

**MALAYSIAN SUSTAINABLE PALM OIL
– INITIAL ASSESSMENT
Public Summary Report****CHIN TECK PLANTATIONS BERHAD**

Head Office:

Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, 50470 KL
Sentral, Kuala Lumpur, Malaysia

Certification Unit:

Keratong POM, Gua Musang POM and Plantations (Keratong Estate, Gua Musang
Estate and Jemima & Sg. Sendayan Estates)

Location of Certification Unit:

1. Jemima & Sg. Sendayan Estates, Lukut 71010 Negeri Sembilan, Malaysia
2. Keratong POM & Estate, P.O.Box No. 38, 26700 Muadzam Shah, Pahang, Malaysia
3. Gua Musang POM & Estate, 18300 Gua Musang, Kelantan, Malaysia

Report prepared by:
Mohd Hafiz Bin Mat Hussain (Lead Auditor)

Report Number: 9784316

Assessment Conducted by:

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TABLE of CONTENTS	Page No
Section 1: Executive Summary	3
1.1 Organizational Information and Contact Person	3
1.2 Certification Information	3
1.3 Location of Certification Unit	4
1.4 Plantings & Cycle	4
1.5 FFB Production (Actual) and Projected (tonnage).....	4
1.6 Certified CPO / PK Tonnage	5
1.7 Certified Area:	5
1.8 Details of Certification Assessment Scope and Certification Recommendation:	5
Section 2: Assessment Process	6
1. Assessment Program	6
Section 3: Assessment Findings	9
3.1 Details of audit results	9
3.2 Details of Nonconformities and Opportunity for improvement.....	9
3.3 Status of Nonconformities Previously Identified and OFI	22
3.4 Issues Raised by Stakeholders	23
3.5 Summary of the Nonconformities and Status.....	24
3.6 Summary of the findings by Principles and Criteria	25
Section 4: Assessment Conclusion and Recommendation	91
Appendix A: Assessment Plan	92
Appendix B: List of Stakeholders Contacted	94
Appendix C: Smallholder Member Details.....	95
Appendix D: Keratong POM and Gua Musang POM Location Map.....	96
Appendix E: Keratong Estate Field Map	98
Appendix F: Gua Musang Estate Field Map	100
Appendix G: Jemima & Sg. Sendayan Estate Field Map	100
Appendix H: List of Abbreviations	102

Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
MPOB License	Keratong POM: 500067-204000 Gua Musang POM: 500017-604000 Keratong Estate: 501575-102000 Gua Musang Estate: 501492-402000 Jemima & Sg. Sendayan Estates: 501233-602000		
Company Name	Chin Teck Plantations Berhad		
Address	Head Office: Suite 2B-3A-2, Block 2B, Level 3A, Plaza Sentral, Jalan Stesen Sentral 5, 50470 KL Sentral. Certification unit: 1. Jemima & Sg Sendayan Estates, Lukut 71010 Negeri Sembilan, Malaysia 2. Keratong POM & Estate, P.O.Box No. 38, 26700 Muadzam Shah, Pahang, Malaysia 3. Gua Musang Estate & POM, 18300 Gua Musang, Kelantan, Malaysia		
Group name if applicable:	N/A		
Subsidiary of (if applicable)	N/A		
Contact Person Name	Ng Yeen Chern		
Website	www.chinteck.com.my	E-mail	sinthyekl@yahoo.com
Telephone	03-2261 4633	Facsimile	03-2261 4733

1.2 Certification Information			
Certificate Number	Mill: MSPO 712203 Estate: MSPO 712205		
Issue Date	26/06/2019	Expiry date	25/06/2024
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Stage 1 Date	07-10/05/2019		
Stage 2 / Initial Assessment Visit Date (IAV)	27-31/05/2019		
Continuous Assessment Visit Date (CAV) 1	N/A		
Continuous Assessment Visit Date (CAV) 2	N/A		
Continuous Assessment Visit Date (CAV) 3	N/A		
Continuous Assessment Visit Date (CAV) 4	N/A		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
N/A			

MSPO Public Summary Report

Revision 0 (Aug 2017)

1.3 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Longitude	Latitude
Keratong POM	P.O.Box No. 38, 26700 Muadzam Shah, Pahang, Malaysia	102° 49' 21.12" E	3° 17' 41.70" N
Gua Musang POM	18300 Gua Musang, Kelantan, Malaysia	102° 0' 14.94" E	4° 50' 12.75" N
Keratong Estate	P.O.Box No. 38, 26700 Muadzam Shah, Pahang, Malaysia	102° 49' 21.12" E	3° 17' 41.70" N
Gua Musang Estate	18300 Gua Musang, Kelantan, Malaysia	102° 0' 14.94" E	4° 50' 12.75" N
Jemima & Sg. Sendayan Estates	Lukut 71010 Negeri Sembilan, Malaysia	101° 51' 24.47" E	2° 36' 35.82" N

1.4 Plantings & Cycle					
Estate	Age (Years) - ha				
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30
Keratong Estate	986.00	3,141.00	1,315.00	0.00	2,495.00
Gua Musang Estate	257.00	231.00	0.00	0.00	956.00
Jemima & Sg. Sendayan Estates	265.00	754.00	540.00	0.00	0.00
Total	1,508	4,126	1,855.00	0.00	3,451

1.5 FFB Production (Actual) and Projected (tonnage)			
Producer Group	Estimated	Actual	Forecast
Keratong Estate	N/A	N/A	152,150
Gua Musang Estate			22,360
Jemima & Sg. Sendayan Estates			39,720
TOTAL			214,230

* The FFB from Jemima & Sg. Sendayan Estates are sent to the third party palm oil mill

1.6 Certified CPO / PK Tonnage			
Mill	Estimated	Actual	Forecast
Keratong POM 50 MT/hr	CPO (OER: %)	CPO (OER: %)	CPO (OER: 19.24%)
	N/A	N/A	29,274 MT
	PK (KER: %)	PK (KER: %)	PK (KER: 5.00%)
	N/A	N/A	7,608 MT
Gua Musang POM 20 MT/hr	CPO (OER: %)	CPO (OER: %)	CPO (OER: 19.62%)
	N/A	N/A	4,387 MT
	PK (KER: %)	PK (KER: %)	PK (KER: 5.10%)
	N/A	N/A	1,140 MT

1.7 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Keratong Estate	7,937.00	-	154.55	8,091.55	98.23
Gua Musang Estate	1,446.00	-	172.39	1,618.39	89.35
Jemima & Sg. Sendayan Estate	1,559.00	-	59.46	1,618.46	96.33
Total	10,942.00	-	386.40	11,328.40	96.69

1.8 Details of Certification Assessment Scope and Certification Recommendation:
<p>BSI Services Malaysia Sdn Bhd has conducted the Initial Certification Assessment of Chin Teck Plantations Bhd comprising 2 palm oil mills (Keratong POM and Gua Musang POM) and 3 estates (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates) and infrastructure.</p> <p>The assessment was conducted onsite to assess the compliance of the certification unit against the MS 2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholder, MS 2530-4:2013 Part 4: General principles for palm oil mills and MSPO Guidance.</p> <p>The onsite assessment was conducted on 27-31/05/2019.</p> <p>Based on the assessment result, Chin Teck Plantations Bhd comprising 2 palm oil mills (Keratong POM and Gua Musang POM) and 3 estates (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates) complies with the MS 2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholder, MS 2530-4:2013 Part 4: General principles for palm oil mills and MSPO Guidance and recommended for certification.</p>

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 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 27-31/05/2019. The audit programme is included as Appendix A. The approach to the audit was to treat the Telok Sengat Palm Oil Mill and Supply Bases 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. Prior to audit conducted, public consultation was made accordingly; refer <https://www.bsigroup.com/en-MY/RSPO-MSP0-Certification/MSP0-clients-and-reports1/>

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 and MS 2530-4:2013 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 estates or smallholders sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSP0 Certification Requirement. The sampling of smallholders were 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 C.

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 Appendix B.

The assessment findings for the initial assessment are detailed in Section 4.2.

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.

MSP0 Public Summary Report
Revision 0 (Aug 2017)

This report was externally reviewed by MSP0 approved Peer Reviewer prior to certification decision by BSI.

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

1. 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)
Gua Musang POM	X	X	X	X	X
Keratong POM	X	X	X	X	X
Gua Musang Estate	X	X		X	X
Keratong Estate (Div A)	X		X		
Keratong Estate (Div B)		X			X
Jemima & Sungei Sendayan Estates	X		X	X	

Tentative Date of Next Visit: May 25, 2020 - May 28, 2020

Total No. of Mandays: 8 mandays

MSPO Public Summary Report
Revision 0 (Aug 2017)**BSI Assessment Team:****Mohd Hafiz Mat Hussain - Lead Auditor**

He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2014, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2016. He had been involved in RSPO auditing since May 2013 within Malaysia, Papua New Guinea, Solomon Islands, Gabon and Liberia. During this assessment, he assessed on the aspects of land and legal issues, workers welfare, stakeholder consultation, social, long-term economic viability environment and ecological, etc. He is fluent in Bahasa Malaysia and English languages.

Muhamad Naquiuddin Mazeli – Team Member

He hold Bachelor of Science Horticulture at University Putra Malaysia. He has 11 years working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, he managed, implement and monitors the RSPO, ISCC, MSPO and ISO9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training related to RSPO, MSPO and other certifications where applicable to the operations during previous company. He is a trained as Safety and Health Officer, Food Safety System (FSSC and ISO 22000) for Mill and refineries, ISO 9001, ISO 45001 and already attend HCV training with Proforest. During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, safety and health, environmental and workers and stakeholders consultation. He is fluent in Bahasa Malaysia and English languages.

Accompanying Persons: Nil

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.

During the Certification Assessment there were seven (7) minor nonconformities and two (2) opportunity for improvement raised. The 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.

Minor Nonconformities:		
Ref	Area/Process	Clause
1783969-201905-N1	POM and Plantations	4.1.2.2 (Part 3 and Part 4)
Requirements:	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.	
Statement of Nonconformity:	The procedure for internal audit was not fully implemented.	
Objective Evidence:	Jemima Estate, Gua Musang POM, Gua Musang Estate There was no evidence of corrective action plan established, implemented and verified by the internal auditor to close the findings raised during internal audit.	
Corrections:	We are fully aware of the requirements of the MSPO for IA and will abide by them going into the surveillance and recertification audits. We have updated the IA findings for completeness.	
Root cause analysis:	The Operating Units were working to close out the Internal Audit (IA) Safety and Health findings after the audit as this was the first time MSPO IA was being carried out, we did not follow strictly to our SOP.	
Corrective Actions:	Going forward, the following will enable us to complete the Internal Audit according to our SOP: a. Operating units are now acquainted with the standard of (external) audit and will take a more energetic approach to resolving issues raised by the Internal Audit team	

MSPO Public Summary Report
Revision 0 (Aug 2017)

	<p>b. Field visits conducted by the Health and Safety department and the C.O.O will now include elements of MSPO internal audit to ensure compliance is an ongoing process. The C.O.O is in discussion with the Internal Audit (Bursa compliance) team to assess whether it is possible for them to also take on MSPO Internal Audit.</p> <p>c. Whatever the case, the actual Internal Audit process shall be planned such that there will be adequate time for the internal auditors and the operating units to close out all internal audit findings before any external audit.</p>
Assessment Conclusion:	Corrective action plan was accepted. The effective implementation will be verified during next assessment.

Minor Nonconformities:		
Ref	Area/Process	Clause
1783969-201905-N2	POM	4.3.1.1 (Part 4)
Requirements:	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	The compliance with legal requirement was not fully implemented.	
Objective Evidence:	At Gua Musang POM, there was no permit by JTK for workers work more than 104hrs (overtime) especially during peak crop season (April 2019).	
Corrections:	Obtain permission from JTK for workers to work more than overtime of 104 hours per month.	
Root cause analysis:	Due to mill break down, mill workers had to work extra overtime to process the crops. During peak crop season, minor or intermediate mill maintenance was carried out in the mornings to avoid major break down. This will cause a delay for process and as a result workers had to work extra overtime in mill.	
Corrective Actions:	Mill maintenance programme had to be improved and revised in order to avoid mill operation idle time. Wherever possible, in spite of approval from JTK (if granted), we aim to have workers work within the 104 hours of overtime.	
Assessment Conclusion:	Corrective action plan was accepted. The effective implementation will be verified during next assessment.	

MSPO Public Summary Report
Revision 0 (Aug 2017)

Minor Nonconformities:		
Ref	Area/Process	Clause
1783969-201905-N3	POM	4.4.2.5 (Part 4)
Requirements:	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.	
Statement of Nonconformity:	Records to show that the complaint raised by the workers was not available.	
Objective Evidence:	At Keratong POM, no evidence to show that the complaint was recorded accordingly.	
Corrections:	Refer to SOP prescribed in MSPO-P4-C2 "Grievance & Complaints Handling Procedure" and brief workers.	
Root cause analysis:	While we had briefed workers about the grievance and complaints procedure, it became apparent that it was inadequate. It was likely that some of the workers failed to understand Bahasa Melayu. Furthermore, there could be other employees in the POM who were still unclear about the grievance and complaints procedure.	
Corrective Actions:	<p>Conduct another training for workers and ensure everyone understands the complaints and grievance procedure thoroughly, including the right to complain about Management. We will provide appropriate verbal translation to non-speakers of Bahasa Melayu.</p> <p>Periodically, brief staff and workers in the morning prior to their commencement of work at their stations.</p> <p>Display a memo about the right to complain on the notice board for the awareness of all employees.</p>	
Assessment Conclusion:	Corrective action plan was accepted. The effective implementation will be verified during next assessment.	

MSPO Public Summary Report
Revision 0 (Aug 2017)

Minor Nonconformities:		
Ref	Area/Process	Clause
1783969-201905-N4	POM	4.4.5.3 (Part 4)
Requirements:	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.	
Statement of Nonconformity:	The mill workers were not paid according to the Employment Act 1955 for the work on rest day.	
Objective Evidence:	The payment for the work on rest day in Feb19, Mar19 and April 2019 was not as per legal requirement at Keratong POM: 1. Employee No.: 2158 2. Employee No.: 2801 3. Employee No.: 2190 4. Employee No.: 2164 5. Employee No.: 2808	
Corrections:	1. Make up the pay to the workers: Employee No.: 2158 Employee No.: 2801 Employee No.: 2190 Employee No.: 2164 Employee No.: 2808 2. Brief our staff and workers and record the agenda of the briefing and their attendance of the briefing. 3. Display a memo on the notice board about the rate of pay for rest day for the awareness of the employees.	
Root cause analysis:	Lapse in management process.	
Corrective Actions:	We are in the process of improving our work record documentation and will ensure all offered work on rest days are properly recorded and workers are paid as per Employment Act 1955 and relevant regulations.	
Assessment Conclusion:	Corrective action plan was accepted. The effective implementation will be verified during next assessment.	

