <p>Inventory Date: 27/12/2021 SW Generated: SW102, SW305, SW306, SW409, SW410</p> <p>Disposal Date: 14/08/2021 Consignment note: 2021081416GK92JA SW: SW410 – used oil filters 0.0820 MT by Pentas Flora (Kelantan Sdn Bhd) Date: 14/08/2021 Consignment note: 2021081416QTC9MJ SW: SW409 – used fertilizer bag and chemical container 1.0293 MT by Pentas Flora (Kelantan Sdn Bhd)</p>	<p>Complied</p>
<p>4.5.3.4 Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there</p>	<p>Lepan Kabu Estate conducted the Triple Rinsing of Empty Chemical Container Training "Latihan 3 Kali Pembilasan Bekas Racun dan Bahan</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
	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. - Major compliance -	Kimia” to all chemical handlers based on the guideline for used plastic pesticide container recycling program (UPPCR). Sampled the latest consignment note for disposal of chemical containers dated 08/08/2021 indicated 240L of Chemical Containers were disposed to Pentas Flora (Kelantan) Sdn Bhd.	
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	The management disposed domestic waste through recycling and at the disposed at Majlis Daerah Kuala Krai Utara (MDKKU). Verified as per letter MDKKU (KA) 12/96/Jld.7 (13) dated 30/01/2005.	Complied
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Based on the assessment done by the estate of all polluting activities in estate as of the Environment Aspect and Impact assessment, identified sources were fertilizer, diesel and pesticide chemicals that pollute the environment. Refer section action plan on activity to promote positive impacts to the environment.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Action plan was established to reduce identified significant pollutants including IPM implementation, empty chemical container & empty fertilizer bags recycle and electricity supply rationing to housing quarters.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply.	Documented Water Management Plan Year 2022 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted. a. Water source from Syarikat Air Kelantan Sdn Bhd (AKSB). Assessment water usage and source supply was available in water	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.</p> <p>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.).</p> <p>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.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>management plan. There are 2 river thave have connection with Lepan Kabu Estate, Sg Lebir and Sg Pahi.</p> <p>b. The monitoring pf water quality was available for Sg Pahi and Sg Lebir. Refer water sampling report dated 16/11/2021 by Chemsil Air & water Sdn Bhd. Refer report number as below: - Sungai Lebir: CAW/2111/109977 Sungai Pahi: CAW/2111/308480</p> <p>c. In Lepan Kabu Estate, there are optimize the water usage such as using water rain harvesting to reduce wastage. Boustead also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of rainfall water, which has been an alternative source of water as mitigation plan during draught season.</p> <p>d. Management already establish Protection of water courses and wetlands implemented as per established policy of slope and river buffer protection policy “Polisi Perlindungan Cerun & Zon Pemampan Aungai” dated 02/12/2019 signed by Chief Executive Officer.</p> <p>e. Verified through site visit, there is no removal of natural vegetation in riparian areas. The riparian areas at natural rivers and forest were maintained and installed with signage on prohibiting illegal activities there.</p> <p>f. There is no bore well was being used in estate.</p>	
<p>4.5.5.2 No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	<p>Visit to estate field confirmed no construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance																		
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	The estate practice water harvesting at strategic locations. They also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of rainfall water, which has been an alternative source of water as mitigation plan during draught season. The record of rain harvesting available in estate.	Complied																		
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value																					
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. - Major compliance -	The High Conservation Value assessment report was available dated December 2019 by Malaysian Environmental Consultant Sdn Bhd. This HCV report cover the identification of high biodiversity value habitat in Lepad Kabu Estate. From the report, there are HCV 4 in Lepad Kabu Estate with total 35.42 Ha. This HCV 4 regarding to buffer zone at Sg Lebir, Sg Pahi and buffer to riparian forest as per detail below: - <table border="1" data-bbox="1048 890 1868 1091"> <thead> <tr> <th>HCVMA</th> <th>Type of Land Cover</th> <th>Area (Ha)</th> <th>Total Area (Ha)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">HCV 4</td> <td>Riparian Forest</td> <td>9.25</td> <td rowspan="2">25.02</td> </tr> <tr> <td>River buffer</td> <td>15.77</td> </tr> <tr> <td>Teak Area</td> <td>-</td> <td>10.40</td> <td>10.40</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>35.42</td> </tr> </tbody> </table> <p>Latest awareness training related HCV was conducted on 23/09/2021 and 10/06/2021.</p>	HCVMA	Type of Land Cover	Area (Ha)	Total Area (Ha)	HCV 4	Riparian Forest	9.25	25.02	River buffer	15.77	Teak Area	-	10.40	10.40	Total			35.42	Complied
HCVMA	Type of Land Cover	Area (Ha)	Total Area (Ha)																		
HCV 4	Riparian Forest	9.25	25.02																		
	River buffer	15.77																			
Teak Area	-	10.40	10.40																		
Total			35.42																		
4.5.6.2	If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include: a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or	Verified High Conservation Value (HCV 4) Management Plan for the year 2021. Monitoring on HCV has been conducted. Among activities of monitoring were: 1. Animal sighting record 2. Patrolling on HCV area	Complied																		