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Minor Nonconformities:		
Ref	Area/Process	Clause
1783969-201905-N5	POM	4.4.5.7 (Part 4)
Requirements:	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.	
Statement of Nonconformity:	The payment for overtime was not as per time recording system (punch card).	
Objective Evidence:	At Keratong POM, the payment for overtime especially for work on rest day was not paid as per punch card. 1. Employee No.: 2158 2. Employee No.: 2801 3. Employee No.: 2190 4. Employee No.: 2164 5. Employee No.: 2808	
Corrections:	1. Make up the pay to the workers: Employee No.: 2158 Employee No.: 2801 Employee No.: 2190 Employee No.: 2164 Employee No.: 2808 2. Brief our staff and workers and record the agenda of the briefing and their attendance of the briefing. 3. Display a memo on the notice board about the rate of pay for rest day for the awareness of the employees.	
Root cause analysis:	Lapse in management process.	
Corrective Actions:	As above, and to observe the correct method for pay as prescribed by the Employment Act 1955 and relevant regulations. We are in the process of improving our work record documentation and will ensure all offered work on rest days are properly recorded and workers are paid as per Employment Act 1955 and relevant regulations.	
Assessment Conclusion:	Corrective action plan was accepted. The effective implementation will be verified during next assessment.	

Minor Nonconformities:		
Ref	Area/Process	Clause
1783969-201905-N6	POM	4.4.6.2 (Part 4)
Requirements:	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.	
Statement of Nonconformity:	Training programme to provide specific skill and competency was inadequate.	
Objective Evidence:	i) Found Lubricant Oil and chemical were not properly stored in Engine room during site visit at Keratong POM	

MSPO Public Summary Report
Revision 0 (Aug 2017)

	<p>ii) Chemical Store at Gua Musang POM and Keratong POM were not properly maintained (eg: no SDS and no spill Kit).</p>
<p>Corrections:</p>	<p>With respect to objective evidence i) for Keratong POM Lubricant has been removed from work site.</p> <p>With respect to objective evidence ii) for Keratong POM The SDS and spill kit had been relocated to the Chemical Store (at the Water Clarifier)</p> <p>With respect to objective evidence ii) for Gua Musang POM We have fabricated a tray and placed the water treatment chemicals on it to mitigate potential spillage. Spill kit also now available.</p>
<p>Root cause analysis:</p>	<p>With respect to objective evidence i) for Keratong POM There was a need to top up the (steam) turbine oil during operation, as the work crew anticipated a large quantity of turbine oil would be used. The workers found it inconvenient to move the oil drum to and from the designated storage site for petrol oil and lubricants.</p> <p>With respect to objective evidence ii) for Keratong POM After investigation, it was determined that during cleaning, the SDS and spill kit were not replaced and could not be found in time during the audit. There was also no follow up monitoring of the scheduled waste store after cleaning.</p> <p>With respect to objective evidence ii) for Gua Musang POM Awareness of workers was still insufficient for the handling of chemicals.</p>
<p>Corrective Actions:</p>	<p>With respect to objective evidence i) for Keratong POM To build a proper storage area with bund and oil sump with signage to indicate the contents of the store. This will make it convenient for workers as the oil drum will be near the worksite and at the same time will also meet compliance requirements.</p> <p>With respect to objective evidence ii) for Keratong POM Create a checklist for all SDS and spill kits within the POM to ensure these items are in place. To ensure that if there is ad-hoc cleaning of the scheduled waste store, the checklist must be checked (by soon to be certified CePSWaM person in charge)</p> <p>With respect to objective evidence ii) for Gua Musang POM Management will provide training for workers which are exposed to handling chemicals. After training, an assessment of workers' competency level will be</p>

MSPO Public Summary Report
Revision 0 (Aug 2017)

	carried out to analyze workers understanding. This shall be properly documented as evidence of training effectiveness as referenced in MSPO-P4-C6 Training Procedure.
Assessment Conclusion:	Corrective action plan was accepted. The effective implementation will be verified during next assessment.

Minor Nonconformities:		
Ref	Area/Process	Clause
1783969-201905-N7	POM	4.5.3.3 (Part 4)
Requirements:	The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005	
Statement of Nonconformity:	The handling and disposal for Scheduled waste were inadequate.	
Objective Evidence:	i) At Keratong POM, found laboratory waste was not identified as per scheduled waste regulation 2005. ii) Found certain empty oil barrel were not properly stored as per Scheduled waste at Gua Musang POM	
Corrections:	<p>With respect to objective evidence i) for Keratong POM</p> <p>CPO samples now registered as scheduled waste (SW422)</p> <p>With respect to objective evidence i) for Gua Musang POM</p> <p>Register empty oil drums as scheduled waste via eSWIS. Will arrange for a DOE authorised/licensed contractor to dispose of the oil barrels.</p>	
Root cause analysis:	<p>With respect to objective evidence i) for Keratong POM</p> <p>No awareness that CPO samples mixed with small quantities of reagents were to be considered as Scheduled Waste.</p> <p>With respect to objective evidence i) for Gua Musang POM</p> <p>The empty oil barrel was placed outside the store, while the other scheduled waste was properly stored. Regular monitoring was not carried out and there was no appointed Person in Charge.</p>	
Corrective Actions:	<p>With respect to objective evidence i) for Keratong POM</p> <p>Sik Yong Thai, staff of Keratong Estate, is in the process of completing his Field Training Report for Certified Environmental Professional In Scheduled Waste Management (CePSWaM) and will be a competent person for the estate and palm oil mill subsequently. He will be able to conduct training for our staff on scheduled waste management and will also assist in oversight over scheduled waste.</p> <p>With respect to objective evidence i) for Gua Musang POM</p>	

MSPO Public Summary Report
Revision 0 (Aug 2017)

	<p>Management will identify and send a candidate to attend CePSWaM within this year to enhance knowledge of handling schedule waste for the estate and POM. The competent person will then ensure that scheduled waste on premise is managed properly in accordance with the legal requirements.</p> <p>In the meantime, management will also provide training for workers which are exposed and handling schedule waste. After training, the assessment of workers' competency level is carried out to analyze workers understanding as referenced in MSPO-P4-C6 Training Procedure.</p>
Assessment Conclusion:	Corrective action plan was accepted. The effective implementation will be verified during next assessment.

Opportunity For Improvement		
Ref	Area/Process	Clause
1783969-201905-I1	Plantations	4.5.6.3 (Part 3)
Objective Evidence:	To ensure and improve on the identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the estate and Mill activities.	

Opportunity For Improvement		
Ref	Area/Process	Clause
1783969-201905-I2	Plantations	4.4.5.4 (Part 3)
Objective Evidence:	<ol style="list-style-type: none"> The pay slip for employees of contractor need to be improved to include total work days, total overtime and others. The estate need to keep the copy of the pay slip for employees of contractors for reference. 	

Noteworthy Positive Comments	
	Nil

3.3 Status of Nonconformities Previously Identified and OFI

Not applicable since this is Initial Assessment.

Major Nonconformities:		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>		
Requirements:		
Statement of Nonconformity:		
Objective Evidence:		
Corrections:		
Root cause analysis:		
Corrective Actions:		
Assessment Conclusion:		
Stage II Status:		
Minor Nonconformities:		
Ref	Area/Process	Clause
<i>NC ID from eReport</i>		
Requirements:		
Statement of Nonconformity:		
Objective Evidence:		
Correction Action Evidence:		
Assessment Conclusion:		

3.4 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: DOE Gua Musang – The mill still comply with legal requirement especially for scheduled waste, black smoke and effluent.</p> <p>Management Responses: Management will maintain compliance to the legal requirement</p> <p>Audit Team Findings: No other issue</p>
2	<p>Issues: Contractor – Good relationship with the management. Prompt payment by the management.</p> <p>Management Responses: Management will continue the good relationship with them</p> <p>Audit Team Findings: No other issue</p>
3	<p>Issues: Nearby Estate (ASPA and West Synergy Sdn Bhd)- The management of Chin Teck Plantations Bhd always discuss and invite to join the stakeholder meeting. Good relationship with the management.</p> <p>Management Responses: Management will continue good relationship with them</p> <p>Audit Team Findings: No other issue</p>
4	<p>Issues: Workers’ representative- At Keratong POM, the operators asking to work on rest day</p> <p>Management Responses: Management will offer work on rest day when required.</p> <p>Audit Team Findings: No other issue</p>

3.5 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1783969-201905-N1	Minor - 4.1.2.2 (Part 3 and Part 4)	31/05/2019	"Open"
1783969-201905-N2	Minor - 4.3.1.1 (Part 4)	31/05/2019	"Open"
1783969-201905-N3	Minor - 4.4.2.5 (Part 4)	31/05/2019	"Open"
1783969-201905-N4	Minor - 4.4.5.3 (Part 4)	31/05/2019	"Open"
1783969-201905-N5	Minor - 4.4.5.7 (Part 4)	31/05/2019	"Open"
1783969-201905-N6	Minor - 4.4.6.2 (Part 4)	31/05/2019	"Open"
1783969-201905-N7	Minor - 4.5.3.3 (Part 4)	31/05/2019	"Open"

3.6 Summary of the findings by Principles and Criteria

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for 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 regarding MSPO Implementation was established, signed by Executive Chairman dated 02/01/2019.	Comply
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The MSPO policy was communicated to the executive, staff, and workers accordingly. The company also display the policy at strategic area. The trainings for executive, staff, workers and contractors were done accordingly on 15/4/2019, 26/4/2019 and 18/4/2019 (JE), 13/11/2018 (KE) and 21-22/5/2019 (GME)	Comply
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 -	The Internal Audit procedure (MSPO-01) which was dated 30/8/2018, Revision 1.01 was established. The internal audit need to be conducted annual.	Comply
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of	The Internal Audit procedure (MSPO-01) which was dated 30/08/2018 was established. The internal audit need to be conducted annual.	Minor Non conformance

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	<p>strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>Internal audit was conducted on 19th and 29th March 2019 (Gua Musang Estate), 14-15/3/2019 (Keratong Estate POM) and 18-21/3/2019 (Jemima Estate). From the audit report at Jemima Estate and Keratong Estate, there were no evidence of corrective action plan established, implemented and verified by the internal auditor to close the NCs. Thus minor NC was raised.</p>	
4.1.2.3	<p>Report shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>The Internal Audit procedure (MSPO-01) which was dated 30/08/2018 was established. The internal audit need to be conducted annual. Internal audit was conducted on 19th and 29th March 2019 (Gua Musang Estate), 14-15/3/2019 (Keratong Estate) and 18-21/3/2019 (Jemima Estate). The result of internal audit was discuss accordingly during Management Review Meeting.</p>	Comply
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>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.</p> <p>- Major compliance -</p>	<p>The procedure for Management Review (MSPO-02) which was dated 30/07/2018 was established. The management review need to be conducted annual and shall be attended by the top management team. 1st MRM was conducted on 15-16/3/2019 (Gua Musang Estate and Keratong Estate) and 9/4/2019 (Jemima Estate).</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	The Continuous Improvement Plan for 2019 at all estate visited sighted as follow: 1. Mechanised cutter (Cantas) 2. Mechanical buffalo 3. Installation of passport lockers 4. Infrastructure improvement	Comply
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. - Major compliance -	Currently, there was no new techniques or technology that implemented at estates visited. However, at Jemima Estate the management had plan to implement mechanical spreader for manuring activity.	Comply
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance -	The Continuous Improvement Plan for 2019 at all estate visited sighted as follow: 1. Mechanised cutter 2. Mechanization on FFB Evacuation using Grabber 3. Mechanical buffalo 4. Installation of passport lockers 5. Infrastructure improvement	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator	Assessment Findings	Compliance	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	The communication done through external communication procedure, refer to Stakeholder Communication & Consultation Procedure (MSPO-P2-C2) dated 1/1/2019. The company has maintained records of request and response, land titles and OSH plans, complaints and grievances records that make available upon request.	Comply
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	The company 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, waste management plan, records of complaints and grievances were available upon request. The list of public documents available was established.	Comply
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The procedure for handling social issue was described in the Stakeholder Communication & Consultation Procedure (MSPO-P2-C2) dated 1/1/2019 (Rev:1.01). The communication was achieved through notice board, meeting minutes, trainings and newspapers. Complaint/Suggestion Form and the Suggestion Box was implemented in the company.	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	As stated in the procedure, the Estate Manager were responsible to ensure that this procedure was fully implemented and adhere to in the daily management and operation. The Estate Manager has been appointed as person responsible for handling social issue. Appointment letters for the officer in-charge for social issues from COO dated 1/1/2019 were sighted.	Comply
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	Stakeholder list was developed where stakeholders such as contractors, suppliers, local communities, government authorities in the list. Stakeholder meeting was organized once a year and the last meeting was conducted on 8/4/2019 with the participation of stakeholders such as government authorities, suppliers and contractors. The meeting of stakeholder consultation minute was sighted. The action plan namely stakeholder concerns and resolution matrix was sighted to include the positive and negative issue raised by the stakeholder.	Comply
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	The traceability procedure was available under title survey of workflow for traceability dated 30 August 2018 establish by GSS. This SOP outlines the preparations, dispatch and receive of FFB, CPO, Kernel and other by products at Chin Teck's estate and mill, job assignments	Comply

Criterion / Indicator		Assessment Findings	Compliance
		and recordings of transport productivity for payment purpose and statistics.	
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Traceability records is maintained by each estates by using delivery note which include information such as lorry number, field/block number, numbers of bunches. This will be check by field supervisor or estate assistant prior to delivery. Daily inspection and checking is done to cross check the bunch count records and mill's weighbridge ticket information to ensure daily production data is consistent and tally.	Comply
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	In the traceability procedure already identified for each operating unit. For Keratong Estate Farawahida Artika as MSPO committee Traceability Officer referred MSPO-HR-LOA. In Jemima & Sg Sendayan Estate, Mrs. Kim Kwan as MSPO traceability officer dated 1 Jan 2019.	Comply
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	Records of sales and delivery checked Date of delivery: 21/5/2019, Block 04A, D/O# 142127 , vehicle : K9, weight: 3.99 mt.	Comply
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	Chin Teck Plantations Bhd continued to comply with legal requirements. Compliance to each applicable law and regulation is	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>monitored by the operating units and HQ team. Sampled of licenses and permits:</p> <p><u>Sg Sendayan & Jemima estate</u></p> <p>Contractor license;- SSM license for Fatt Kee Oil Palm Trading (JM0778237-H) dated valid until 4 Sept 2021. SSM license for Fizi Gemilang Enterprise(NS0205758-K) valid until 17 April 2020.</p> <p>Chin Teck :- PMT license no: PMT 106867 NS refer cert PMT-NS/18 10025 already expired dated 25 May 2019. The estate already sent the email to DOSH, inspection will be inspect on 10 June 2019.</p> <p>Weighbridge calibration done by Metrology on 8 March 2019 referred certificate number B1482677.</p> <p>License for Diesel storage with total 12,000 liter referred Certificate N000033 PDN available and valid from 1 April 2019 until 31 March 2020.</p> <p>MPOB license for estate (1546.18) referred 501233602000 valid from 1/4/2019 until 31/3/2020</p> <p><u>Gua Musang estate</u></p>	

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>MPOB license 501492-402000 valid from 1 April 2019 until 31 March 2020.</p> <p>Metrology license for weighbridge cert no B 1199016 valid from 16 Jan 2019 until 5 Jan 2020</p> <p>KPDNKK license for diesel D016220 refer BLESS no BL22019017562</p> <p>Business license from Majlis Daerah Gua Musang referred Bil Lesen 01008383 valid 1 Jan 2019 until 31 Dec 2019</p> <p>License from Jabatan Kastam Diraja on Levi referred D10-200800000015 issue dated 15 July 2008.</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>The list of all applicable laws to the operation been included such as Min wages 2018, OSHA 1994, and other legal requirement.</p>	Comply
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>The latest bill, Employee Insurance Scheme (EIS) 2017 has been incorporated in Chin Teck Plantations Bhd.</p>	Comply
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>The management already assign Chua Kok Siang (Chief Administrator) to monitor compliance and to track and update the changes in regulatory requirements.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>In Keratong estate, Ms Noraseken Binti Ibrahim as MSPO Committee Legal Compliance Officer dated 1 Jan 2019.</p> <p>In Sg sendayan & Jemima, Ms Mazarin Binti Mohd Isa as MSPO Committee Legal Compliance Officer dated 1 Jan 2019.</p>	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	The usage of all land titles are for agriculture purposes and no land encroachment occur.	Comply
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.</p> <p>- Major compliance -</p>	<p>Gua Musang Estate</p> <p>Land title was available referred land title number 19935 with total hectare 1618.3953 under Name Chin Teck Plantations Berhad. Term of used Land Used for rubber and palm oil.</p> <p>Keratong Estate</p> <p>Land title for Keratong estate available referred title number 7218 (Lot 311), 5505(Lot 25399) and 5506 (Lot 25400) with hectare 4044.7407, 527.31 and 3519.5. Total hectare is 8091.5507</p> <p>Jemima estate</p> <p>Land Title for Jemima & Sg. Sendayan estates have total 30 land title with total hectarage 1618.4608 example referred title number 80388 (Lot 1899) 9.0422 ha, no 80389 (lot 1900) 8.9916 Ha. All no mention any term of use.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Legal boundaries were marked clearly using wooden peg no 36 and trenches between Field 2003 and Kg Jimah lama at Sg sendayan estates. Sighted at Keratong and Gua Musang estate the following markers that were visibly maintained.	Comply
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There were no issues of land disputes.	Comply
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Comply
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.	Comply
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.	Comply

Criterion / Indicator	Assessment Findings	Compliance	
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Procedure for social impact assessment (SIA) dated 30/8/2018 (Revision:1.01) was established. The SIA plan was established and implemented accordingly at Jemima Estate to include the positive and negative impact. The plan was last reviewed on 13/5/2019 (JE) and 19/5/2019 (KE) and 13/4/2019 (GME).	Comply
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 procedure for handling social issue was described in the Grievance & Complaints Handling Procedure (MSPO-P4-C2) dated 8/5/2019 (Revision: 1.01). Complaint/ Grievances Form was established and implemented in the estates to record any complaints from the stakeholders. The estate management has taken action to rectify the complaints and updated the actions taken in the form. At Jemima Estate, the complainant has acknowledged on the complaint form after the issue has been resolved by the management. However, at Keratong Estate, no complaint was received yet.	Comply
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 -	The initial responded between management and stakeholders was describe in the Grievance & Complaints Handling Procedure (MSPO-P4-C2) dated 8/5/2019 (Revision: 1.01).	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
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 -	Complaint/ Grievance Form was implemented and the empty form was available in the suggestion box area in front of the office. Interviewed with the stakeholders confirmed that they are understood about the complaint procedure.	Comply
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 management had conduct the briefing to employees and stakeholder during stakeholder meeting. Interviewed with the stakeholders confirmed that they were understood about the complaint procedure.	Comply
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 August 2018. Therefore, at Jemima Estate the records of complaint were since August 2018. The records to show that the complaint have been resolved were made available during the audit.	Comply
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 -	At Jemima Estate, the management has made contribution to the local communities and workers such as donation to the school and temple activities upon request by the stakeholders. Besides, the company has donated paint material to local authority. The company also provided job opportunity to the local communities. At Keratong Estate, the management has done the contribution to local communities. For example: 1. Donation to Ibu Pejabat Polis Daerah Rompin	Comply

Criterion / Indicator		Assessment Findings	Compliance
		2. Donation for "Program Komuniti Orang Asli di Kg Jebau" 3. Donation to "Kelab Futsal Semelai Bera"	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr Goh Wei Lei (Executive Chairman) on 13 May 2019 and is displayed prominently on notice boards in Bahasa Malaysia.	Comply
4.4.4.2	The occupational safety and health plan shall cover the following: a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied 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). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe	Standard Operating Procedure for handling of chemicals and each workers was available for Chin Teck Plantations referred MSPO-P6-C1 Manual Keselamatan & Kesehatan Pekerjaan. a) Training or briefing on Safety Policy was communicated latest dated 15/4/2019 at Jemima Office attended by 18 Workers. b) In Jemima & Sg Sendayan estates, CHRA already done on 17 December 2016 by Lim Suet Lai(JKKP HIE 127/171-2(20) from CNL Consultants (Northen) Snd Bhd. However its activities only cover Spraying, Nursery, Tractor and maintenance not cover for Fogging activity, fertilizer activity and Fuel refill(Skid tank operator). The medical Surveillance been done on 15 March 2019 by Dr Parama Sivam(HQ/17/DOC/00/00109) from Poliklinik Imedicare attended by 11 Person, from result all fit to work with chemical. In Keratong estate, CHRA, establish on 2 April 2014 by Lim Suet Lai (JKKP HIE 127/171-2(20)) valid from 22/4/2011 until 21/4/2014 from CNL Consultants (Nothern) Sdn Bhd. New assessment have been conduct by Lim Suet Lai (JKKP HIE 127/171-2(20)) dated 8 May 2019. Medical surveillance have been conduct according to CHRA recommendation, latest dated 25-26 September 2018 By Poliklinik Ar Razi (Dr Tuan Sahardi Bin Tuan	Comply

Criterion / Indicator	Assessment Findings	Compliance
<p>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>Ismail (HQ/11/DOC/00/206) attended by 27 workers and from the result all workers is fit to work with chemical. For Gua Musang estate medical surveillance conducted on 24 Dec 2018 attend by 20 person and from result was fit to work with chemical.</p> <p>HIRARC was available latest review on 20/1/2019. No accident record from Jan until todate in Jemima & Sg Sendayan estates. For Keratong estate, latest accident is on 22/7/2018 and HIRARC already been reviewed dated 19 Jan 2019.</p> <p>c) Training Programmed was available in Jemima & Sg Sendayan, Gua Musang estate in available for 2019 and also training need analysis was available for each individual workers.</p> <p>d) Records were available of PPE issued to individual workers and contractors, including signatures to confirm receipt. PPE issued was based on CHRA assessor's recommendation, HIRARC and SOPs. During the audit ii was noted that all employees were provided with and were wearing appropriate personal protective equipment (PPE).</p> <p>e) The management already establish manual for handling chemical safely, it can referred "Prosedur Kerja Selamat Penggunaan Bahan Kimia/Racun" page 34 under "Manual Keselamatan & Kesihatan Pekerjaan Bahagian Ladang".</p> <p>f) On Jemima & Sg Sendayan estates the management had identified and assigned the Nursyakilla Hanum Binti Abd Halim as the person responsible for workers' safety and health (MSPO Committee Safety &</p>	

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Health Compliance Officer) in their respective estates with a common appoint letter dated 1 Jan 2019.</p> <p>g) Records of OSH committee meetings were conducted to conduct regular two-way communication with their employees were made available. On Jemima & Sg Sendayan estates minutes of meetings held on 2 Oct 2018, 20 Dec 2018 and 18 March 2019 were verified.</p> <p>i) First Aid training was done on 25 – 26 July 2018 by Green Plus Consultancy (M) Sdn Bhd attended by Mohd Farid and Nursyakilla Hanum. For other workers and mandore the training have been conduct by Dr Paramasivam (VMO) from Klinik Jemima & Sg Sendayan attended by 17 Person. Latest First aid inspection done on 17 May 2019 referred sampling record CT/JE/0001.</p> <p>j) In Jemima & Sg Sendayan estates , latest record accident was on 3 May 2018, JKKP record was available referred report NS/SKEM/18/00323. JKKP 8 record available dated 28 Jan 2019 with 1 accident record. HIRARC already been update and reviewed dated 20 Jan 2019. For Keratong estate, JKKP 8 already been send to DOSH on 23 Jan 2019 referred JKKP 8/12537/2018 from the record only one accident have been happen in Keratong estate.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.	The Social and Human Right Policy covers the necessary aspects of human rights. The policy was signed by Executive Chairman on 2/1/2019. Training of the policy was conducted accordingly by the management on 26/4/2019 (JE), 13/11/2018 (KE) and 21-22/5/2019	Comply

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	(GME). Seen the training attendance list and photo of the training. Besides, the policy was publicly displayed at the notice board outside the office. Interviewed with the workers shown that they were aware of their rights.	
4.4.5.2	<p>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.</p> <p>- Major compliance -</p>	<p>The Social and Human Right Policy covers the necessary aspects of human rights. The policy was signed by Executive Chairman on 2/1/2019 where the management is committed 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. Training of the policy was conducted accordingly by the management on 26/4/2019 (JE), 13/11/2018 (KE) and 21-22/5/2019 (GME). Seen the training attendance list and photo of the training. Besides, the policy was publicly displayed at the notice board outside the office. Interviewed with the workers shown that they were aware on the discrimination issue.</p>	Comply
4.4.5.3	<p>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.</p> <p>- Major compliance -</p>	<p>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment and under contract. Pay and conditions are documented and are above the Minimum Wage Order 2018. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. The daily rate for the workers was stated in the contract according to Minimum Wage Order 2018. Sampled of the pay slips confirmed that the workers were paid in accordance with Minimum Wage Order 2018.</p>	Comply

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 harvesting activities were carried out by contractor. Sampled of the pay slips confirmed that the workers were paid in accordance with Minimum Wage Order 2018.</p> <p>A) FATT KEE OIL PALM TRADING 1. Passport No: AU497615 2. Passport No: AU382467</p> <p>B) PANG CHEE MIN 1. Passport No: AU358417 2. Passport No: AU056750 3. Passport No: B5359850</p> <p>C) ALI BIN CHE MAT 1. Passport No: AT341375 2. Passport No: C3150969</p>	Comply
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>There was checkroll and contractor workers hired in estate. The list of workers includes the full name, passport number, date entry, and job scope.</p>	Comply
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 contract are available and explained in language that understood by workers. Employment contracts for checkroll workers were acknowledged and kept a copy by the workers verified through interviewed with the workers. The terms and conditions were clearly</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>stated in the contract such as type of work, salary, overtime, medical benefit.</p> <p>At Jemima Estate, sampled of employment contracts as below:</p> <ul style="list-style-type: none"> a. Employee No.: F0237 b. Employee No.: F0225 c. Employee No.: F0254 d. Employee No.: F0252 e. Employee No.: F0227 <p>At Keratong Estate, sampled of employment contracts as below:</p> <ul style="list-style-type: none"> a. Employee No.: 02172 b. Employee No.: 02208 c. Employee No.: 02050 d. Employee No.: 02130 e. Employee No.: 02800 <p>At Gua Musang Estate, sampled of employment contracts as below:</p> <ul style="list-style-type: none"> a. Employee No.: 02271 b. Employee No.: 05263 c. Employee No.: 05264 	
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>Overtime paid in reference with Employment Act 1955 and employment contracts and stated clearly on the overtime taken in both normal and rest days.</p>	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		Overtime recorded using punch card (Keratong Estate and Gua Musang Estate) and overtime form (only at Jemima Estate).	
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	Overtime paid in reference with Employment Act 1955 and employment contracts and stated clearly on the overtime taken in both normal and rest days. Besides, the attendance record was available and able to trace.	Comply
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Mill and estate have employed local and foreign workers. Documented payslip was distributed to individual workers on the day of payment. Wages and overtime were paid according to the "Daily Attendance". Total hours of overtime and daily attendance has recorded in the checkroll book. Sampled the payslip for month December 2018, Mac 2019 and April 2019 as below: At Jemima Estate, sampled of employment contracts as below: a. Employee No.: F0237 b. Employee No.: F0225 c. Employee No.: F0254 d. Employee No.: F0252 e. Employee No.: F0227 At Keratong Estate, sampled of employment contracts as below: a. Employee No.: 02172 b. Employee No.: 02208	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		c. Employee No.: 02050 d. Employee No.: 02130 e. Employee No.: 02800 At Gua Musang Estate, sampled of employment contracts as below: a. Employee No.: 02271 b. Employee No.: 05263 c. Employee No.: 05264	
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	Medical care, house, electricity and water were provided for free in the estate.	Comply
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance -	Linesite inspection was conducted on weekly basis. The last inspection was done on 25/5/2019 (Jemima Estate) and 05/01/2019 (Keratong Estate). Clinic and other facilities such as crèche for Estate workers, football field were provided to the workers. Water and electricity was supplied to workers. Government schools were located nearby the estates.	Comply
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.	The Social and Human Right Policy covers the necessary aspects of human rights. The policy was signed by Executive Chairman on 2/1/2019. Training of the policy was conducted accordingly by the management on 26/4/2019 (JE), 13/11/2018 (KE) and 21-22/5/2019	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	(GME). Seen the training attendance list and photo of the training. Besides, the policy was publicly displayed at the notice board outside the office. Interviewed with the workers shown that they were aware of sexual harassment.	
4.4.5.13	<p>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.</p> <p>- Major compliance -</p>	The company was committed and allowed their stakeholders such as employees, clients, business partner to form or join any association. The workers were allowed to join NUPW. However, only 1 worker has joined Union in Jemima Estate.	Comply
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	No workers less than 16 years old will be recruited and less than 18 years old for hazardous work. Verified the document Employee Master List confirmed that all the workers employed were above 18 years old.	Comply
Criterion 4.4.6: Training and competency			