Criterion / Indicator		Assessment Findings	Compliance
	collecting activities; and developing responsible measures to resolve human-wildlife conflicts. - Major compliance -	3. Upkeep of signage 4. Continuously awareness training. Management has conducted awareness training related HCV to their workers. Refer Training record dated 23/09/2021 and 10/06/2021. Signage on Discouraging any illegal or inappropriate hunting, fishing or collecting activities has been installed at the strategic place to create awareness among workers and community.	
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. - Major compliance -	Verified High Conservation Value (HCV 4) Management Plan for the year 2021. Among objective in the plan were: <ul style="list-style-type: none"> • Basic ecosystem service in critical situation – including flood regulation • Waterways quality and health monitoring • Riparian zone establishment programme • Slopes erosion control 	Complied
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	Stated in the BPB Sustainability Policy dated 02/12/2019 signed by Chief Executive Office. Refer section: <ul style="list-style-type: none"> i) Environmental Management “Enforcement of a zero-burning policy in all our business units”. The method of replanting activities in the Lepad Kabu Estate was according to Best Management Practices. 	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	There are no areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. Thus, this indicator was not applicable.	N/A

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4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No controlled burning noted based on the records on the land clearing and felling for the replanting at sampled estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction. Thus, this indicator was not applicable.	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	All the previous palms shall be felled, chipped, and windrowed as stated in the Agriculture Manual. Based on site visit at several fields at the sampled estates, there was no trace of open burning observed.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Estates operations are guided by the Oil Palm Circular which includes Operational procedures. Latest revised on 29/06/2021. Refer Revised Oil Palm Circular (OPC) No. M2/RE.3. Sample of operation procedure were: <ol style="list-style-type: none"> 1. Organisation of Planting 2. Manuring application 3. Rat control in oil palm 4. Harvesting 5. Soil / water conservation 6. Establishment of Legumes Cover Crops 7. Land Preparation and Construction of In-Field Mechanization Paths 8. Pest and Disease Management in The Nursery 9. Mulching 10. Replanting 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		In additional, Estate also guided by SWP (Safe Working Procedure) that specifically related to safety and environment which are: - 1. Spraying 2. Manuring 3. Compactor 4. Backhoe 5. Thinning. Based on site visit, all operations were conducted accordingly to their guidelines.	
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	Management already establish Protection of water courses and wetlands implemented as per established policy of slope and river buffer protection policy "Polisi Perlindungan Cerun & Zon Pemampan Sungai" dated 02/12/2019 signed by Chief Executive Officer.	Complied
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	All fields are marked and identified. Information like year planting (field no) and the total hectare is shown in all markers. There are both stencilled at the palm trees and displayed in signage at the boundary/corners of every fields.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Lepan Kabu Estate has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. This budget consists of area statement, replanting cost, FFB budget, capital expenditures, vehicle and heavy plant running	Complied

Criterion / Indicator		Assessment Findings	Compliance												
		schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2022 and 5-years planning horizon (projections 2022-2026) was verified during the audit.													
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	The revised replanting program was established which was updated. The replanting programme sighted as follow: - <table border="1" data-bbox="1048 619 1572 821"> <thead> <tr> <th>Year</th> <th>Replanting (Ha)</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>255.50</td> </tr> <tr> <td>2023</td> <td>130.50</td> </tr> <tr> <td>2024</td> <td>117.70</td> </tr> <tr> <td>2025</td> <td>126.10</td> </tr> <tr> <td>2026</td> <td>70.50</td> </tr> </tbody> </table>	Year	Replanting (Ha)	2022	255.50	2023	130.50	2024	117.70	2025	126.10	2026	70.50	Complied
Year	Replanting (Ha)														
2022	255.50														
2023	130.50														
2024	117.70														
2025	126.10														
2026	70.50														
4.6.2.3	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 - Major compliance -	Lepan Kabu Estate has established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme. This budget consists of area statement, replanting cost, FFB budget such as price per tonne and forecast, capital expenditures, vehicle and heavy plant running schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2022- and 5-years planning horizon (projections 2022-2026) was verified during the audit.	Complied												
4.6.2.4	The management plan shall be effectively implemented, and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	Lepan Kabu Estate has regularly monitored, periodically reviewed and documented the budget versus actual through progress report. The management also has established costing book for every work activity at estate and conducted the monthly meeting with all staff and executive. This also will be verified during internal audit. Internal audit was done on 11-13/01/2022 by company internal auditor. Visit by	Complied												

Criterion / Indicator		Assessment Findings	Compliance
		Business Unit Head (BUH) was conducted on 19-20/01/2022 and report yet to receive. Last visit was conducted by Plantation Advisor dated 06-08/03/2019.	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Lepan Kabu Estate supplied its FFB to external parties. The pricing mechanism was clearly stated in the contract or purchase order made for the products and other services acquired by the company. Verified as per contract between Lepan Kabu Estate with Che Idris bin Che Dollah.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Contract awarded to contractors by the estate were based on mutual understanding of both parties that deemed to be fair, legal and transparent with timely agreed payment. Sampled of contract agreement that signed by the contractors as below: <u>Contractors: Nik Plantation Enterprises</u> Date of validity: 01/01/2022 to 31/12/2022 Type of work: Field Maintenance work <u>Contractors: SMC Jaya Trading</u> Date of validity: 01/01/2022 to 31/12/2022 Type of work: FFB harvesting and Pruning Work <u>Contractors: Faraahan bin Mohamad</u> Date of validity: 01/01/2022 to 31/12/2022 Type of work: Loading & Internal FFB Transporting Works	Complied
Criterion 4.6.4: Contractor			

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Sampled contract agreements (as per indicator 4.6.3.2 above) were included with a special clause on MSPO compliance required for the contractor upon award. Refer section XXV. "The contractor shall comply with the OSHA, MSPO and any other relevant enactment".	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The contractors have signed on the contract agreement prior to provide services. Seen the contract agreement and details. Agreement were signed by both parties. Sample agreement as below; - <u>Contractors: Nik Plantation Enterprises</u> Date of validity: 01/01/2022 to 31/12/2022 Type of work: Field Maintenance work <u>Contractors: SMC Jaya Trading</u> Date of validity: 01/01/2022 to 31/12/2022 Type of work: FFB harvesting and Pruning Work <u>Contractors: Faraahan bin Mohamad</u> Date of validity: 01/01/2022 to 31/12/2022 Type of work: Loading & Internal FFB Transporting Works	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Boustead Plantations Berhad contractors have agreed for BSI auditors to verify the assessment through a physical inspection if required. Refer section XXV. "The contractor shall comply with the OSHA, MSPO and any other relevant enactment ...".	Complied
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	The contractor will issue the working chit for every work done on daily basis as stated in the contract agreement. During the month end, the contractor will issue the tax invoice to the company for all the work done to proceed for payment.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			