Criterion / Indicator		Assessment Findings	Compliance												
<p>4.4.6.1</p> <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 programme was available during audit referred Safety and health programme for the year 2019 – estate under document GME-02 Perancangan Bulanan & Tahunan Keselamatan.</p> <p>Records showed that all employees had been appropriately trained. A Formal training program for the year 2019 was available and implemented. Regular assessment of training was conducted to ensure understanding among the employees. The training program included all aspects of MSPO Principles and Criteria and MSPO standards.</p> <p>The records included the title of training, name and signature of the attendees, name of the trainer, time and venue.</p> <p>Some of the trainings verified were:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Training</th> <th>Date</th> <th>No of Participants</th> </tr> </thead> <tbody> <tr> <td>Chemical Handling</td> <td>8 May 2019</td> <td>19</td> </tr> <tr> <td>Respiratory Protection Training</td> <td>18 Oct 2018</td> <td>10</td> </tr> <tr> <td>First aid training</td> <td>28 Oct 2018</td> <td>25</td> </tr> </tbody> </table>		Training	Date	No of Participants	Chemical Handling	8 May 2019	19	Respiratory Protection Training	18 Oct 2018	10	First aid training	28 Oct 2018	25	<p>Comply</p>
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**MSPO Public Summary Report
Revision 0 (Aug 2017)**

Criterion / Indicator		Assessment Findings			Compliance
		Tractor operator training	18 Dec 2018	34	
		SDS Training	3 March 2019	3	
		Spill Kit Usage training	8 April 2019	11	
		HCV training	17 May 2019	98	
		Environmental Aspect & Impact training	26/5/2019	16	
		MSPO Briefing	27/5/2019	17	
		Policy Briefing	21-22/5/2019	21	
		Chemical Handling training	27/5/2019	15	
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>Training needs of individual employees had been identified prior to the planning and implementation of the training programmes. This was in order to provide the specific skill and competency required to all employees based on their job description. The training matrix for 2019 was made available.</p>			Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
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>It was evident that from the training matrix for 2018 and 2019 and training records for 2018/2019 that all trainings had been planned and implemented to ensure that all employees are well trained in their job function and responsibility.</p>	Comply
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Environmental Policy was available in Chin Teck Plantations Berhad Sign by Goh Wei Lei on 2 January 2019. The communication was been done during stakeholder meeting and briefing, latest record was on 17 May 2019 attended by 98 person.</p>	Comply
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>In Keratong estate, the aspect impact assessment was available dated 1 March 2019. This environmental aspect and impact cover for each activities such as fertilizer, spraying,ghg, store and others.</p>	Comply
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>Environmental management plan for 2019(waste and pollution) available. Significant environmental issues identified:</p> <ol style="list-style-type: none"> 1. Fertilizer residue 2. Emission of GHG 3. Emission from vehicle smoke 4. Noise from heavy machineries 5. Dumping of Domestic waste 	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>6. Water (cleaning, production area, lubricant store, workshop, wash down, line site etc.</p> <p>Implementation sampling on Smoke emission from vehicle record dated March 2019 under Vehicle Time Sheet to monitor running hour for each tractor and to perform maintenance to ensure tractor in good condition.</p> <p>Assistant manager has been appointed to monitor the overall implementation of the management plan.</p>	
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>Programme to promote positive impacts on environment was verified during site visit for 2019 towards compliance with</p> <p>a) EFB/Decanter cake implementation to reduce Industrial waste and</p> <p>b) Doing pruning and stacking of fronds for soil protection.</p>	Comply
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 improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p>A training program was available in Training Plan updated on a yearly basis or revised as per the management requirement. Included in this programme are subjects related to environment e.g environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training.</p>	Comply
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Management already organize the regular environmental meeting with employees dated on 25 Feb 2019 in Keratong estate. The meeting is to review environmental performance within Chin Teck Plantations Bhd.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance													
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 -	All electrical power at the visited estates are supplied through national electricity grid and generate by turbine in Mill. Diesel at estates are consumed by farm tractors. The tractor servicing period is monitored to ensure its operating efficiency, thus less consumption of diesel fuel. Similarly, planting of beneficial plants reduce the usage of fuel (and chemical) by motorize spray.	Comply													
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 -	Chin Teck Plantations estates has maintained records of energy usage, which is compiled on monthly basis for monitoring. The use of the fossil fuel against the FFB production is being monitored. For example; <table border="1" data-bbox="1048 895 1865 1161"> <thead> <tr> <th>Estate</th> <th>Year</th> <th>Diesel/ mt FFB</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Keratong Estate</td> <td>2018</td> <td>0.31 litre/mt</td> </tr> <tr> <td>2019 todate</td> <td>1.04 litre/mt</td> </tr> <tr> <td rowspan="2">Gua Musang Estate</td> <td>2018</td> <td>2.89 litre/mt</td> </tr> <tr> <td>2019 todate</td> <td>2.37 litre/mt</td> </tr> </tbody> </table>	Estate	Year	Diesel/ mt FFB	Keratong Estate	2018	0.31 litre/mt	2019 todate	1.04 litre/mt	Gua Musang Estate	2018	2.89 litre/mt	2019 todate	2.37 litre/mt	Comply
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4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Not available in Chin Teck Plantations estate.	Comply													
Criterion 4.5.3: Waste management and disposal																

Criterion / Indicator		Assessment Findings				Compliance																												
<p>4.5.3.1</p>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>The procedure for waste management was available under doc MSPO-P5-C3 dated 1 July 2018. The estates had identified all the waste products and sources of pollution related to the respective activities.</p> <p>Details as provided below;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Type of waste</th> <th>Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic waste</td> <td>Rubbish</td> <td>Line sites, office, workshop, store,</td> </tr> <tr> <td rowspan="2">2</td> <td rowspan="2">Industrial waste</td> <td>Fertilizer bags</td> <td>Empty bags store</td> </tr> <tr> <td>Scrap metal</td> <td>workshop</td> </tr> <tr> <td>3</td> <td>Sewage waste</td> <td>sewage</td> <td>housing toilets & office</td> </tr> <tr> <td rowspan="4">4</td> <td rowspan="4">Schedule d Waste</td> <td>SW 404 Clinical waste</td> <td>clinic</td> </tr> <tr> <td>SW rags, plastics, filters</td> <td>workshop</td> </tr> <tr> <td>Spent lubricant & hydraulic oil</td> <td>workshop</td> </tr> <tr> <td>Disposed containers, bags, equipment contaminated</td> <td>SW store</td> </tr> </tbody> </table>				No	Type of waste	Description	Location	1	Domestic waste	Rubbish	Line sites, office, workshop, store,	2	Industrial waste	Fertilizer bags	Empty bags store	Scrap metal	workshop	3	Sewage waste	sewage	housing toilets & office	4	Schedule d Waste	SW 404 Clinical waste	clinic	SW rags, plastics, filters	workshop	Spent lubricant & hydraulic oil	workshop	Disposed containers, bags, equipment contaminated	SW store	<p>Comply</p>
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				with chemicals, pesticides,																
4.5.3.2	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p>	<p>The waste management plan was available. Already identified 6 type waste such as EFB, Scrap Metal, Rubbish form line site, Effluent and Fertilizer bags referred under Appendix 1 dated 26 August 2018. Example of management plan:-</p> <table border="1"> <thead> <tr> <th>No</th> <th>Type of waste</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic waste</td> <td>Rubbish</td> <td>Collection/disposal min 2x-3x /week internally. Establish landfill/collection SOP Establish collection schedule & PIC Create awareness on hygiene Monitoring of line site</td> </tr> <tr> <td rowspan="2">2</td> <td rowspan="2">Industrial waste</td> <td>Fertilizer bags</td> <td>Inventory of bags, reuse for LF collection, sell to appointed contractor</td> </tr> <tr> <td>Scrap metal</td> <td>Inventory maintained, tender at zone level for sale to licensed contractor.</td> </tr> </tbody> </table>				No	Type of waste	Description	Action	1	Domestic waste	Rubbish	Collection/disposal min 2x-3x /week internally. Establish landfill/collection SOP Establish collection schedule & PIC Create awareness on hygiene Monitoring of line site	2	Industrial waste	Fertilizer bags	Inventory of bags, reuse for LF collection, sell to appointed contractor	Scrap metal	Inventory maintained, tender at zone level for sale to licensed contractor.	Comply
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MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.5.3.3	<p>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>The management already establish SOP for Scheduled waste referred 2019/DL Scheduled waste management chapter 1 version 3. From the verification of Inventory latest as per Eswiss dated April 2019, Keratong estate generate SW 306, 410, 409 and 404.</p> <p>Latest disposal noted was on 26 Dec 2018 referred consignment note 2018122718MR3ODC for SW 410 and 2018122718LND7S4 for SW 305.</p>	Comply
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>During the site visit this has been adhered mainly containers are tripled rinsed and holes punctured at the container base. Items declared as Scheduled waste and dispose at Kualiti Alam Sdn Bhd.</p>	Comply
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>For Domestic waste disposal in Gua Musang estate, disposal been dispose at Majlis Daerah Gua Musang.</p>	Comply
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The GHG assessment already been done by Sin Thye Management Sdn Bhd (STM) dated 1 Jan 2019. This assessment done during aspect impact assessment.</p>	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the GHG referred MSPO-P5-3 dated 1 Jan 2019 by STM, this cover emission from fertilizer application, generator for electrical supply, transportation and open burning.	Comply
Criterion 4.5.5: Natural water resources			
4.5.5.1	<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> <ol style="list-style-type: none"> a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate. e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. f. Where bore well is being use for water supply, the level of 	<p>The natural water resource procedure is available referred to MSPO-P5-C5 title (Guidelines on river Water sampling) dated 1 Jan 2019. Other procedure is referred GAP-RR under title Establish and management of Riparian Buffer zone.</p> <p>Water management plan procedure in Keratong estate available referred Appendix 2 dated 9 March 2019. The Water Management Plan for the estates has been established. On Keratong Estate the focus was:</p> <ul style="list-style-type: none"> • Buffer Zone management – No spraying and manuring • Carry out water analysis • Follow SOPs to avoid water pollution by schedule waste • Rain water harvesting • Obtain water from other estates during shortage/draughts. • Monitor domestic water consumption • Educate workers to conserve water • Monitor leakages and periodic maintenance of piping/equipment • Keep drains clean and to have bunds to conserve/retain water 	Comply

Criterion / Indicator		Assessment Findings	Compliance
	<p>the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	From the analysis of water for Sg Ketil in Gua Musang estate dated 25 April 2019 report no BW/59/78/19 and BW/59/79/19 were verified.	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	At time of visit no bunds, weirs and dams were observed across waterways (Sg Chabang Kanan and Sg Ketil) passing through Keratong estate and Gua Musang estate.	Comply
4.5.5.3	<p>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).</p> <p>- Minor compliance -</p>	During the site visit it was observed that water harvesting was practised. Surface run of waters were directed into field drains, conservation terraces and moisture pits.	Comply
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	<p>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:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>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.</p> <p>- Major compliance -</p>	<p>The Chin Teck Plantations Berhad already been conduct HCV assessment referred MSPO-P5-C6 (Status of Rare, Threatened or Endangered Species & High Biodiversity Value Area) by GSS dated August 2018.</p> <p>In Keratong estate and Gua Musang estate:-</p> <p>The identification have been done referred MSPO-P5-C6 appendix 1. The record identification start from year 2006 until April 2019</p> <p>The conservation status also available Such as Capricornis sumatraensis, Aonyx cineria and manis javanica as red list in IUCN list. It has 3 type (type 1 : Rare, threatened and endangered Species, Type</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
		2: ecosystems, habitats or refuge and Type 3:- global or national cultural	
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>There is not RTE recorded. Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented.</p> <p>a) Signage as well as routine patrolling activities were utilized as part of creating awareness among employees and maintain HCVs.</p> <p>b) The estates established a Management Plan 2019 such as briefing/training to workers on protection of river buffers for all existing and designated natural watercourses to all employees, contractors and suppliers that encroachment and hunting are not allowed.</p>	Comply
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>The Management Plan dated 01/03/2019 had identified the plan. Among others;</p> <p>a) to continue educating the workers regarding RTE. Workers interviewed confirmed that they are aware of no hunting is permitted in and within the estate.</p> <p>b) Regular educating the employees via morning muster briefing about the need to protect the RTE species.</p> <p>c) Information pertaining RTE and relevant CU policies were displayed at the display boards.</p> <p>d) Training in relation to the RTE/Biodiversity has been organized in the following sessions.</p>	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		Monitoring of HCV been done quarterly by management latest monitoring record was on 1 March 2019 first quarter for Keratong estate and for Gua Musang estate the monitoring done on 11 March 2019. From record no abnormal activity or encroachment.	
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 -	There is no land preparation by burning at Gua Musang Estate, Keratong estate and Jemima estate. Procedure GAP-1 under title Felling-Guidelines (Zero Burning Practice) described on Environmental policy including Zero open burning policy dated January 2008. Management complied with the Malaysian environmental law –EQA and Regulations 1974. On the 2018 replants visited on Gua Musang Estate it was observed that palms had been mechanically felled, chipped and windrowed; no burning was observed.	Comply
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 -	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practised by Chin Teck Plantation Estates. Furthermore, previous crop were not highly diseased and there was no significant risk of disease spread or continuation into the next crop.	Comply
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 -	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practised by Chin Teck Plantations Estates. . On the 2018 replants visited on Gua Musang Estate it was observed that palms had been mechanically felled, chipped and windrowed; no burning was observed.	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.5.7.4	<p>Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p> <p>- Minor compliance -</p>	<p>The procedure was available in Chin Teck Plantations referred Standard Procedure GAP-1 under title Felling-Guidelines (Zero Burning Practice) already mention Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p>	Comply
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- Major compliance -</p>	<p>SOP for best practice is available for Chin teck Plantations Berhad referred to Doc MSPO-P1-C4 and also referred to GAP-1, both dated was 1 Jan 2019</p>	Comply
4.6.1.2	<p>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.</p> <p>- Major compliance -</p>	<p>SOP for sloping land available in manual GAP-1 under title oil palm terrace and platform construction-guidelines. Soil conservation measures like construction of terraces on terrain of above 9°, and planting of cover crop, frond stacking formation and maintenance of soft grasses in interlines to prevent soil erosion was observed during the visit.</p>	Comply
4.6.1.3	<p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>All fields were marked and identified. Information like field no, year planting and total hectare is shown in all markers. Stone boundary markers were placed at field boundaries were observed.</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance	
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 -	All had established an annual budget for 2019. The Ex-Estate Cost includes the direct cost, fixed cost, manuring cost and others.	Comply
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 -	There were replanting programme at Gua Musang Estate as follow; Gua Musang Estate: FY2020-172Ha, FY2021-135Ha, FY2022-171Ha, FY2023-149Ha, FY2024-172Ha Keratong Estate: FY2025-205.9Ha, FY2026-174.10Ha, FY2027-230.1Ha, FY2028-228.5Ha Jemima Estate-no replanting until 2035.	Comply
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) e) Financial indicators : cost benefit, discounted cash flow, return on investment - Major compliance -	All relevant information contained in the annual budget plan for 2019.	Comply

Criterion / Indicator		Assessment Findings	Compliance
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 -	The budget plan was reviewed annually with both actual and forecasted amount for 10 years (up to 2029) and well documented upon request.	Comply
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 -	<p>Sampled below contractors agreements :</p> <ol style="list-style-type: none"> 1. Ali Bin Che Mat for harvesting FFB, loading and transport FFB to mill, pruning and contractor assist in estate checkroll worker's block at Gua Musang Estate, Contract No: GME/FC/01/19 dated 1/1/2019-31/1/2019. 2. Pang Chee Min for harvesting FFB, loading and transport FFB to mill, pruning and spraying activity at Keratong Estate, Contract No: KE/FC/01/19 dated 1/1/2019-31/1/2019. 3. Fatt Kee Oil Palm Trading for harvesting FFB, loading and transport FFB to mill, pruning activity at Jemima Estate, Contract No: JE/FC/05/19 dated 1/1/2019-31/1/2019. <p>Both are having the agreed price mechanism.</p>	Comply
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	<p>Sampled below contractors agreements :</p> <ol style="list-style-type: none"> 1. Ali Bin Che Mat for harvesting FFB, loading and transport FFB to mill, pruning and contractor assist in estate checkroll worker's block at Gua Musang Estate, Contract No: GME/FC/01/19 dated 1/1/2019-31/1/2019. 	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		2. Pang Chee Min for harvesting FFB, loading and transport FFB to mill, pruning and spraying activity at Keratong Estate, Contract No: KE/FC/01/19 dated 1/1/2019-31/1/2019. 3. Fatt Kee Oil Palm Trading for harvesting FFB, loading and transport FFB to estate loading ramp, pruning activity at Jemima Estate, Contract No: JE/FC/05/19 dated 1/1/2019-31/1/2019. Both are having the agreed price mechanism.	
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	The contractors were attended the training of the MSPO and policy which was conducted accordingly by the management on 26/4/2019 (JE). Seen the training attendance list and photo of the training. Besides, the policy was publicly displayed at the notice board outside the office. Interviewed with the contractor shown that they were aware of the MSPO requirements.	Comply
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Sampled below contractors agreements & payments: 1. Ali Bin Che Mat for harvesting FFB, loading and transport FFB to mill, pruning and contractor assist in estate checkroll worker's block at Gua Musang Estate, Contract No: GME/FC/01/19 dated 1/1/2019-31/1/2019. 2. Pang Chee Min for harvesting FFB, loading and transport FFB to mill, pruning and spraying activity at Keratong Estate, Contract No: KE/FC/01/19 dated 1/1/2019-31/1/2019.	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		3. Fatt Kee Oil Palm Trading for harvesting FFB, loading and transport FFB to estate loading ramp, pruning activity at Jemima Estate, Contract No: JE/FC/05/19 dated 1/1/2019-31/1/2019.	
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Management was aware on this information and there was no dispute during the audit.	Comply
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 management had monitored the work completed in the field for work done. The contractor will submit the invoice for that particular month for all the works done to the estate management and payment will be made accordingly. Seen the tax invoice as below: a. Invoice dated 31/03/2019 for Fatt Kee Oil Palm Trading (Jemima Estate)	Comply
4.7 Principle 7: Development of new planting			
Chin Teck Plantations Bhd did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this initial assessment visit.			

MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill

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	Policy for the implementation of MSPO shall be established. - Major compliance -	The MSPO Policy regarding MSPO Implementation was established, signed by Executive Chairman dated 02/01/2019.	Comply
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The MSPO policy was communicated to the executive, staff, and workers accordingly. The company also display the policy at strategic area. The trainings for staff, workers and contractors were done accordingly on 18/5/2019 (KPOM) and 21-22/5/2019 (GMPOM)	Comply
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 -	The Internal Audit procedure (MSPO-P1-C2:Keratong POM and MSPO-01: Gua Musang POM) which was dated 30/8/2018 was established. The internal audit need to be conducted annual.	Comply
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	The Internal Audit procedure (MSPO-P1-C2:Keratong POM and MSPO-01: Gua Musang POM) which was dated 30/8/2018 (Revision 1.01) was established. The internal audit need to be conducted	Minor Non conformance

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	implement the necessary corrective action. - Major compliance -	annual. Internal audit was conducted on 19 th , 28 th & 29 th March 2019 (Gua Musang POM) and 14-15 th March 2019 (Keratong POM). The audit report was sighted. There was no finding raised by the internal auditors. OSH Audit at Gua Musang POM - there was no evidence of corrective action plan established, implemented and verified by the internal auditor to close the findings. Not as per own procedure. Thus minor NC was raised	
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The Internal Audit procedure (MSPO-P1-C2:Keratong POM and MSPO-01: Gua Musang POM) which was dated 30/8/2018 was established. The internal audit need to be conducted annual. Internal audit was conducted on 19 th , 28 th and 29 th March 2019 (Gua Musang POM) and 14-15 th March 2019 (Keratong POM). The result of internal audit was discuss accordingly during Management Review Meeting.	Comply
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. - Major compliance -	The procedure for Management Review (MSPO-P1-C3:Keratong POM and MSPO-02: Gua Musang POM) which was dated 30/8/2018 was established. The internal audit need to be conducted annual and shall be attended by the top management team. 1 st MRM was conducted on 15-16/3/2019 (Gua Musang Estate and Keratong POM).	Comply

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	The Continuous Improvement Plan for 2019 at all POM visited sighted as follow: 1. Plan to install scrubber at Gua Musang POM 2. Plan to install Electrostatic Precipitator for boiler chimney at Keratong POM.	Comply
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	Currently, there was no new techniques or technology that implemented.	Comply
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	The communication done through external communication procedure, refer to Stakeholder Communication & Consultation Procedure (MSPO-P2-C2) dated 1/1/2019. The company has maintained records of request and response, land titles and OSH plans, complaints and grievances records that make available upon request.	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.2.1.2	<p>The 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>The company 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, waste management plan, records of complaints and grievances were available upon request. The list of public documents available was established.</p>	Comply
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>The procedure for handling social issue was described in the Stakeholder Communication & Consultation Procedure (MSPO-P2-C2) dated 1/1/2019.</p>	Comply
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p>- Minor compliance -</p>	<p>As stated in the procedure, the Manager were responsible to ensure that this procedure was fully implemented and adhere to in the daily management and operation.</p> <p>Mill Manager has been appointed as person responsible for MSPO especially handling social issue. Appointment letters for the officer in-charge for social issues from COO dated 1/1/2019 were sighted.</p>	Comply
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p>- Major compliance -</p>	<p>Stakeholder list was developed where stakeholders such as contractors, suppliers, local communities, government authorities were identified in the list.</p> <p>Stakeholder meeting was organized once a year and the last meeting was conducted on 8/4/2019 (GMPOM) and 16/4/2019 (KPOM) with the participation of stakeholders such as government</p>	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		authorities, suppliers and contractors. The meeting of stakeholder consultation minute was sighted. The action plan namely stakeholder concerns and resolution matrix was sighted to include the positive and negative issue raised by the stakeholder.	
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	The management already establish traceability manual referred SOP for Traceability version Control :1 MSPO-P2-C3 Workflow for traceability dated 26 August 2018. This workflow cover from estate until oil deliver outside mill such as outlines the preparations, dispatch and receive of FFB, CPO, Kernel and other by products at Chin Teck Plantations estate and mill, job assignments and recordings of transport productivity for payment purpose and statistics.	Comply
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Chin Teck Plantations HQ will do the Internal audit for identify and assess compliance matters, implementation and monitoring of compliance action plan. Daily inspection and checking is done to cross check the bunch count records and mill's weighbridge ticket information to ensure daily production data is consistent and tally.	Comply
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	In Keratong oil Mill the person appointed for Traceability was Ms Farahwahida Artika as MPSO Committee Traceability Officer (ref no:- MSPO-HR-LOA) letter dated 1 January 2019. For Gua Musang	Comply

Criterion / Indicator		Assessment Findings	Compliance
		Oil mill already appointed Ms Nor Wahida Binti Deraman dated 1 Jan 2019.	
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Records of oil transportation and transportation of Fresh Fruit Bunches were maintained at Keratong POM. Example of records evidence are as below: 1. FFB Log File WB 1 (B) for Jul-December 2. Oil transport out, ticket referred ticket no 3047 dated 28 May 2019 contract no PGO/01P1904/0058L 3. FFB from estate sampling date 27 May 2019, no ticket 63583 with nett weight 5290kg.	Comply
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	Keratong POM and Gua Musang POM continued to comply with legal requirements. Compliance to each applicable law and regulation is monitored. Keratong Mill a) MPOB license 500067204000 valid from 1 Dec 2018 until 30 Nov 2019 b) DOE license referred No 004153 valid from 1 July 2018 until 30 June 2019	Minor Non Conformance

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator	Assessment Findings	Compliance
	<p>c) PMD 4753 referred PMD-PH/18 19364 valid until 3 March 2020</p> <p>d) PMT 26052 referred PMT-PH/18 19492 valid until 3 March 2020</p> <p>e) KPDNKK license for Diesel referred C0266039PHG/RPN/01782SK(D) valid from 23 June 2018 until 22 June 2019</p> <p>f) PMA 12249 referred PMA-PH/18 19473 valid until 3 March 2020</p> <p>Gua Musang Mill</p> <p>a) Boiler certificate refer 022041 for Gred 1 and for Gred 2 can referred 022048</p> <p>b) KN PMT 80107 referred PMT-KN/18 04067 valid until 19 Oct 2019</p> <p>c) DOE License referred 004601 valid until 30 June 2019</p> <p>d) MPOB License 500017604000 valid from 1 April 2019 until 31 Mrch 2020.</p> <p>e) License for wiremen category PW4 refer cert PW 11604415 dated 20 Feb 20128</p> <p>PMD 13347 referred PMD_KN/18 03583 valid until 11 Oct 2019</p>	

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		At Gua Musang POM, there was not permit by the JTK for workers work more than 104hrs (overtime) especially during peak crop season (April 2019). Thus, minor NC was raised.	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	List of legal requirement was available dated 1 January 2019 and updated for all legal.	Comply
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 latest bill, Employee Insurance Scheme (EIS) 2017 has been incorporated in Chin Teck Plantations Bhd.	Comply
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Sighted letter dated 1 Jan 2019, for the appointment as the Person In-Charge for updating changes in Laws and compliance monitoring. For Keratong Mill, the person in charge is MSPO Committee legal compliance officer. Refer to appointment letter, ref: MSPO-HR-LOA	Comply
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	Keratong POM were sited within Keratong Estate land. Total area for POM is 41.66 ha Keratong POM and 4.78 ha for Gua Musang mill verified through area statement under Digital Mapping report from Felda Agricultural Service Sdn Bhd.	Comply

MSP0 Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	The land title was available under MSP0-P3-C2. Land title no 7218 with total hectare 4044.7407 lease hold 99 years. Dated register is on 1 July 2005. The term of use stated only for palm oil.	Comply
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The parameter boundary marker between Gua Musang Mill and Gua Musang estate divide by fencing. Gua Musang POM is situated in Gua Musang estate land title.	Comply
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There were no issues of land disputes.	Comply
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Comply
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.	Comply
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	SIA was conducted accordingly based on the issue raised during stakeholder consultation, questionnaires, and internal communication at the POM. The issue from internal and external stakeholder were summarized in the SIA. The SIA action plan were established which was include the negative and positive impact. The latest review was done on 8/5/2019 (KPOM) and 13/4/2019 (GMPOM).	Comply
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 procedure for handling social issue was described in the Grievance & Complaints Handling Procedure (MSPO-P4-C2) dated 8/5/2019 (Revision: 1.01). Complaint/ Grievances Form was established and implemented in the estates to record any complaints from the stakeholders. The estate management has taken action to rectify the complaints and updated the actions taken in the form. The complainant has acknowledged on the complaint form after the issue has been resolved by the management.	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	The initial responded between management and stakeholders was describe in the Grievance & Complaints Handling Procedure (MSPO-P4-C2) dated 8/5/2019 (Revision: 1.01).	Comply
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	Complaint/ Grievance Form was implemented and the empty form was available in the suggestion box area in front of the office. Interviewed with the stakeholders confirmed that they are understood about the complaint procedure.	Comply
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	The management had conduct the briefing to employees and stakeholder during stakeholder meeting. Interviewed with the stakeholders confirmed that they were understood about the complaint procedure.	Comply
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	The company has implemented the system since August 2018. Therefore, records of complaint were since August 2018. The records to show that the complaint have been resolved were made available during the audit. However at Keratong POM, no evidence to show that the complaint was recorded accordingly. Thus, minor NC was raised.	Minor Non Conformance
Criterion 4.4.3: Commitment to contribute to local sustainable development			

Criterion / Indicator		Assessment Findings	Compliance
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	<p>The management has done the contribution to local communities. For example:</p> <ol style="list-style-type: none"> 4. Donation for Klinik Kesihatan Bukit Ibam 5. Donation to futsal club of the indigenous people 6. Donation to the SMK Muadzam Jaya 	Comply
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr Goh Wei Lei (Executive Chairman) on 13 May 2019 and is displayed prominently on notice boards in Bahasa Malaysia.</p>	Comply
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <ol style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ol style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; 	<p>a) An Occupational Safety & Health Policy had been established and implemented. The policy was signed by Mr Goh Wei Lei (Executive Chairman) on 13 May 2019 and is displayed prominently on notice boards in Bahasa Malaysia.</p> <p>b) Risk assessment and reviewed done on 18 Jan 2018. The HIRARC review will be done annually, or any changes in operation or if accident happen. CHRA assessment have been done on 2 April 2014 prepared by CNL Consultants (Northern) Sdn Bhd. Ms Lim Suet Lai (JKKP HIE 127/171-2(20)) valid from 22 April 2011 until 21 April 2014. Latest renew assessment done on 9 May 2019 and report is still pending. For Gua Musang Mill, CHRA done by Lim Suet Lai (JKKP HIE 127/171-2(20) from CNL Consultants (Northen) Sdn</p>	Comply

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> 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). 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 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite. j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals. 	<p>Bhd dated 1 August 2017. Medical surveillance have been done on 24 Dec 2018 at Klinik Raju by Dr GS. Rengaraju (HQ/08/DOC/00/569), attended by 8 person and from the result all fit to work with chemical.</p> <p>c) Training programmed available for 2019, awareness training programme was established and workers involved with chemical handling were trained. Chemicals were arranged and segregated accordingly in the chemical store. The SDS for chemicals available at point of use. In addition to specific training courses, safety briefings are given during muster to reinforce awareness, such as correct wearing of PPE.</p> <p>d) During the audit it was noted that all employees were provided with and were wearing appropriate personal protective equipment (PPE). Records were available of PPE issued to individual workers, including signatures to confirm receipt. PPE issued was based on CHRA assessor's recommendation, HIRARC and SOPs. Record available under document 018-A (PPE Issuance Records).</p> <p>e) Standard Operating Procedure for handling of chemicals I establish by management, referred to title Prosedur Kerja Selamat Penggunaan Bahan Kimia/Racun page 34 until page 43. Another manual is Prosedur Kerja Yang Selamat (Tumpahan Bahan Kimia) and Garis Panduan Label Bahan Kimia.</p> <p>h) Accident emergency procedure have establish by management on page 89. For other emergency response plan is available for Flooding, Fire, Major spillage and chemical spillage under Manual Keselamatan & Kesihatan.</p>	

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>i) In Gua Musang Mill had employees trained in First Aid dated 27 May 2019 present at all mill operations worksites. First Aid equipment was available at each worksite</p> <p>j) Last record of accident was on 24 Jan 2018, JKKP 6 record was available and for JKKP 7 latest record was on 25 August 2018 with total 7 people cause by hearing impairment. Found JKKP 8 dated 2 Jan 2019 was kept in record properly in Gua Musang Mill.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>The Social and Human Right Policy covers the necessary aspects of human rights. The policy was signed by Executive Chairman on 2/1/2019. Seen the training attendance list and photo of the training. Besides, the policy was publicly displayed at the notice board outside the office. Interviewed with the workers shown that they were aware of their right.</p>	Comply
4.4.5.2	<p>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.</p> <p>- Major compliance -</p>	<p>The Social and Human Right Policy covers the necessary aspects of human rights. The policy was signed by Executive Chairman on 2/1/2019 where the management is committed 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. Training of the policy was conducted accordingly by the management on 18/5/2019 (KPOM) and 21-22/5/2019 (GMPOM). Seen the training attendance list and photo of the training. Besides, the policy was publicly displayed at the notice</p>	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		board outside the office. Interviewed with the workers shown that they were aware on the discrimination issue.	
4.4.5.3	<p>Management shall ensure that employees’ pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment and under contract. Pay and conditions are documented and are above the Minimum Wage Order 2018. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. The daily rate for the workers was stated in the contract according to Minimum Wage Order 2018. Sampled of the pay slips confirmed that the workers were paid in accordance with Minimum Wage Order 2018.</p> <p>However, the payment for work on rest day in Feb19, Mar19 and April 2019 (Employee No.: 2158, 2801, 2190, 2164, 2808) was not as per legal requirement. Thus, minor NC was raised.</p>	Minor Non Conformance
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>	No contractor work permanently at POM except for adhoc work.	Comply
4.4.5.5	<p>The management shall establish records that provide an accurate overview 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>	There mill only used checkroll workers. The list of workers were includes the full name, passport number, date entry, and job scope.	Comply

Criterion / Indicator		Assessment Findings	Compliance
	- Major 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 shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>Employment contract are available and explained in language that understood by workers. The contract was signed by the workers. Sampled of employment contracts as below:</p> <ul style="list-style-type: none"> f. Employee No.: 2158 (KPOM) g. Employee No.: 2164 (KPOM) h. Employee No.: 2190 (KPOM) i. Employee No.: 2808 (KPOM) j. Employee No.: 2801 (KPOM) k. Employee No.: 02190 (GMPOM) l. Employee No.: 02237 (GMPOM) m. Employee No.: 05238 (GMPOM) n. Employee No.: 05003 (GMPOM) o. Employee No.: 05071 (GMPOM) 	Comply
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>Overtime paid in reference with Employment Act 1955 and employment contracts and stated clearly on the overtime taken in both normal and rest days. Overtime recorded using punch card. Sampled of punch card as below:</p> <ul style="list-style-type: none"> a. Employee No.: 2164 (KPOM) b. Employee No.: 2190 (KPOM) c. Employee No.: 2808 (KPOM) d. Employee No.: 2801 (KPOM) e. Employee No.: 2158 (KPOM) f. Employee No.: 02190 (GMPOM) g. Employee No.: 02237 (GMPOM) h. Employee No.: 05238 (GMPOM) i. Employee No.: 05003 (GMPOM) 	Minor Non Conformance

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		<p>j. Employee No.: 05071 (GMPOM)</p> <p>However, at Keratong POM, the payment for overtime was not as per punch card. Thus, minor nc was raised</p>	
4.4.5.8	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p>- Major compliance -</p>	<p>Overtime paid in reference with Employment Act 1955 and employment contracts and stated clearly on the overtime taken in both normal and rest days. Besides, the attendance record was available and able to trace. Sampled of punch card as below:</p> <ul style="list-style-type: none"> a. Employee No.: 2158 (KPOM) b. Employee No.: 2164 (KPOM) c. Employee No.: 2190 (KPOM) d. Employee No.: 2808 (KPOM) e. Employee No.: 2801 (KPOM) f. Employee No.: 02190 (GMPOM) g. Employee No.: 02237 (GMPOM) h. Employee No.: 05238 (GMPOM) i. Employee No.: 05003 (GMPOM) j. Employee No.: 05071 (GMPOM) 	Comply
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>Mill and estate have employed local and foreign workers. Total hours of overtime and daily attendance has recorded using punch card. Sampled of punch card and payslips as below:</p> <ul style="list-style-type: none"> a. Employee No.: 2158 (KPOM) b. Employee No.: 2164 (KPOM) c. Employee No.: 2190 (KPOM) d. Employee No.: 2808 (KPOM) e. Employee No.: 2801 (KPOM) f. Employee No.: 02190 (GMPOM) g. Employee No.: 02237 (GMPOM) 	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> h. Employee No.: 05238 (GMPOM) i. Employee No.: 05003 (GMPOM) j. Employee No.: 05071 (GMPOM) 	
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>Medical care, house, electricity and water were provided for free in the POM.</p>	Comply
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>- Major compliance -</p>	<p>Linesite inspection was conducted on weekly basis. The last inspection was done on 21/5/2019 (Keratong POM) and 23/5/2019 (Gua Musang POM).</p> <p>Clinic and other facilities such as creche for POM workers, football field were provided to the workers. Water and electricity was supplied to workers. Government schools were located nearby the estates.</p>	Comply
4.4.5.12	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The Social and Human Right Policy covers the necessary aspects of human rights. The policy was signed by Executive Chairman on 2/1/2019. Training of the policy was conducted accordingly by the management on 18/5/2019 (KPOM) and 21-22/5/2019 (GMPOM). Seen the training attendance list and photo of the training. Besides, the policy was publicly displayed at the notice board outside the office. Interviewed with the workers shown that they were aware of sexual harassment.</p>	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance						
4.4.5.13	<p>The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or 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.</p> <p>- Major compliance -</p>	<p>The company was committed and allowed their stakeholders such as employees, clients, business partner to form or join any association. The workers were allowed to join NUPW. However, at KPOM and GMPOM, there was no worker join NUPW.</p>	Comply						
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>No workers less than 16 years old will be recruited and less than 18 years old for hazardous work. Verified the document Employee Master List confirmed that all the workers employed were above 18 years old.</p>	Comply						
Criterion 4.4.6: Training and competency									
4.4.6.1	<p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>The annual training program was sighted. Regular assessment of training was conducted to ensure understanding among the employees. The training program included all aspects of MSPO Principles and Criteria, MSPO Supply Chain and MSPO standards.</p> <p>The records included the title of training, name and signature of the attendees, name of the trainer, time and venue.</p> <p>Some of the trainings verified were:</p> <table border="1" data-bbox="1086 1308 1742 1390"> <thead> <tr> <th>Trainings</th> <th>Date of training</th> <th>No. of Participants</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Trainings	Date of training	No. of Participants				Comply
Trainings	Date of training	No. of Participants							

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings			Compliance
		Hearing conservation training	7 March 2019	13	
		Safety Policy Training	3 November 2018	11	
		First Aid Training	29 Oct 2018	36	
		Programme 3M PPE	18 Oct 2018	39	
		Water treatment training	2 Aug 2018	3	
		Confine Space training	7 Aug 2018	10	
		Environmental Aspect & Impact training	26/5/2019 27/5/2019	16 15	
		MSPO Briefing	27/5/2019	17	
		Policy Briefing	21-22/5/2019	21	
		Chemical and scheduled waste training	27/5/219	17	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all	Training needs of individual employees had been identified prior to the planning and implementation of the training programmes. This was in order to provide the specific skill and competency required to all employees based on their job description. The training matrix			Minor Non Conformance

Criterion / Indicator		Assessment Findings	Compliance
	employees based on their job description. - Major compliance -	for Mill under title "Training Need Analysis (TNA) and evaluation" was sighted however found implementation is not followed as per SOP and requirement example Lubricant Oil and chemical not properly store in Engine room during site visit at Keratong POM and Chemical Store in Gua Musang POM and Keratong POM is not properly maintain such as no SDS and no spill Kit thus Minor NC been issue because Training programmed in order to provide specific skill and competency is inadequate.	
4.4.6.3	A continuous training programme shall 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. - Minor compliance -	It was evident that from the training matrix for 2019 and training records for 2018/2019 that all trainings had been planned and implemented to ensure that all employees are well trained in their job function and responsibility.	Comply
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 shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. - Major compliance -	The environmental aspect and impact available in Mill dated 14 April 2019. Aspects and impacts analysis of all operations during normal/abnormal/emergency situation were identified. POME activities, workshop activity, Store activity, SW activity and others were identified and evaluated in the register.	Comply
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives;	In Gua Musang Mill improvement plan was available dated 14 April 2019. Mitigation measure sampling on Effluent waste from Oil Mill	Comply

Criterion / Indicator		Assessment Findings	Compliance								
	b) The aspects and impacts analysis of all operations - Major compliance -	<p>was to establish effluent recycling system & effluent operation monitoring system. Verified from the monthly submission dated 6 May 2019 for 1st Quarter as per below result:-</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Jan</th> <th>February</th> <th>March</th> </tr> </thead> <tbody> <tr> <td>BOD3 (mg/l)</td> <td>23</td> <td>20</td> <td>38</td> </tr> </tbody> </table>	Month	Jan	February	March	BOD3 (mg/l)	23	20	38	
Month	Jan	February	March								
BOD3 (mg/l)	23	20	38								
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. - Major compliance -	The Programme to promote Positive impact for Gua Musang Mill was to promote positive impacts on environment was verified via for 2018 and 2019 towards compliance with air clean regulation 2014 was to install Air pollution control system on This financial year.	Comply								
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	The Programme to promote Positive impact for Gua Musang Mil was to promote positive impacts on environment was verified via for 2018 and 2019 towards compliance with air clean regulation 2014 was to install Air pollution control system on This financial year.	Comply								
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy,	A training program was available in Training Plan updated on a yearly basis or revised as per the management requirement.	Comply								

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	objectives and management plans and are working towards achieving objectives. - Major compliance -	Included in this programme are subjects related to environment e.g environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training.	
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	The Environmental Performance Monitoring Committee (EPMC) were setup to comply with the DOE requirement on Guidance Self-Regulation (GSR). For ERCMC, the latest meeting was done on 3rd January 2018. The meeting was to review environmental performance within Keratong POM. Latest management meeting regarding to environment (EPMC) is 16 Oct 2018 (3/2018), 11 Dec 2018 (4/2018), and 4 April 2019(1/2019). For Gua Musang POM latest EPMC meeting done on 3 April 2019 (4/2019)	Comply
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 appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	The monitoring were recorded in environment performance indicator-electricity generated by steam turbine tabulated for the financial year 2019. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kwh/mt FFB. A monthly record on energy consumption for both renewable and non-renewable sources were also maintained documented. It is monitored to optimise use of renewable energy. The data is compiled for comparison and control for future improvement with	Comply

Criterion / Indicator		Assessment Findings	Compliance
		<p>aim of gradual reduction particularly diesel. Todate : 17.5 mt/FFB, kWh turbine (409,160)</p> <p>Under the energy management plan 2018/19 the mill aimed for reduction plan among others;</p> <ul style="list-style-type: none"> - educate workers on fuel and electricity saving practice - avoid leakages during vehicles maintenance 	
4.5.2.2	<p>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.</p> <p>- Major compliance -</p>	<p>The mill records the following data and tabulated the ratio against the FFB processed and CPO produced to determine the efficiency of their operations;</p> <p>all the diesel used (non-renewable) for the mill operation fibre/shell used (renewable)</p> <p>In this relation the following data were sighted and verified</p> <p>As at April 2019, 17.5 kWh/FFB</p>	Comply
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>The fibre and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell/fibre are delivered to estates for multi purposes or sold to outside buyers. EFB is used in the estates for mulching. Details of renewable energy fibre/shell used in the mill is shown in 4.5.2.2 above.</p>	Comply
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p>	<p>All waste and pollution are identified and documented in the Waste & Pollution Management Plan 2018 made on the Regional level.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance																											
	- Major compliance -	<p>a) Details of waste generated from the estates/mill activities among others as shown below;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Type of waste</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Domestic waste rubbish</td> <td>Line sites, office complex</td> </tr> <tr> <td>2</td> <td>Industrial waste-fertilizer bags</td> <td>Empty bags store</td> </tr> <tr> <td>3</td> <td>Scrap metal</td> <td>workshop</td> </tr> <tr> <td>4</td> <td>SW 404 Clinical waste</td> <td>clinic</td> </tr> <tr> <td>5</td> <td>SW rags, plastics, filters</td> <td>workshop</td> </tr> <tr> <td>6</td> <td>Spent lubricant & hydraulic oil</td> <td>workshop</td> </tr> <tr> <td>7</td> <td>Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,</td> <td>Scheduled waste store</td> </tr> <tr> <td>8</td> <td>Sewage waste</td> <td>Workers/staff toilets/office</td> </tr> </tbody> </table> <p>The source of mill pollution generated from the mill is the smoke from the boiler. It is monitored from the stack emission during the entire operations. These reports are reviewed by the mill and submitted to DOE. There was no major issue.</p>	No	Type of waste	Location	1	Domestic waste rubbish	Line sites, office complex	2	Industrial waste-fertilizer bags	Empty bags store	3	Scrap metal	workshop	4	SW 404 Clinical waste	clinic	5	SW rags, plastics, filters	workshop	6	Spent lubricant & hydraulic oil	workshop	7	Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,	Scheduled waste store	8	Sewage waste	Workers/staff toilets/office	
No	Type of waste	Location																												
1	Domestic waste rubbish	Line sites, office complex																												
2	Industrial waste-fertilizer bags	Empty bags store																												
3	Scrap metal	workshop																												
4	SW 404 Clinical waste	clinic																												
5	SW rags, plastics, filters	workshop																												
6	Spent lubricant & hydraulic oil	workshop																												
7	Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW,	Scheduled waste store																												
8	Sewage waste	Workers/staff toilets/office																												
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p>	<p>There are procedures and guidelines in the disposal of wastes and pollutants guided by Head Office level to minimise pollution on the routine operation.</p>	Comply																											

Criterion / Indicator		Assessment Findings				Compliance
	b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. - Major compliance -	No	Type of waste	Description	Action	
		1	Domestic waste	Rubbish	Collection/disposal min 2x-3x /week internally. Establish landfill/collection SOP Establish collection schedule & PIC Create awareness on hygiene Monitoring of line site	
		2	Industrial Waste	Scrap metal	Inventory maintained, tender at zone level for sale to licensed contractor.	
				POME	Daily monitoring of cubic meter release to river.	
3	Sewage waste	sewage	To monitor during housing inspection and residents' complaints. Engagement with licensed contractor for sewage management.			

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings				Compliance
		4	Scheduled Waste	SW 404 Clinical waste	Inventory maintained. Storage in sharp bin in clinic. Disposal to Clinico waste management	
				SW rags, plastics, filters	Inventory maintained. Storage in scheduled waste store. Disposal to licensed contractor.	
				Spent lubricant & hydraulic oil	Collection by licensed vendor. Inventory maintained.	
				Disposed containers, bags, equipment contaminated with chemicals, SW,	Inventory maintained. Storage in SW store. All containers are labelled. Empty containers collected by authorized vendor.	
4.5.3.3	The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe	SOP for SW:- Sin thye management Sdn Bhd Standard Operations Procedures version 3 part D chapter 1. During site visit found lab waste (SW 322) was disposed in POME pond and still in progress to notify DOE for Keratong POM. Latest scheduled waste disposal				Minor Non Conformance

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
	<p>handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>record for Gua Musang POM was on 18 April 2019 for SW 410 referred consignment note 2019041812WYZM6B. Inventory updated on May 2019, there are 6 type of SW been generate in Gua Musang POM, SW 102,305,306,322,402 and 410. However during site verification found certain empty oil barrel was not properly stored as Scheduled waste thus Minor NC been issued.</p>	
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	<p>Domestic waste disposal for the Gua Musang Mill and estate has been made simpler through the collection and disposal to the Government landfill under Majlis Perbandaran Gua Musang.</p>	Comply
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The identified source for air emission was from boiler. Current monitoring was through online boiler smoke density and alarm and six-monthly boiler and stack monitoring of dust particulate. On top of the air emission monitoring, ambient air monitoring is required to be carried out on quarterly basis. Sample of reports verified:</p> <p><u>Boiler no.1</u></p> <p>2nd half of 2018 :</p> <p>Date of reporting – 10/10/18</p> <p>Reference report: ISO/075/2018</p> <p>Dust emission load: 0.0405 g/Nm³ , dry @ 12% CO₂ vs 0.4 g/Nm³ , dry @ 12% CO₂</p>	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance								
		Based on the above results, concentrations of particulate matter with the size of less than 10 micron (PM10) were complied with the limit of the New Malaysia Ambient Air Quality Standard, Interim Target 2(IT-2)									
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The management action plan is documented under Environmental Management Plan (Emission and Pollution) for 2019. Implementation of management plan will be reviewed every quarter during EPMC meeting.	Comply								
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	<p>The POME is treated with open anaerobic pond. Based on license, final discharge method is through river. Referred to OER (Online Environmental Report) From Jan 2019 until March 2019 the discharge should not more than 1200 Meter cubic per day. Result as per below:-</p> <table border="1"> <thead> <tr> <th>Month/Parameter</th> <th>Jan</th> <th>Feb</th> <th>March</th> </tr> </thead> <tbody> <tr> <td>Total discharge per day per cubic meter</td> <td>174</td> <td>186</td> <td>141</td> </tr> </tbody> </table>	Month/Parameter	Jan	Feb	March	Total discharge per day per cubic meter	174	186	141	Comply
Month/Parameter	Jan	Feb	March								
Total discharge per day per cubic meter	174	186	141								

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		Regular monitoring was conducted by the mill by taking the sample of waste water in final discharge point and water at the upstream and downstream of the river.	
Criterion 4.5.5: Natural water resources			
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>Water management plan is available under MSPO-P5-C5 appendix 2. The mill water management plan has been established with the recent review made on 01/1/2019. Among others the plan therein has emphasized;</p> <ul style="list-style-type: none"> a) rain water harvesting for cleaning purposes, b) water from the reservoir for the mill operations c) water from pond and treated for human consumption d) continual training for workers on water efficiency consumption, e) Desilting of water reservoir to retain the reservoir optimal capacity. f) The action plan in event of draught/water pollution and <p>Water analysis been done on 18 April 2019 refer report D/W25/12/19. From the result, WQI is 84(Class II).</p>	Comply
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>Based on the effluent final discharge analysis, all the parameters have been complied with. Analysis was done once and every month and submitted to the authority on quarterly basis. The following parameters (BOD, TSS, Ammonical Nitrogen, Total Nitrogen, Oil & Grease, pH, COD, Total Suspended Solids) are checked by Nalco</p>	Comply



Criterion / Indicator		Assessment Findings				Compliance								
		Industril Services Malaysia Sdn Bhd. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Month</td> <td>April</td> <td>March</td> <td>Feb</td> </tr> <tr> <td>BOD3 (mg/l)</td> <td>6</td> <td>6</td> <td>Not discharge.</td> </tr> </table>				Month	April	March	Feb	BOD3 (mg/l)	6	6	Not discharge.	
Month	April	March	Feb											
BOD3 (mg/l)	6	6	Not discharge.											
4.6 Principle 6: Best Practices														
Criterion 4.6.1: Mill Management														
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The Sin Thye Management Sdn Bhd Standard Operating Procedures for best practice version 3.0 release on 2019. Mill Operation Manual includes mill SOP and work instruction as a guidance document for mill operation. Implementation of the SOP being monitored consistently through regular visit and audit by safety officer and Chief Operating Officer. Any gap identified will be reported and rectification will be done management team for improvement.				Comply								
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	Chief Operating Officer (COO) make regular visit to evaluate the performance of the mill. COO visits the Mill to review Mill performance against Chin Teck Sustainability standard. Latest Chief Operating Officer visit was on 1-2/8/18. Rating given was good at 80% of overall performance.				Comply								
Criterion 4.6.2: Economic and financial viability plan														

Criterion / Indicator		Assessment Findings	Compliance
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 -	Gua Musang POM and Keratong POM has projected the 5 years crop projection inclusive of budget (OPEX and CAPEX) from FY2019 to FY2024 and verified at site. The projection covers crop intake from own estate, from outside purchase (smallholders), total intake, processing cost and extraction rate (OER & KER).	Comply
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 -	Sampled below letter of award & payments: 1. Sing Chuan Aik Transport Sendirian Berhad for transport agreement at Gua Musang POM, The agreement dated 1/1/2019 for period 1/1/2019 – 31/12/2019. 2. Kilang Minyak Sri Kenbangan Sendirian Berhad for transport agreement (CPO) at Keratong POM, The agreement dated 1/1/2019 for period 1/1/2019 – 31/12/2019. Both are having the agreed price mechanism.	Comply
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Sampled below letter of award & payments: 1. Kilang Minyak Sri Kenbangan Sendirian Berhad for transport agreement (CPO) at Keratong POM, The agreement dated 1/1/2019 for period 1/1/2019 – 31/12/2019. 2. Sing Chuan Aik Transport Sendirian Berhad for transport agreement at Gua Musang POM, The agreement dated 1/1/2019 for period 1/1/2019 – 31/12/2019.	Comply

MSPO Public Summary Report
Revision 0 (Aug 2017)

Criterion / Indicator		Assessment Findings	Compliance
		Both are having the agreed price mechanism.	
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	MSPO training was conducted on 16/4/2019 for Kilang Minyak Sri Kenbangan Sendirian Berhad to brief on the MSPO requirement.	Comply
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Sampled below letter of award & payments: 1. Sing Chuan Aik Transport Sendirian Berhad for transport agreement at Gua Musang POM, The agreement dated 1/1/2019 for period 1/1/2019 – 31/12/2019. 2. Kilang Minyak Sri Kenbangan Sendirian Berhad for transport agreement (CPO) at Keratong POM, The agreement dated 1/1/2019 for period 1/1/2019 – 31/12/2019. Both are having the agreed price mechanism.	Comply
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	Management were aware on this information and there is no dispute during the audit.	Comply

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
<p>Based on the findings during the assessment Chin Teck Plantations Bhd Certification Unit comprising 2 palm oil mills (Keratong POM and Gua Musang POM) and 3 estates (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates) complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Chin Teck Plantations Bhd Certification Unit comprising 2 palm oil mills (Keratong POM and Gua Musang POM) and 3 estates (Keratong Estate, Gua Musang Estate and Jemima & Sg. Sendayan Estates) Certification Unit is approved.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: Ng Yeen Chern Chief Operating Officer</p>	<p>Name: Mohd Hafiz Mat Hussain</p>
<p>Company name: 振德種植有限公司 CHIN TECK PLANTATIONS BHD (3250V)</p>	<p>Company name: BSI Services Malaysia Sdn. Bhd.</p>
<p>Title:</p>	<p>Title: Client Manager</p>
<p>Signature:</p> 	<p>Signature:</p> 
<p>Date: 19/06/2019</p>	<p>Date: 18/6/2019</p>

Appendix A: Assessment Plan

Date	Time	Subjects	MH	MN
Monday, 27/05/19	09:00 – 09:30	Jemima/Sg Sendayan Estate Opening Meeting at Jemima/Sg Sendayan Estate <ul style="list-style-type: none"> • Presentation by Chin Teck Plantations Bhd team • Presentation by BSI Lead Auditor -introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope 	√	√
	09:30 – 12:30	Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P7: Development of New Planting.	√	
		Document review (MS:2530 Part 3), P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition and P6 : Best practices, P7: Development of New Planting.		√
	10:30-12:30	Interview with stakeholder for Keratong Estate and Keratong POM including local communities, government authorities, contractors and etc.	√	
	13:00 – 14:00	Break	√	√
	14:00 – 16:30	Continue with Document review and site verification if deemed necessary.	√	√
	16:30 – 17:00	Interim closing briefing	√	√
	PM	Travel to Muadzam Shah, Pahang (Check In Tong Villion Hotel)	√	√
Tuesday 28/05/19	09:00 – 12:30	Keratong POM Document Review (MS:2530 Part 4), 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	√	
		Document Review (MS:2530 Part 4), P1: Management commitment and responsibility, P4: health safety, P5: Environment, natural resources, biodiversity and ecosystem services, P6 : Best practices		√
	13:00 – 14:00	Break	√	√
	14:00 – 16:30	Continue with Document review and site verification if deemed necessary.	√	√
	16:30 – 17:00	Interim closing briefing	√	√
Wednesday 29/05/19	09:00 – 12:30	Keratong Estate Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P7: Development of New Planting.	√	
		Document review (MS:2530 Part 3), P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition and P6 : Best practices, P7: Development of New Planting.		√
	10:30-12:30	Interview with stakeholder for Keratong Estate and Keratong POM including local communities, government authorities, contractors and etc.	√	
	13:00 – 14:00	Break	√	√
	14:00 – 16:30	Continue with Document review and site verification if deemed necessary.	√	√

MSPO Public Summary Report
Revision 0 (Aug 2017)

Date	Time	Subjects	MH	MN
	16:30-17:00	Interim closing briefing	√	√
	PM	Travel to Gua Musang (Check In Goa Inn Hotel, Gua Musang)	√	√
Thursday 30/05/19	09:00 – 12:30	Gua Musang POM Document Review (MS:2530 Part 4), 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	√	
		Document Review (MS:2530 Part 4), P1: Management commitment and responsibility, P4: health safety, P5: Environment, natural resources, biodiversity and ecosystem services, P6 : Best practices		√
	10:30-12:30	Interview with stakeholder for Gua Musang Estate and Gua Musang POM including local communities, government authorities, contractors and etc.	√	
	13:00 – 14:00	Break	√	√
	14:00 – 16:30	Continue with Document review and site verification if deemed necessary.	√	√
	16:30 – 17:00	Interim closing briefing	√	√
	Friday 31/05/19	09:00 – 12:30	Gua Musang Estate Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P7: Development of New Planting.	√
Document review (MS:2530 Part 3), P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition and P6 : Best practices, P7: Development of New Planting.				√
13:00 – 14:00		Break	√	√
14:00 – 16:00		Continue with Document review and site verification if deemed necessary.	√	√
16:00-1630		Preparation for closing meeting		
16:30-1700		Closing meeting	√	√

Appendix B: List of Stakeholders Contacted

1. DOE Gua Musang
2. Gender Representative
3. Workers Representative
4. Sprayers
5. Harvesters
6. Mill Operators
7. Contractor
8. Nearby Estate (ASPA and West Synergy Sdn Bhd)

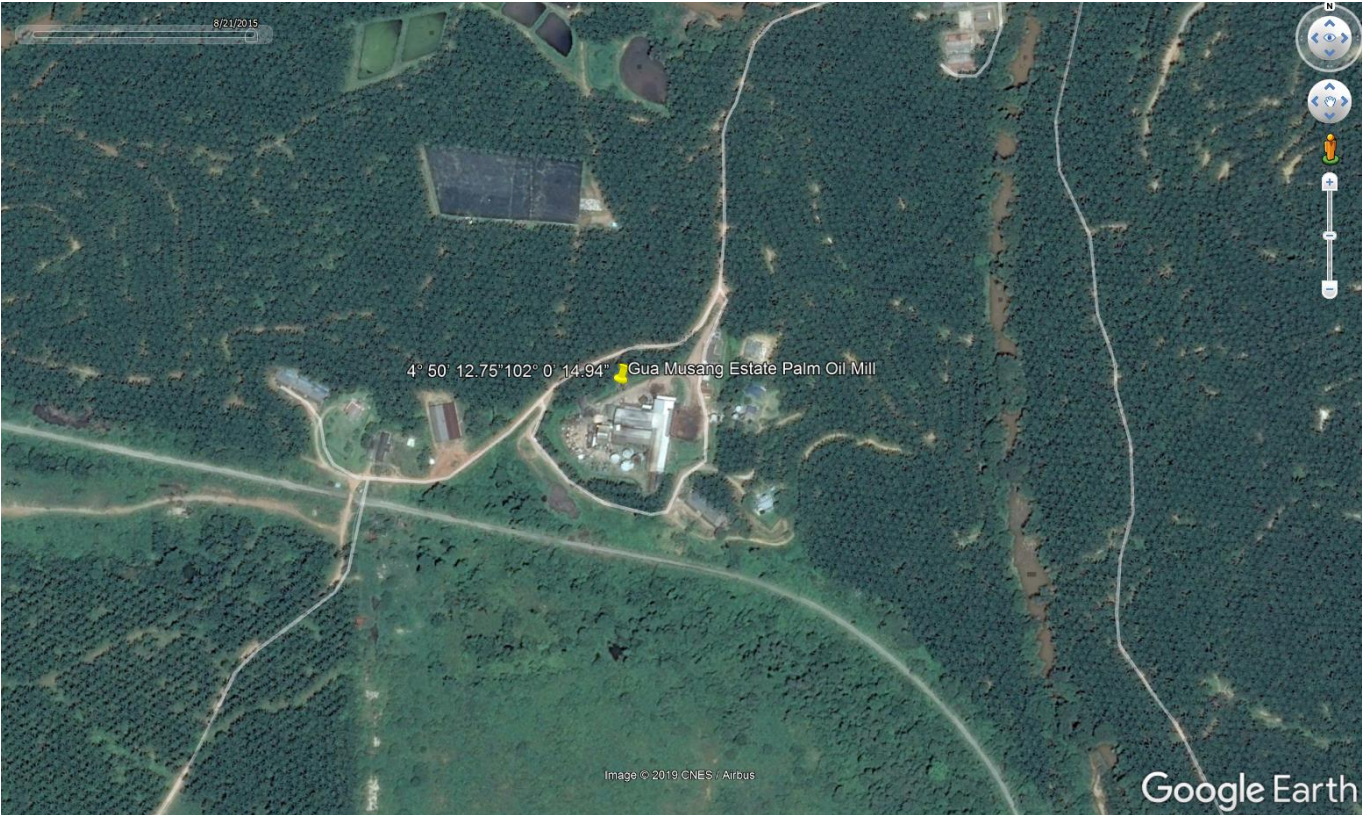
Appendix C: Smallholder Member Details

No	Name of smallholder	Year Planted	Land Area (ha)	Forecast FFB (Mt/ha/year)
1	Not applicable			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
TOTAL				

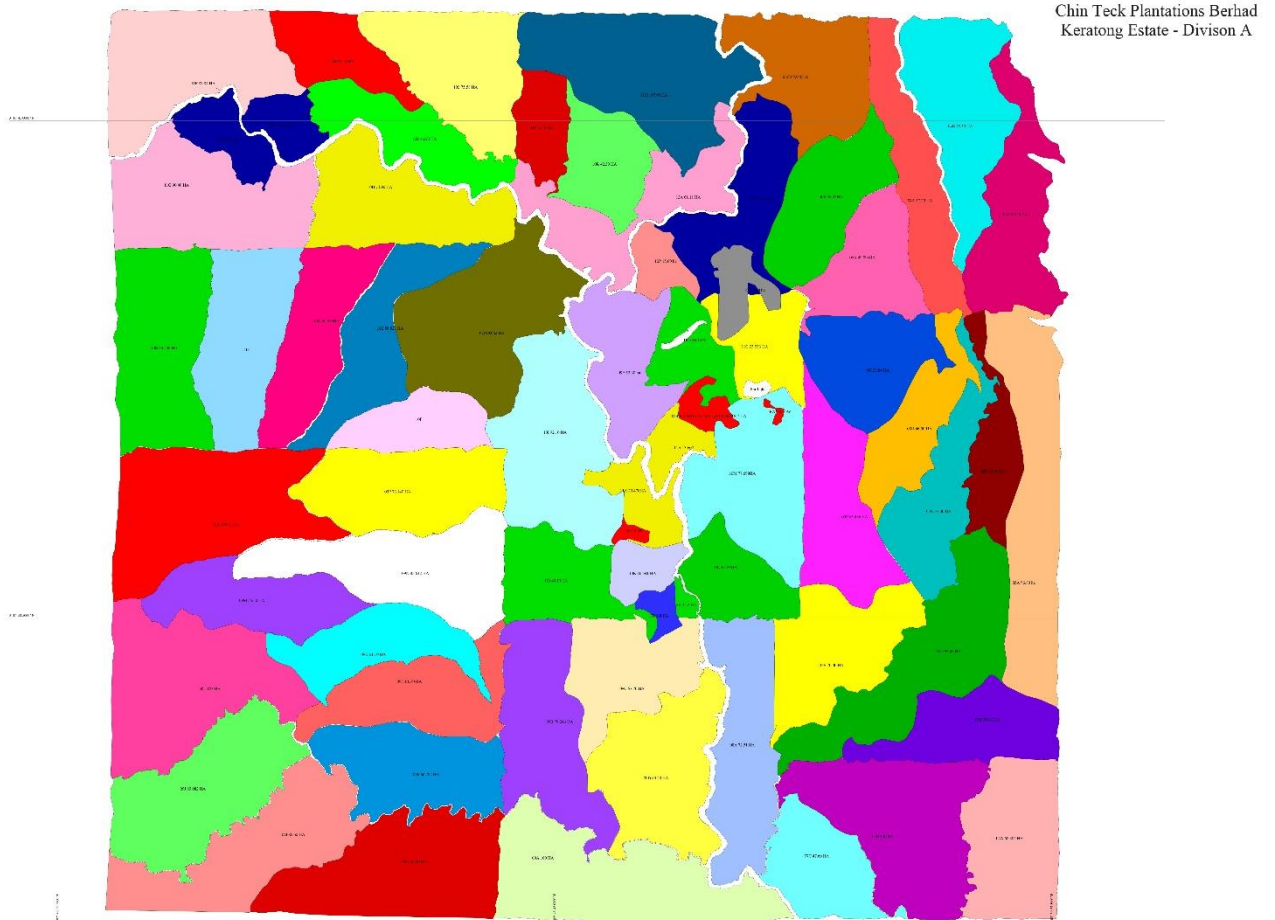
Appendix D: Keratong POM and Gua Musang POM Location



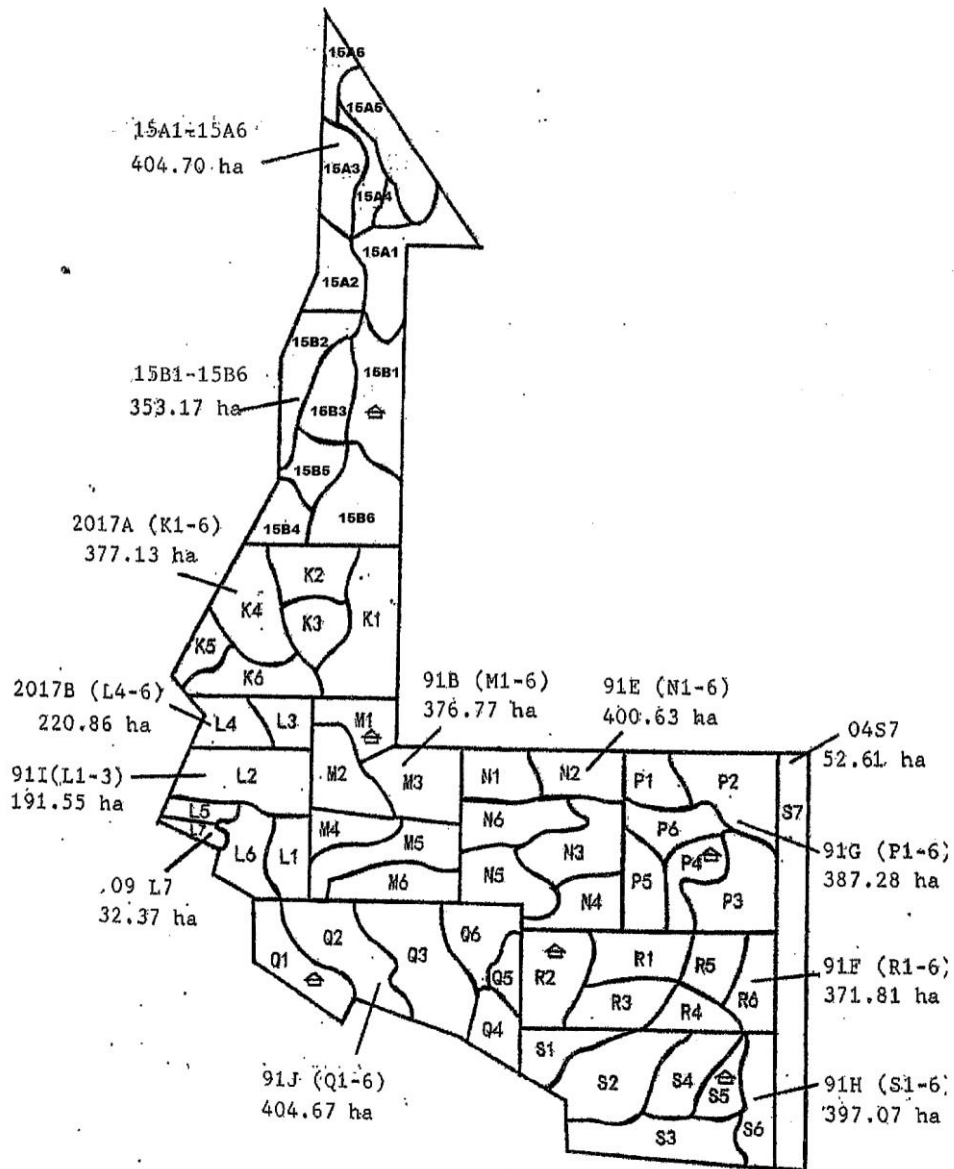
MSP0 Public Summary Report
Revision 0 (Aug 2017)



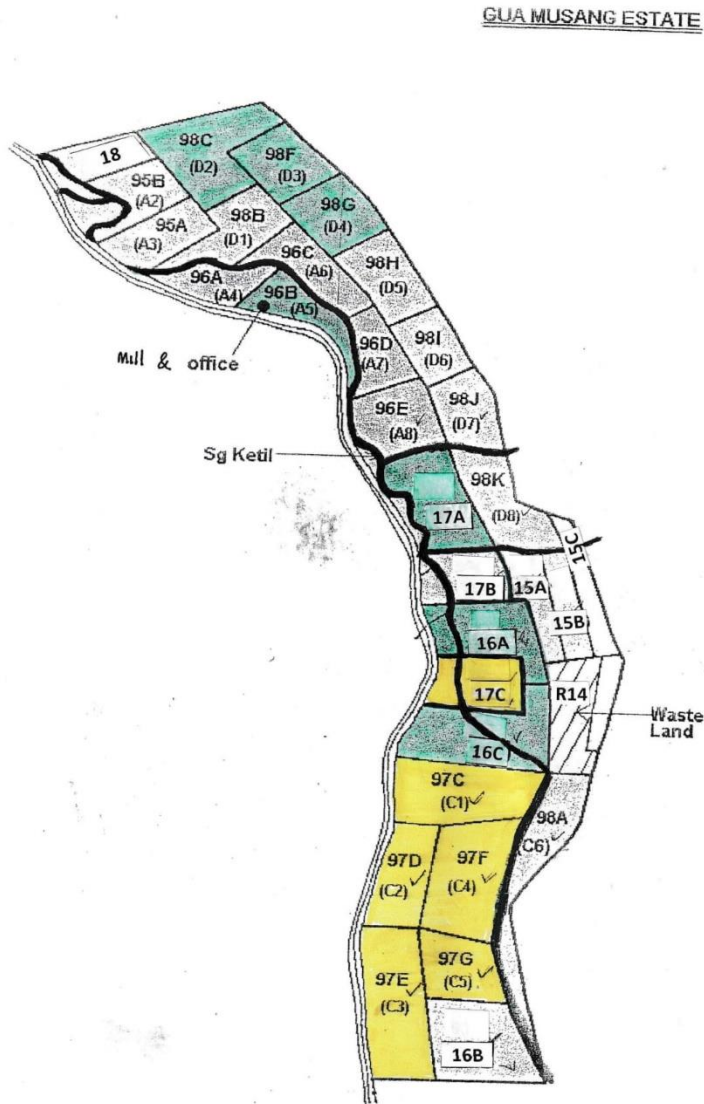
Appendix E: Keratong Estate Field Map



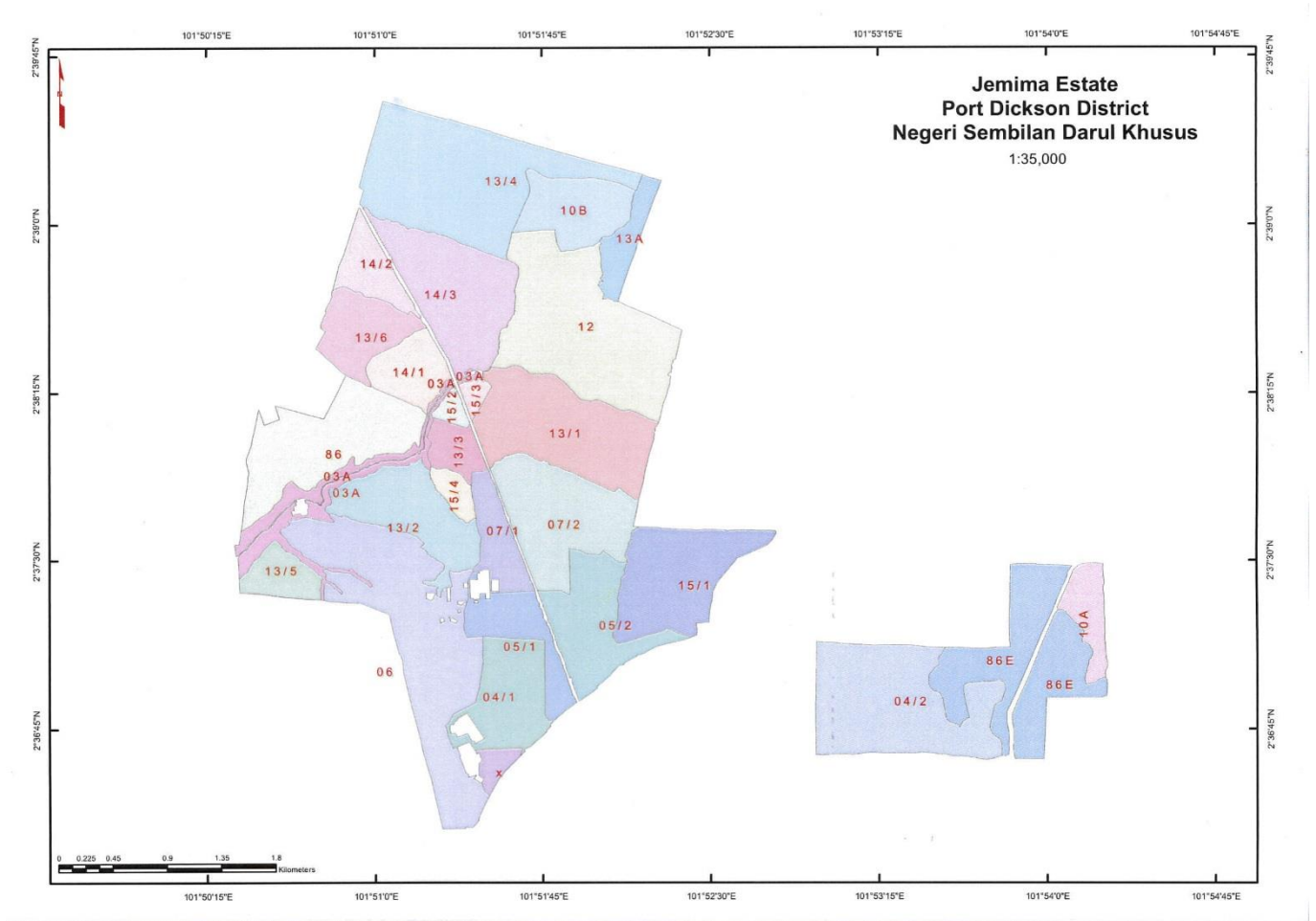
**CHIN TECK PLANTATIONS BERHAD
KERATONG ESTATE - DIVISION B**



Appendix F: Gua Musang Estate Map



Appendix G: Jemima & Sg. Sendayan Estate Map



Appendix H: 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