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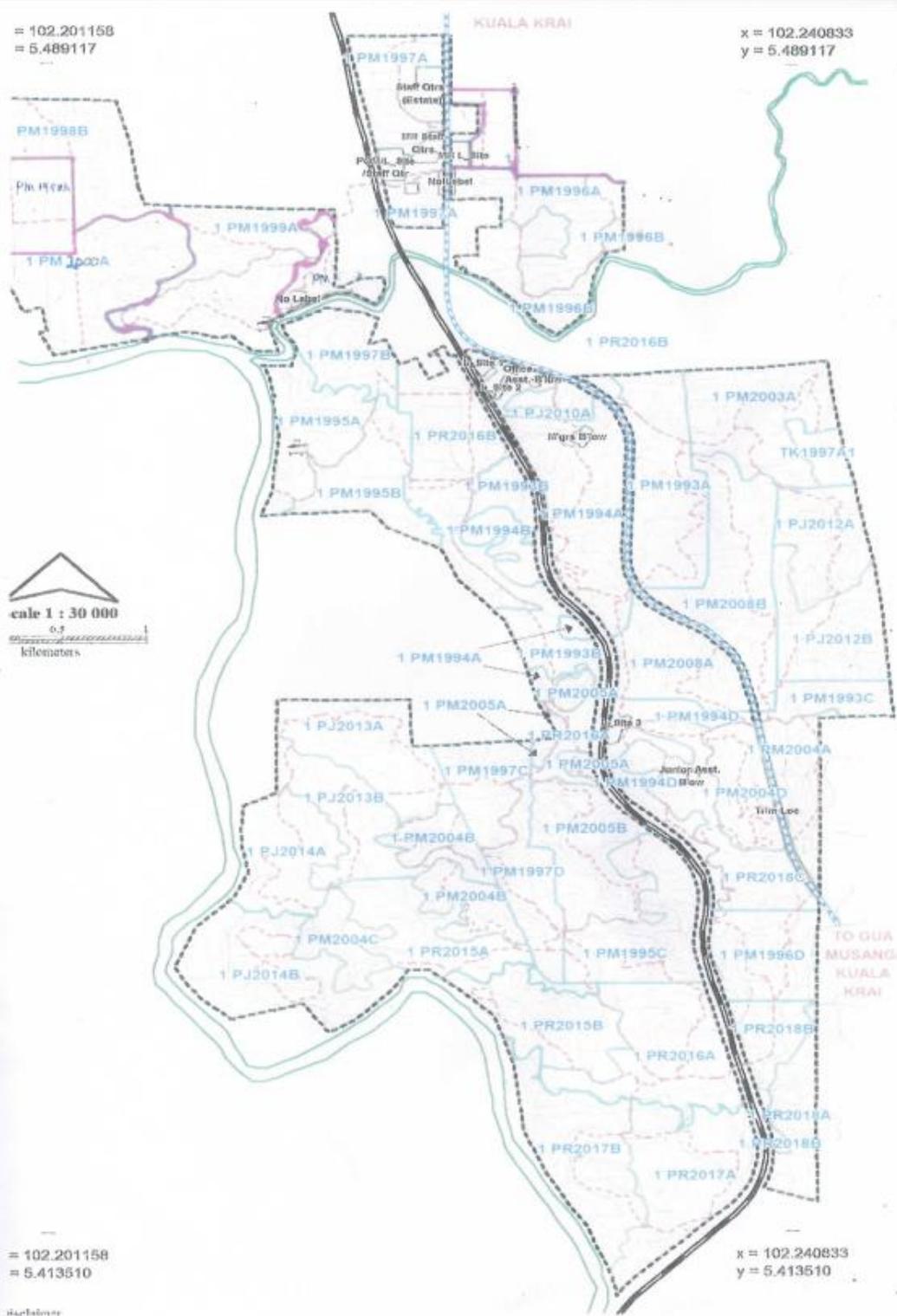
Criterion / Indicator		Assessment Findings	Compliance
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	There is no new planting within Lapan Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	There is no new planting within Lapan Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	There is no new planting within Lapan Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no new planting within Lapan Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
Criterion 4.7.6: Customary land			
4.7.6.1	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.	There is no new planting within Lapan Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	There is no new planting within Lepad Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	There is no new planting within Lapan Kabu Estate Certification Unit. Thus, this indicator was not applicable.	N/A

Appendix C: Location and Field Map



Appendix D: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RTE	Rare, Threatened or Endangered species
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure